



**TOWN OF PINCHER CREEK
ORGANIZATIONAL MEETING
Monday October 23, 2023 at 5:00p.m.
In Person & Virtually**

IN ATTENDANCE: Mayor: Don Anderberg
Councillors: M. Barber, D. Green, S. Nodge, W. Oliver, G. Cleland and B. Wright
Staff: A. Lucas, Chief Administrative Officer and K. Green, Executive Assistant

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 5:00 pm.

2. AGENDA APPROVAL

GREEN:

That Council for the Town of Pincher Creek approves the October 23, 2023 agenda as presented.

CARRIED ORG 23-001

3. MEETING TIMES AND DATES

OLIVER:

That Council for the Town of Pincher Creek accept the Regular Council meeting dates and times as presented

CARRIED ORG 23-002

OLIVER:

That Council for the Town of Pincher Creek agree to maintain the Committee of the Whole as the first Wednesday of the month for the 11 months and have it starting at 8:30am with the removal of the August Committee of the Whole.

CARRIED ORG 23-003

4. Organizational Meeting

4.1 DEPUTY MAYOR APPOINTMENTS

BARBER:

That Council for the Town of Pincher Creek appoint the following Deputy Mayor October 24, 2022 to October 27, 2025.

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

CARRIED ORG 23-004

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

4.2 COUNCIL COMMITTEE APPOINTMENTS

NODGE:

That Council for the Town of Pincher Creek agree to remove the Community Transportation Committee, Facilities Planning Study Committee and the Regional Airport Advisory Committee from the Council Committee Appointments list.

CARRIED ORG 23-005

WRIGHT:

That Council for the Town of Pincher Creek approve the Council Committee Appointments as amended.

CARRIED ORG 23-006

5. ADJOURNMENT

OLIVER:

That this Organizational Meeting of Council on October 23, 2023 be hereby adjourned at 6:00pm.

CARRIED ORG 23-007



MAYOR, Don Anderberg



CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 14th DAY OF NOVEMBER 2023**

S E A L

**SCHEDULE “A”
COUNCIL APPOINTMENTS
OCTOBER 23, 2023 TO OCTOBER 21, 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): 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

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:

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, and Garry Cleland

6. 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

7. 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): Wayne Oliver and Brian Wright
Alternate: Sahra Nodge

8. 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

9. 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

10. 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

11. 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

12. 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: Garry Cleland

13. 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

14. 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

15. 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

16. 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

17. 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

18. 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

19. 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): David Green
Alternate: Sahra Nodge

20. 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 Sahra Nodge

21. 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): David Green
Alternate: Brian Wright

22. 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

23. RECREATION ADVISORY BOARD

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

24. 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: Monthly
Member(s): Wayne Oliver and Brian Wright
Alternate: Don Anderberg

25. 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

26. Communities in Bloom

Mandate:

Meetings: Monthly

Member: Wayne Oliver

27. Scholarship Steering Committee

Mandate:

Meetings:

Member: Sahra Nodge

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