



ORGANIZATIONAL MEETING
Monday October 25, 2021 at 5:30p.m.
Virtual via Zoom

IN ATTENDANCE: Mayor: Don Anderberg

Councillors: M. Barber, W. Elliott, D. Green, S. Nodge,
W. Oliver and B. Wright

Staff: L. Wilgosh, Chief Administrative Officer and
L. Goss, Administrative Manager

1. **CALL TO ORDER**

Mayor D. Anderberg called the meeting to order at 5:30 p.m.

2. **ADOPTION OF AGENDA**

GREEN:

That Council for the Town of Pincher Creek approves the October 25, 2021 agenda as presented.

CARRIED ORG 21-001

3. **MEETING TIMES AND DATES**

NODGE:

That Council for the Town of Pincher Creek agrees to keep the current schedule of the first Wednesday at 9:00 am and second and fourth Mondays at 6:00 pm of the month for Regular Council Meetings.

CARRIED ORG 21-002

4. **DEPUTY MAYOR APPOINTMENTS**

WRIGHT:

That Council for the Town of Pincher Creek appoint the following Deputy Mayor for the period of October 25, 2021 to October 27, 2025.

Mark Barber	October 25, 2021 – June 30, 2022
Wayne Elliott	July 1, 2022 – February 28, 2023
David Green	March 1, 2023 – October 31, 2023
Sahra Nodge	November 1, 2023 – June 30, 2024
Wayne Oliver	July 1, 2024 – February 28, 2025
Brian Wright	March 1, 2025 – October 27, 2025

CARRIED ORG 21-003

5. **COUNCIL APPOINTMENTS TO COMMITTEES AND BOARDS**

NODGE:

That Council for the Town of Pincher Creek approve the Council Member Appointments to Council Committees and Boards as listed on Schedule A and that Schedule A be attached hereto and form part of the minutes.

CARRIED ORG 21-004

Handwritten initials in blue ink, appearing to be "DA" or similar, written over a horizontal line.

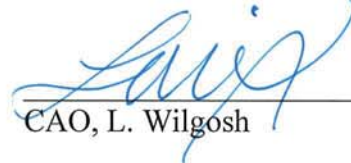
6. **ADJOURNMENT**
ELLIOTT:

That this Organizational Meeting of Council on October 25, 2021 be hereby adjourned at 5:49 p.m.

CARRIED ORG 21-005



MAYOR, Don Anderberg



CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 8th DAY OF NOVEMBER 2021**

S E A L



SCHEDULE "A"
COUNCIL APPOINTMENTS
OCTOBER 25, 2021 TO OCTOBER 24, 2022

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): Sahra Nodge

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/Administrative Manager

Meetings: Annually if assessment appeals are received.

Member(s): Don Anderberg

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: Wayne Elliott

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, David Green 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: David Green and Sahra Nodge

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:

Member(s): Don Anderberg and Wayne Oliver

Alternate: Wayne Elliott

15. INTERMUNICIPAL DEVELOPMENT COMMITTEE

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

Staff Lead: Manager of Legislative Services

Meetings: As needed (generally daytime)

Member(s): Wayne Oliver 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):

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: Manager of Legislative Services

Meetings: Third Tuesday monthly at 9:30 am

Member(s): Wayne Elliott, 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: Manager of Legislative Services 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: CAO

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 Elliott

Alternate: David Green

22. OPERATIONS COMMITTEE

Mandate: Study and provide advice regarding matters related to operational services. Requires two members.

Staff Lead: Director of Operations

Meetings: Quarterly

Member(s): Wayne Elliott and Wayne Oliver

23. 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

24. 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: FCSS Coordinator
Meetings: Third Wednesday every two months at 7:00 pm
Member(s): Mark Barber
Alternate: Brian Wright

25. POLICY REVIEW COMMITTEE

Mandate: Requires two members of Council.
Staff Lead: Legislative Services Manager
Meetings: As required (monthly)
Member(s): Sahra Nodge and Wayne Elliott

26. 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

27. 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): Wayne Elliott and Mark Barber
Alternate: Don Anderberg

28. 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: CAO

Meetings: Minimum twice annually

Member(s): Don Anderberg and Brian Wright

Alternate: Sahra Nodge

29. 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: Wayne Oliver

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