



**AGENDA**  
**TOWN OF PINCHER CREEK**  
**COMMITTEE OF THE WHOLE**  
Wednesday, December 1, 2021 AT 9:00 A.M.  
[Virtual via Zoom](#)

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
  - 3.1 Alberta Health Services – COVID Update – Kristin Dykstra
  - 3.2 APEX Utilities Inc. – Introduction – Shane Milner
  - 3.3 ORRSC Senior Planner Introduction – Steve Harty and Mike Burla
4. **Committee Reports**
5. **Administration**
  - 5.1 Upcoming Meetings
6. **Business Arising from the Minutes**
7. **Policy**
8. **New Business**
  - 8.1 Operations Committee Membership
  - 8.2 Council Remuneration Bylaw 1578-21 Review (No RFD)
9. **Closed Session**
  - 9.1 COVID Vaccine Policy – FOIP s. 18
  - 9.2 Pincher Creek Emergency Services Commission – Mediation Update – FOIP s. 21
  - 9.3 Meadow Valley Christian Academy Proposal – FOIP s. 16 & 24
10. **Adjournment**

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Committee of the Whole*

<b>SUBJECT:</b> Operation Committee Membership	
<b>PRESENTED BY:</b> Al Roth, Director of Operations	<b>DATE OF MEETING:</b> 12/1/2021

**PURPOSE:**

For Committee of the Whole to consider reducing the number of Council representation on the Operations Committee from three (3) Councilors to two (2) and to review the Operations Committee Terms of Reference.

**RECOMMENDATION:**

That Committee of the Whole for the Town of Pincher Creek approve the reduction from three (3) councilor representatives on the Operations Committee, to two (2) and approve the amended terms of reference.

**BACKGROUND/HISTORY:**

During the October 25, 2021 Organizational Meeting, Council determined two councilor representatives will be apart of the Operations Committee and the Terms of Reference be amended accordingly.

**ALTERNATIVES:**

N/A

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

That Committee of the Whole for the Town of Pincher Creek receive the information as presented.

**FINANCIAL IMPLICATIONS:**

None at this time.

**PUBLIC RELATIONS IMPLICATIONS:**

None at this time.

**ATTACHMENTS:**

10-23-18- OPS Terms of Reference - 2755

**CONCLUSION/SUMMARY:**

Administration supports the Committee of the Whole for the Town of Pincher Creek reduce the number of Councilors on the Operations Committee.

**Signatures:**

Department Head:

*Al Roche*

CAO:

*Lannie Wilgosh*



# **TERMS OF REFERENCE**

## **Pincher Creek Operations Committee**

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### **PURPOSE OF THE COMMITTEE:**

**The Pincher Creek Operations Committee shall study and provide advice to the Town of Pincher Creek regarding matters related to Operational Services which could include:**

- Infrastructure (Water/Waste Water and Roads/Streets)
- Equipment
- Policy/Bylaws
- Cemetery
- By law Enforcement/Compliance Issues/Safety Codes

Specifically, the Committee will:

- Maintain current service level

### **MEMBERSHIP:**

The Committee shall be composed of up to 3 voting members. Composition shall be as follows:

Town of Pincher Creek – Three (3) Councilors

Member at Large - one (1)

A member of the Committee will be disqualified to serve on the Committee if they:

- Cease to be a resident of Pincher Creek
- Are absent for three (3) meetings unless absences are authorized by the Town of Pincher Creek
- Send written notice of resignation to the Town of Pincher Creek

### **TERM OF THE COMMITTEE:**

- four (4) years for Councilors (October 2017 to October 2021) or until such time as the purpose of the committee has been fulfilled
- One (1) year for Members at Large or until such time as the purpose of the committee has been fulfilled.

- the Committee shall serve at the pleasure of Council and may be dissolved at any time with the agreement of the Town of Pincher Creek or by committee resignation or recommendation.

### **CONDUCT OF MEETINGS:**

- Meetings will be conducted in accordance with Bylaw 1596-13A

### **AUTHORITY OF THE COMMITTEE:**

- The Committee shall act in an advisory capacity to the Town Council and shall not have the power to direct Town consultants or enter into any agreements.

### **FINANCIAL:**

- The Committee may not incur any expenses unless authorized by the Town of Pincher Creek.



Town of Pincher Creek  
Council Remuneration Bylaw # 1578-21

**BYLAW #1578-21**  
**of**  
**TOWN OF PINCHER CREEK**

**A BYLAW OF THE TOWN OF PINCHER CREEK, IN THE PROVINCE OF  
ALBERTA, FOR THE PURPOSE OF PROVIDING REMUNERATION TO  
THE COUNCIL OF THE TOWN OF PINCHER CREEK**

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**WHEREAS** pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Municipality has the authority to pass bylaws regarding services provided by or on behalf of the municipality;

**AND WHEREAS** Council wishes to provide for remuneration for the Chief Elected Official and Councillors.

**NOW THEREFORE** the Council of the Town of Pincher Creek, duly assembled, hereby enacts as follows:

**DEFINITIONS**

1. **Regular Meeting** of Council shall mean regularly scheduled meetings of Council as determined at the Organizational Meeting of Council or by resolution of Council.
2. **Special Meeting** of Council shall be as defined in the Municipal Government Act, Section 194, as follows:
  - a. The Chief Elected Official may call a Special Council meeting when he/she considers it appropriate to do so, and must call a Special Council Meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the Councillors.
  - b. A Special Meeting must be held within 14 days after the date that the Chief Elected Official receives the request or shorter period provided for by bylaw.
  - c. The Chief Elected Official calls a Special Council meeting by giving at least 24 hours notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
  - d. A Special Council meeting may be held with less than 24 hours notice to all Councillors and without notice to the public if at least 2/3 of the Whole Council agrees to this in writing before the beginning of the meeting.



- e. No matter other than that stated in the notice calling the Special Council meeting may be transacted at the meeting unless the Whole Council is present at the meeting and the Council agrees to deal with the matter in question.
- f. Joint Council/special meeting with the Municipal District of Pincher Creek No. 9, held at either municipalities Council Chambers.

3. **Other Council Meetings**

- a. Regional Council meeting to include the following: Town of Pincher Creek, Municipal District of Pincher Creek No. 9, Village of Cowley and Crowsnest Pass Councils.
- b. Elected Officials meeting consisting of Council members from south eastern British Columbia and south western Alberta.
- c. Committee of the Whole, Council Policy Review Committee, Council Budget Committee and any other meeting of Council where all members of Council are appointed to serve on.

**Committee meetings** shall mean those committees that members of Council have been appointed to or been authorized by resolution of Council to attend.

**Monthly stipend** shall mean a monthly salary and shall include activities such as consultation with the public either by telephone or in-person, attendance and/or presentations at public relations events, such as in Town parades, presentations at school, opening remarks at local events, etc. Volunteer Luncheon, Town Facility Site Visits, Public Works Week Celebration Event, Flag Raising Ceremonies, Town Facility Grand Openings, Chamber of Commerce Awards Night, Remembrance Day Services, Committee and Board Christmas Party's, Parade of Lights, Town Christmas Party, Children's Festival.

- 4. **Per Diem** shall mean the allowance paid to Council while out of Town on official Town business and payable only in the event that they are not being remunerated for attending said function.

- 5. **Other eligible expenses:** Claim based on time requirement and Council Approval:

Napi PowWow	Pincher Creek Family Centre – Literacy Day
Early Childhood Development Coalition	Town Council Facility Tour
Community Information Event Rehearsal	Community Information meeting
Pincher Creek Trade Show	Curling Rink Presentation and or meetings
Emergency Preparedness Event,	Vertical Church – Food Bank Event
Habitat for Humanity Events	Town Pancake Breakfast
Golf Course Events,	Senior's Homes Site visits and events
Highway 3 public events	Out of Town Community Parades



Town of Pincher Creek  
Council Remuneration Bylaw # 1578-21

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|--|--|
| National Indigenous People's Day             | Heritage Acres Community Events              |
| Kootenai Brown Museum Festivities            | Summer Games Opening and Closing             |
| Communities in Bloom Judges meeting          | Crestview Lodge Tour & Public Events         |
| Heritage Acres Pancake Breakfast             | Chamber of Commerce Mix and Mingle           |
| Local Business Invitational Events           | Local Meetings with AUMA/Provincial Official |
| Allied Arts annual events                    | Halloween in the Village                     |
| Shell public presentation                    | Community Christmas Carol Event              |
| Day Trips relative to committee appointments |  |

## REMUNERATION

6. The Chief Elected Official shall receive a stipend of \$ 1,275.00 per month. The newly elected Chief Elected Official shall receive the first stipend for November in the year of election.
7. The Councillors shall receive a stipend of \$ 800.00 per month. The newly elected Councillors shall receive the first stipend for November in the year of election.
8. The Chief Elected Official and Councillors shall receive \$235.00 per Regular and Special Meeting of Council

The Chief Elected Official and Councillors shall receive \$120.00 per Committee Meeting up to three 3 hours

The Chief Elected Official and Councillors shall receive \$235.00 per Committee Meeting over three (3) hours in length.

If the Town of Pincher Creek is reimbursed at a higher rate than provided above by another organization for a Committee Meeting attended, the Town will pay the at the higher rate for that meeting only.

9. Per diems shall be paid for out of town functions at the rate of \$120.00 for half day (up to three (3) hours) and \$235.00 for full day. This claim can be made only in the event that members of Council are not already being remunerated for attending said function.





Town of Pincher Creek  
Council Remuneration Bylaw # 1578-21

10. When a Town of Pincher Creek Councillor is required to use his/her vehicle to go out of town on Town business, they shall be reimbursed at the rate of \$ 0.59 per km.
11. The Chief Elected Official and Councillors shall be paid promptly upon monthly submission of the appropriate forms to the Accounts Payable Department.
12. That Bylaw #1578-20 and all amendments thereto are hereby repealed.
13. This bylaw comes into force and effect upon November 1, 2021.

Read A First Time this 27<sup>th</sup> day of September, 2021 A.D.

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Mayor- Don Anderberg (seal)

\_\_\_\_\_  
Chief Administrative Officer – Laurie Wilgosh

Read A Second Time this 27<sup>th</sup> day of September, 2021 A.D.

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Mayor – Don Anderberg

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Chief Administrative Officer – Laurie Wilgosh

Read A Third Time and Passed this 27<sup>th</sup> day of September, 2021, A.D.

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Mayor – Don Anderberg

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Chief Administrative Officer – Laurie Wilgosh