



**TOWN OF PINCHER CREEK  
ORGANIZATIONAL MEETING AGENDA  
Monday, October 22, 2018 at 5:30 p.m.  
Council Chambers, Town Hall  
962 St. John Avenue**

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Meeting Times and Dates: Regular and Committee of the Whole**
- 4. Deputy Mayor Appointment**
- 5. Council Appointments to Committees and Boards**
- 7. Adjournment**

**DEPUTY MAYOR  
ROTATION SCHEDULE**

<b>M. Barber</b>	<b>October 23, 2017 – June 30, 2018</b>
<b>W. Elliott</b>	<b>July 1, 2018 – February 28, 2019</b>
<b>L. Jackson</b>	<b>March 1, 2019 – October 31, 2019</b>
<b>S. Korbett</b>	<b>November 1, 2019 – June 30, 2020</b>
<b>B. McGillivray</b>	<b>July 1, 2020 – February 28, 2021</b>
<b>S. O'Rourke</b>	<b>March 1, 2021 – October 25, 2021</b>

**SCHEDULE “A”  
COUNCIL APPOINTMENTS  
OCTOBER 22, 2018 TO OCTOBER 28, 2019**

**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

Member(s): Scott Korbett

**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): Appointed by ORRSC

**3. CHILDRENS WORLD DAYCARE BOARD**

~~Mandate: Requires one member.~~

~~Staff Lead: FCSS Coordinator~~

~~Meetings: —~~

~~Member(s): Sussanne O'Rourke~~

~~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.

Staff Lead: Chief Administrative Officer

Meetings:

Member(s):

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

Initials\_\_\_\_\_

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**5. COMMUNITY HALL BOARD**

Mandate: Established in 1972, Pincher Creek's Community Hall is an immaculately maintained multi-use facility that serves as the heart of this community.  
Requires one member.

Staff Lead: Open

Meetings:

Member(s): Lorne Jackson

**6. 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: Don Anderberg, Sussanne O'Rourke and Brian McGillivray

**7. 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: Lorne Jackson and Brian McGillivray

**8. DAYCARE COMMITTEE**

Mandate: Requires two to three members.

Staff Lead: Family and Community Support Services Coordinator

Meetings: As required

Member(s) Sussanne O'Rourke, Brian McGillivray and Wayne Elliott

**9. ECONOMIC DEVELOPMENT COMMITTEE**

Mandate: To advise Town Council on various economic development issues. Requires one member.

Staff Lead: Economic Development Officer

Meetings: Fourth Thursday monthly at 4:00 pm

Member(s): Scott Korbett

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**10. EMERGENCY SERVICES COMMISSION**

Mandate: To manage fire and ambulance services. Requires two members and one alternate member.

Staff Lead: Fire Chief

Meetings: Fourth Wednesday monthly at 1:30 pm.

Member(s): Lorne Jackson and Don Anderberg

Alternate: Mark Barber

**11. 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:

Member(s): Mark Barber and Wayne Elliott

**12. 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): Sussanne O'Rourke

**13. 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

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**14. 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].

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Scott Korbett

**15. HIGHWAY #3 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: Mark Barber

**16. 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.

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Don Anderberg and Brian McGillivray

Alternate: Scott Korbett

**17. 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): Scott Korbett and Lorne Jackson

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**18. 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

**19. 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 or available Councillors

**20. 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 8:00 am

Member(s): Wayne Elliott, Brian McGillivray and Scott Korbett

**21. 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

Member(s): Don Anderberg

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**22. 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

Alternate: Scott Korbett

**23. 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

**24. 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): Brian McGillivray, Lorne Jackson and Wayne Elliott

**25. PINCHER CREEK FOUNDATION BOARD**

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

Staff Lead: Pincher Creek Foundation CAO

Meetings: Third Wednesday monthly at 3:00 pm

Member(s): Lorne Jackson and Sussanne O'Rourke

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**26. 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: Wayne Elliott

**27. POLICY REVIEW COMMITTEE**

Mandate: Requires all members of Council.

Staff Lead: Legislative Services Manager

Meetings: As required

Member(s): All Council

**28. 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): Mark Barber

**29. RECYCLE COMMITTEE**

Mandate: Manages recycling with MD and Cowley. Requires one member.

Staff Lead: Director of Operations

Meetings: Annually

Member(s): Scott Korbett

**30. REGIONAL AIRPORT ADVISORY COMMITTEE**

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

Staff Lead:

Meetings: Quarterly

Members(s): Lorne Jackson and Brian McGillivray

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**31. REGIONAL DESTINATION MARKETING AND TOURISM COMMITTEE**

Mandate: Act in an advisory capacity to the destination marketing organization.  
Staff Lead: Chief Administrative Officer  
Meetings:  
Member(s): Scott Korbett and Wayne Elliott

**32. 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): Lorne Jackson and Don Anderberg  
Alternate: Mark Barber

**33. 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: Scott Korbett

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