



**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

SUBJECT: Organizational meeting	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 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

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

**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.

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