



**TOWN OF PINCHER CREEK
ORGANIZATIONAL MEETING AGENDA
Monday, October 23, 2017 at 6:00 p.m.
Council Chambers, Town Hall
962 St. John Avenue**

- 1. Call to Order**
 - 1.1 National Anthem**
 - 1.2 Oath of Office – Mayor
Charge to Mayor – CAO**
 - 1.3 Oath of Office – Councillors
Charge to Council – Mayor**
 - 1.4 Charge to Citizens and Supporters – Mayor**
 - 1.5 Social (20-30 minutes)**
- 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**

Regular Meeting to Follow

CHARGE TO THE MAYOR

- Your place on Council is a special place.
- Your role in the community is a special role.
- If it is an honor to be elected to Council; and it is; then it is a greater honor to be elected to Mayor; as the responsibilities and duties carry a greater weight as there is only one.
- All of the articles charged to the Councillors also are charged to the Mayor.
- In addition you are expected to govern fair at the Council table.
- You should encourage debate with meaningful discussion.
- Your courtesy and attentiveness should be extended to all visiting delegations.
- Citizens of Pincher Creek should be made welcome, for it is their Council Chambers. They come to seek help or provide input. Their participation is mandatory to good government.
- You are expected to develop and maintain good relations with surrounding communities and their governments as well as higher level of government.
- These charges are not only desirous; but necessary if we are to maintain our community in the quality of life we enjoy, and wish to pass on to future generations.
- You are entrusted with these charges.

CHARGE TO THE COUNCILLORS

- Incumbents and new Councillors alike are charged by the Citizens of Pincher Creek to conduct the affairs of the Town; through the administration and staff in a manner benefiting the community at large.
- Your election to Council cannot be taken lightly. The confidence that others have placed in you is an honor and should be treated as such.
- You are expected to handle your duties with due diligence and prudence.
- You will be expected to make decisions that are knowledgeable and fair. Prepare for your decision.
- You are expected to assist in governing; but not interfering in administration.
- You should know the boundaries of your position and stay within those boundaries.
- The integrity of your office will be judged by your actions.
- Your conduct both in Council Chambers and elsewhere will be seen as representing the Town of Pincher Creek. Conduct yourselves accordingly.
- You must be open, honest and fair at all times and must be perceived to be as well.
- A good listener will contribute more to wise decisions than one who is perceived to know it all. Listen well.
- Debate when you are knowledgeable. Listen and question to gain that knowledge.

CHARGE TO CITIZENS AND SUPPORTERS

- The Swearing In; and taking the Oath of Office is a very serious, sober and exhilarating moment.
- The discontent with the representation of the populace at all levels of government can be directly related to the apathetic public.
- Your attendance here indicates you will not tolerate the decline of the respect for our representatives, and the lack of the credibility of our governing body.
- As your Council begins a new term, your advice, understanding and support is a necessary ingredient of a successful Council.
- You represent the extended communication arm of your Council, an ear to listen to the concerns of citizens and an unofficial consultant.
- Let your contribution be positive, constructive and well informed.
- Be ready to assist, and become part of the team that will have an influence on decisions made today, that will effect us all.
- The family of incumbent members are aware of the time consumed by this endeavor. Be patient!
- Family of newly elected people may question the need for the time spent on Town business; reading reports and communications. A good representative will need time to prepare; to make a meaningful contribution.
- Your support is imperative.

**DEPUTY MAYOR
ROTATION SCHEDULE**

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

SCHEDULE "A"
COUNCIL APPOINTMENTS
OCTOBER 23, 2017 TO OCTOBER 22, 2018

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):

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):

4. 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):

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

Initials_____

SCHEDULE "A"
COUNCIL APPOINTMENTS
OCTOBER 23, 2017 TO OCTOBER 22, 2018

5. COMMUNITY HOUSING COMMITTEE

Mandate: Study and provide advice regarding matters related to housing. Requires three members.
Staff Lead: FCSS Coordinator
Meetings: Monthly
Members:

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:

7. DAYCARE COMMITTEE

Mandate: Requires two to three members.
Staff Lead: FCSS Coordinator
Meetings: As required
Member(s)

8. 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):

9. 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):
Alternate:

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Initials_____

SCHEDULE "A"
COUNCIL APPOINTMENTS
OCTOBER 23, 2017 TO OCTOBER 22, 2018

10. 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):

11. 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: FCSS Coordinator

Meetings: Third Monday monthly at 6:30 pm

Member(s):

12. 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: CAO/Director of Finance and Human Resources

Meetings: As required in the fall and winter prior to the budget year

Member(s): All of Council

13. HIGHWAY #3 ASSOCIATION

Mandate: Members to this committee must be approved by the Association Board. Requires one member and one alternate member.

Staff Lead: CAO

Meetings: As required

Member(s):

Alternate:

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Initials_____

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14. 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):

15. 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: Fourth Wednesday every other month at 7:00 pm

Member(s):

16. 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

17. 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):

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Initials_____

SCHEDULE "A"
COUNCIL APPOINTMENTS
OCTOBER 23, 2017 TO OCTOBER 22, 2018

18. 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 CAO
Meetings: As required
Member(s):

19. 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):
Alternate:

20. OLDMAN WATERSHED COUNCIL

Mandate: A healthy, resilient watershed where people, wildlife and habitat thrive. Requires one member
Staff Lead: Director of Operations
Meetings:
Member(s):

21. 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):

22. 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):

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Initials_____

**SCHEDULE “A”
COUNCIL APPOINTMENTS
OCTOBER 23, 2017 TO OCTOBER 22, 2018**

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: FCSS Coordinator

Meetings: Third Wednesday every two months at 7:00 pm

Member(s):

Alternate:

24. POLICY REVIEW COMMITTEE

Mandate: Requires all members of Council.

Staff Lead: Legislative Services Manager

Meetings: As required

Member(s): All Council

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):

26. RECYCLE COMMITTEE

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

Staff Lead: Director of Operations

Meetings: Annually

Member(s):

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: CAO

Meetings: Minimum twice annually

Member(s):

Alternate:

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Initials_____

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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):

Alternate:

DRAFT

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Initials_____