



**TOWN OF PINCHER CREEK ORGANIZATIONAL  
MEETING AGENDA**

**October 23, 2023 AT 5:00 P.M.**

**Council Chambers, 962 St. John Avenue**

**Zoom Link**

1. **Call to Order**
2. **Agenda Approval**
3. **Meeting Times and Dates**
4. **Organizational Meeting**
  - 4.1 Deputy Mayor Schedule
  - 4.2 Council Committee Appointments
5. **Adjournment**



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Organizational meeting	
<b>PRESENTED BY:</b> Angie Lucas, Chief Administrative Officer	<b>DATE OF MEETING:</b> 10/23/2023

**PURPOSE:**

To review the regular meeting dates and times, Deputy Mayor appointment and Council Committee's appointments.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek That Council for the Town of Pincher Creek approve the regular meeting dates and time schedules, and Council Committee's appointments as discussed.

**BACKGROUND/HISTORY:**

The MGA requires that Municipalities hold an Organizational meeting each year not later than 2 weeks after the 3rd Monday in October, s.192(1). In addition the Town Council Procedural Bylaw# 1596.21 provides for the annual Organizational meeting procedures and agenda items.

**ALTERNATIVES:**

No Alternative except to reschedule

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

Town Council Procedural Bylaw# 1596-21  
Municipal Government Act

**FINANCIAL IMPLICATIONS:**

N/A

**PUBLIC RELATIONS IMPLICATIONS:**

N/A

**ATTACHMENTS:**

Deputy Mayor Schedule 2022-2025 - 3273  
Oct 23, 2023 Council Appointments - Edited - 3273

**CONCLUSION/SUMMARY:**

To review the regular meeting dates, time schedules, deputy mayor list and committee appointments.

**Signatures:**

**Department Head:**

*Angie Lucas*

**CAO:**

*Angie Lucas*

**DEPUTY MAYOR ROTATION SCHEDULE**

<b>M. Barber</b>	<b>October 25, 2021- June 30, 2022</b>
<b>D. Green</b>	<b>July 1, 2022 February 28, 2023</b>
<b>S. Nodge</b>	<b>March 1, 2023- October 31, 2023</b>
<b>W. Oliver</b>	<b>November 1, 2023 - June 30, 2024</b>
<b>B. Wright</b>	<b>July 1, 2024- February 29, 2025</b>
<b>G. Cleland</b>	<b>March 1, 2025- October 28, 2025</b>

**SCHEDULE “A”  
COUNCIL APPOINTMENTS  
OCTOBER 23, 2023 TO OCTOBER 22, 2024**

**1. ALBERTA SOUTHWEST REGIONAL ALLIANCE**

Mandate: Alberta SouthWest Regional Alliance Ltd. (AlbertaSW) is a Regional Economic Development Alliance (REDA) of 16 communities working together to help each other succeed. Requires one member.

Staff Lead: Open

Meetings: First Wednesday evening monthly at various communities

Member(s): Don Anderberg

**2. ASSESSMENT REVIEW BOARD**

Mandate: Oldman River Regional Services Commission and Municipalities within the region jointly established a Regional Assessment Review Board (Bylaw 2011-02) to exercise the functions of a Local Assessment Review Board (LARB) and the function of a Composite Assessment Review Board (CARB) under the provisions of the Municipal Government Act in respect of assessment complaints made by taxpayers of a Regional Member Municipality. Requires one member and one alternate member.

Staff Lead: Legislative Services Manager

Meetings: Annually if assessment appeals are received.

Member(s): Don Anderberg

Alternative: Sahra Nodge

**3. COMMUNITY EARLY LEARNING CENTRE BOARD**

Mandate: Requires three members

Staff Lead: Director of Community Services

Meetings: As required

Member(s): Don Anderberg, David Green, and Mark Barber

Alternate: Sahra Nodge

**4. COMMUNITY FUTURES ALBERTA SOUTHWEST BOARD**

Mandate: Establish priorities, monitor performance and be accountable to key stakeholders, such as local, provincial, and federal governments.  
Requires one member.

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Mark Barber

**5. COMMUNITY HOUSING COMMITTEE**

Mandate: Study and provide advice regarding matters related to housing.  
Requires three members.  
Staff Lead: Family and Community Support Services Coordinator  
Meetings: Monthly  
Members: Wayne Oliver, Garry Cleland and Sahra Nodge

**6. COMMUNITY TRANSPORTATION COMMITTEE**

Mandate: Study and provide advice regarding matters related to transportation.  
Requires two members.  
Staff Lead: Director of Operations  
Meetings: As required  
Membership: Currently Inactive

**7. ECONOMIC DEVELOPMENT COMMITTEE**

Mandate: To advise Town Council on various economic development issues.  
Requires one member.  
Staff Lead: Economic Development Officer  
Meetings:  
Member(s): Currently Inactive

**8. EMERGENCY SERVICES COMMISSION**

Mandate: To manage fire and ambulance services. Requires two members and one alternate member.  
Staff Lead: Fire Chief  
Meetings: Fourth Thursday monthly at 1:30 pm.  
Member(s): Don Anderberg and Brian Wright  
Alternate: Sahra Nodge

**9. FACILITIES PLANNING STUDY STEERING COMMITTEE**

Mandate: To study and provide advice to the Town of Pincher Creek regarding the future development, renovation or expansion of facilities including sport, recreational, community and other Town owned facilities. Requires two members.  
Staff Lead: Director of Community Services  
Meetings: As required - Committee on hold  
Member(s): Currently Inactive

**10. FAMILY AND COMMUNITY SUPPORT SERVICES**

Mandate: Agreement between Her Majesty in Right of Alberta and Town of Pincher Creek to provide for the establishment, administration, and operation of a Family and Community Support Services Program in accordance with the Family and Community Support Services Act and Regulation.

Requires one member.

Staff Lead: Family and Community Support Services Coordinator

Meetings: Third Monday monthly at 6:30 pm

Member(s): Sahra Nodge

**11. FINANCE AND BUDGET COMMITTEE**

Mandate: Pursuant to the Municipal Government Act, Council must adopt an operating and capital budget for each calendar year. Requires all members of Council

Staff Lead: Chief Administrative Officer/Director of Finance and Human Resources

Meetings: As required in the fall and winter prior to the budget year

Member(s): All of Council

**12. HEALTH PROFESSIONS ATTRACTION AND RETENTION COMMITTEE**

Mandate: Responsible for making policy decisions and ensuring through the Executive Director that appropriate staff, structures and processes are in place to carry out the policy and day-to-day tasks of the [RhPAP].

Requires one member

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Brian Wright

**13. HIGHWAY 3 TWINNING DEVELOPMENT ASSOCIATION**

Mandate: Members to this committee must be approved by the Association Board.

Requires one member and one alternate member.

Staff Lead: Chief Administrative Officer

Meetings: As required

Member(s): Don Anderberg

Alternate: Brian Wright

**14. INTERMUNICIPAL COLLABORATION FRAMEWORK STEERING COMMITTEE**

Mandate: Provide for integrated and strategic planning, delivery and funding of intermunicipal services; Allocate scarce resources efficiently in the providing of local services; Ensure municipalities contribute funding to

services that benefit their residents. Requires two members and one alternate

Staff Lead: Chief Administrative Officer

Meetings: As needed

Member(s): Don Anderberg and Wayne Oliver

Alternate: Mark Barber

**15. INTERMUNICIPAL DEVELOPMENT COMMITTEE**

Mandate: As per Bylaw No. 1526, Intermunicipal Development Plan. Requires two members.

Staff Lead: Legislative Services Manager

Meetings: As needed (generally daytime)

Member(s): Garry Cleland and Mark Barber

**16. LIBRARY BOARD and CHINOOK ARCH**

Mandate: Pursuant to the Libraries Act of Alberta, the Pincher Creek & District Municipal Library will provide full and equal access to information, resources, and ideas, and promote an atmosphere of life-long learning. Requires one member.

Staff Lead: Head Librarian

Meetings: Library Board – Fourth Wednesday every other month at 7:00 pm

Chinook Arch – First Thursday of April, August and December 6:00 pm

Member(s): Mark Barber

**17. MAYORS & REEVES OF SOUTHWEST ALBERTA**

Mandate: Mayors & Reeves of Southwest Alberta. Requires the Mayor.

Staff Lead: Open

Meetings: First Friday monthly at 1:00 pm in Lethbridge (No meeting in July & August)

Member(s): Don Anderberg

Alternative: Deputy Mayor

**18. MUNICIPAL DEVELOPMENT AND SUBDIVISION AUTHORITY (MDSA)**

Mandate: Pursuant to the Municipal Government Act and MDSA Bylaw #1543, to review applications for discretionary developments. Requires three members.

Staff Lead: Legislative Services Manager

Meetings: Third Wednesday monthly at 9:30 am

Member(s): Sahra Nodge, Brian Wright and Wayne Oliver



**19. MUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD (MSDAB)**

Mandate: Pursuant to the Municipal Government Act and Bylaw #1544. Requires one member.

Staff Lead: Legislative Services Manager and Chief Administrative Officer

Meetings: As required, by Oldman River Regional Services Commission

Member(s): Don Anderberg

**20. OLDMAN RIVER REGIONAL SERVICES COMMISSION (ORRSC)**

Mandate: Concerns matters of subdivision, planning, etc. Requires one member and one alternate member.

Staff Lead: Chief Administrative Officer

Meetings: First day of March, June, September, and December at 7:00 pm in Lethbridge

Member(s): Don Anderberg

Alternates: Brian Wright

**21. OLDMAN WATERSHED COUNCIL**

Mandate: A healthy, resilient watershed where people, wildlife and habitat thrive. Requires one member

Staff Lead: Director of Operations

Meetings: Quarterly

Member(s): Wayne Oliver

Alternate: Sahra Nodge

**22. PINCHER CREEK FOUNDATION BOARD**

Mandate: Manages the Housing Units in Pincher Creek. Requires two members.

Staff Lead: Pincher Creek Foundation CAO

Meetings: Fourth Wednesday monthly

Member(s): David Green and Wayne Oliver

**23. POLICE ADVISORY COMMITTEE**

Mandate: Formalize the process for receiving input from the community and the partnership between the community, the RCMP and local government. Requires one member and one alternate member.

Staff Lead: Family and Community Support Services Coordinator

Meetings: Third Wednesday every two months at 7:00 pm

Member(s): Mark Barber & Brian Wright

Alternate:

**24. POLICY REVIEW COMMITTEE**

Mandate: Requires two members of Council.

Staff Lead: Legislative Services Manager

Meetings: Suspended for 8 months

Member(s): Sahra Nodge and Wayne Oliver

**25. RECREATION ADVISORY BOARD**

Mandate: Reviews Recreation and Parks issues, makes recommendations, and identifies issues. Requires one member.

Staff Lead: Director of Community Services

Meetings: Monthly as schedules allow (generally evening)

Member(s): Brian Wright

Alternative: Garry Cleland

**26. REGIONAL AIRPORT ADVISORY COMMITTEE**

Mandate: To advise Council on airport opportunities and issues, policy, and programs within the Southwestern Alberta Region with specific focus on the Pincher Creek Airport (CZPC). Requires two members.

Staff Lead:

Meetings: Quarterly – to be determined

Members(s): Not Applicable

Alternate:

**27. REGIONAL EMERGENCY MANAGEMENT ORGANIZATION**

Mandate: To act as an agent of the Council to carry out the Council's statutory powers and obligations as prescribed in the Emergency Management Bylaw. Requires two members and one alternate member.

Staff Lead: Chief Administrative Officer

Meetings: Minimum twice annually

Member(s): Don Anderberg and Brian Wright

Alternate: Sahra Nodge

**28. REGIONAL LANDFILL – Town/MD/Cowley/Crowsnest Pass**

Mandate: Pursuant to landfill Authority bylaws. Requires one member and one alternate member.

Staff Lead: Open

Meetings: Third Wednesday monthly at 9:00 am at the Landfill

Member(s): Mark Barber

Alternate: Garry Cleland

**29. Communities in Bloom**

Mandate:

Meetings:

Member: Wayne Oliver

**30. Scholarship Steering Committee**

Mandate:

Meetings:

Member: Sahra Nodge

Note\*\*All members of Council shall serve as alternates on all committees and boards.

**SCHEDULE “A”  
COUNCIL APPOINTMENTS  
OCTOBER 23, 2023 TO OCTOBER 22, 2024**

**1. ALBERTA SOUTHWEST REGIONAL ALLIANCE**

Mandate: Alberta SouthWest Regional Alliance Ltd. (AlbertaSW) is a Regional Economic Development Alliance (REDA) of 16 communities working together to help each other succeed. Requires one member.

Staff Lead: Open

Meetings: First Wednesday evening monthly at various communities

Member(s): Don Anderberg

**2. ASSESSMENT REVIEW BOARD**

Mandate: Oldman River Regional Services Commission and Municipalities within the region jointly established a Regional Assessment Review Board (Bylaw 2011-02) to exercise the functions of a Local Assessment Review Board (LARB) and the function of a Composite Assessment Review Board (CARB) under the provisions of the Municipal Government Act in respect of assessment complaints made by taxpayers of a Regional Member Municipality. Requires one member and one alternate member.

Staff Lead: Legislative Services Manager

Meetings: Annually if assessment appeals are received.

Member(s): Don Anderberg

Alternative: Sahra Nodge

**3. COMMUNITY EARLY LEARNING CENTRE BOARD**

Mandate: Requires three members

Staff Lead: ~~Director of Community Services~~

Meetings: As required

Member(s): Don Anderberg, David Green, and Mark Barber

Alternate: Sahra Nodge

**4. COMMUNITY FUTURES ALBERTA SOUTHWEST BOARD**

Mandate: Establish priorities, monitor performance and be accountable to key stakeholders, such as local, provincial, and federal governments.  
Requires one member.

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Mark Barber

**5. COMMUNITY HOUSING COMMITTEE**

Mandate: Study and provide advice regarding matters related to housing.  
Requires three members.  
Staff Lead: Family and Community Support Services Coordinator  
Meetings: Monthly  
Members: Wayne Oliver, Garry Cleland and Sahra Nodge

~~6. COMMUNITY TRANSPORTATION COMMITTEE~~

~~Mandate: Study and provide advice regarding matters related to transportation.  
Requires two members.  
Staff Lead: Director of Operations  
Meetings: As required  
Membership: Currently Inactive~~

**7. ECONOMIC DEVELOPMENT COMMITTEE**

Mandate: To advise Town Council on various economic development issues.  
Requires one member.  
Staff Lead: Economic Development Officer  
Meetings:  
Member(s): Currently Inactive

**8. EMERGENCY SERVICES COMMISSION**

Mandate: To manage fire and ambulance services. Requires two members and one alternate member.  
Staff Lead: Fire Chief  
Meetings: Fourth Thursday monthly at 1:30 pm.  
Member(s): Don Anderberg and Brian Wright  
Alternate: Sahra Nodge

~~9. FACILITIES PLANNING STUDY STEERING COMMITTEE~~

~~Mandate: To study and provide advice to the Town of Pincher Creek regarding the future development, renovation or expansion of facilities including sport, recreational, community and other Town-owned facilities. Requires two members.  
Staff Lead: Director of Community Services  
Meetings: As required - Committee on hold  
Member(s): Currently Inactive~~

**10. FAMILY AND COMMUNITY SUPPORT SERVICES**

Mandate: Agreement between Her Majesty in Right of Alberta and Town of Pincher Creek to provide for the establishment, administration, and operation of a Family and Community Support Services Program in accordance with the Family and Community Support Services Act and Regulation.

Requires one member.

Staff Lead: Family and Community Support Services Coordinator

Meetings: Third Monday monthly at 6:30 pm

Member(s): Sahra Nodge

**11. FINANCE AND BUDGET COMMITTEE**

Mandate: Pursuant to the Municipal Government Act, Council must adopt an operating and capital budget for each calendar year. Requires all members of Council

Staff Lead: Chief Administrative Officer/Director of Finance and Human Resources

Meetings: As required in the fall and winter prior to the budget year

Member(s): All of Council

**12. HEALTH PROFESSIONS ATTRACTION AND RETENTION COMMITTEE**

Mandate: Responsible for making policy decisions and ensuring through the Executive Director that appropriate staff, structures and processes are in place to carry out the policy and day-to-day tasks of the [RhPAP].

Requires one member

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Brian Wright

**13. HIGHWAY 3 TWINNING DEVELOPMENT ASSOCIATION**

Mandate: Members to this committee must be approved by the Association Board.

Requires one member and one alternate member.

Staff Lead: Chief Administrative Officer

Meetings: As required

Member(s): Don Anderberg

Alternate: Brian Wright

**14. INTERMUNICIPAL COLLABORATION FRAMEWORK STEERING COMMITTEE**

Mandate: Provide for integrated and strategic planning, delivery and funding of intermunicipal services; Allocate scarce resources efficiently in the providing of local services; Ensure municipalities contribute funding to

services that benefit their residents. Requires two members and one alternate

Staff Lead: Chief Administrative Officer

Meetings: As needed

Member(s): Don Anderberg and Wayne Oliver

Alternate: Mark Barber

#### **15. INTERMUNICIPAL DEVELOPMENT COMMITTEE**

Mandate: As per Bylaw No. 1526, Intermunicipal Development Plan. Requires two members.

Staff Lead: Legislative Services Manager

Meetings: As needed (generally daytime)

Member(s): Garry Cleland and Mark Barber

#### **16. LIBRARY BOARD and CHINOOK ARCH**

Mandate: Pursuant to the Libraries Act of Alberta, the Pincher Creek & District Municipal Library will provide full and equal access to information, resources, and ideas, and promote an atmosphere of life-long learning. Requires one member.

Staff Lead: Head Librarian

Meetings: Library Board – Fourth Wednesday every other month at 7:00 pm

Chinook Arch – First Thursday of April, August and December 6:00 pm

Member(s): Mark Barber

#### **17. MAYORS & REEVES OF SOUTHWEST ALBERTA**

Mandate: Mayors & Reeves of Southwest Alberta. Requires the Mayor.

Staff Lead: Open

Meetings: First Friday monthly at 1:00 pm in Lethbridge (No meeting in July & August)

Member(s): Don Anderberg

Alternative: Deputy Mayor

#### **18. MUNICIPAL DEVELOPMENT AND SUBDIVISION AUTHORITY (MDSA)**

Mandate: Pursuant to the Municipal Government Act and MDSA Bylaw #1543, to review applications for discretionary developments. Requires three members.

Staff Lead: Legislative Services Manager

Meetings: Third Wednesday monthly at 9:30 am

Member(s): Sahra Nodge, Brian Wright and Wayne Oliver

**19. MUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD (MSDAB)**

Mandate: Pursuant to the Municipal Government Act and Bylaw #1544. Requires one member.

Staff Lead: Legislative Services Manager and Chief Administrative Officer

Meetings: As required, by Oldman River Regional Services Commission

Member(s): Don Anderberg

**20. OLDMAN RIVER REGIONAL SERVICES COMMISSION (ORRSC)**

Mandate: Concerns matters of subdivision, planning, etc. Requires one member and one alternate member.

Staff Lead: Chief Administrative Officer

Meetings: First day of March, June, September, and December at 7:00 pm in Lethbridge

Member(s): Don Anderberg

Alternates: Brian Wright

**21. OLDMAN WATERSHED COUNCIL**

Mandate: A healthy, resilient watershed where people, wildlife and habitat thrive. Requires one member

Staff Lead: Director of Operations

Meetings: Quarterly

Member(s): Wayne Oliver

Alternate: Sahra Nodge

**22. PINCHER CREEK FOUNDATION BOARD**

Mandate: Manages the Housing Units in Pincher Creek. Requires two members.

Staff Lead: Pincher Creek Foundation CAO

Meetings: Fourth Wednesday monthly

Member(s): David Green and Wayne Oliver

**23. POLICE ADVISORY COMMITTEE**

Mandate: Formalize the process for receiving input from the community and the partnership between the community, the RCMP and local government. Requires one member and one alternate member.

Staff Lead: Family and Community Support Services Coordinator

Meetings: Third Wednesday every two months at 7:00 pm

Member(s): Mark Barber & Brian Wright

Alternate:



**24. POLICY REVIEW COMMITTEE**

Mandate: Requires two members of Council.  
Staff Lead: Legislative Services Manager  
Meetings: Suspended for 8 months (May 6, 2024)  
Member(s): Sahra Nodge and Wayne Oliver

**25. RECREATION ADVISORY BOARD**

Mandate: Reviews Recreation and Parks issues, makes recommendations, and identifies issues. Requires one member.  
Staff Lead: Director of Community Services  
Meetings: Monthly as schedules allow (generally evening)  
Member(s): Brian Wright  
Alternative: Garry Cleland

**~~26. REGIONAL AIRPORT ADVISORY COMMITTEE~~**

~~Mandate: To advise Council on airport opportunities and issues, policy, and programs within the Southwestern Alberta Region with specific focus on the Pincher Creek Airport (CZPC). Requires two members.~~  
~~Staff Lead: —~~  
~~Meetings: Quarterly to be determined~~  
~~Members(s): Not Applicable~~  
~~Alternate: —~~

**27. REGIONAL EMERGENCY MANAGEMENT ORGANIZATION**

Mandate: To act as an agent of the Council to carry out the Council's statutory powers and obligations as prescribed in the Emergency Management Bylaw. Requires two members and one alternate member.  
Staff Lead: Chief Administrative Officer  
Meetings: Minimum twice annually  
Member(s): Don Anderberg and Brian Wright  
Alternate: Sahra Nodge

**28. REGIONAL LANDFILL – Town/MD/Cowley/Crowsnest Pass**

Mandate: Pursuant to landfill Authority bylaws. Requires one member and one alternate member.  
Staff Lead: Open  
Meetings: Third Wednesday monthly at 9:00 am at the Landfill  
Member(s): Mark Barber  
Alternate: Garry Cleland

**29. Communities in Bloom**

Mandate:

Meetings:

Member: Wayne Oliver

**30. Scholarship Steering Committee**

Mandate:

Meetings:

Member: Sahra Nodge

Note\*\*All members of Council shall serve as alternates on all committees and boards.