



**TOWN OF PINCHER CREEK**  
**COUNCIL ORGANIZATIONAL MEETING**  
Monday, October 28, 2024 at 4:00 p.m.  
Council Chambers, 962 St John Ave

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**ATTENDANCE:**

**Mayor:** D. Anderberg

**Councillors:** M. Barber, D. Green, S. Nodge B. Wright, W. Oliver, G. Cleland

**Staff:** K. Dunbar, Chief Administrative Officer; W. Catonio, Director of Corporate Services; C. Hunsperger, Executive Assistant

**1. CALL TO ORDER**

Mayor Anderberg called the meeting to order at 4:00pm.

**2. AGENDA APPROVAL**

**GREEN:**

That Council for the Town of Pincher Creek accepts the October 28, 2024 Organizational Meeting Agenda as presented.

**CARRIED ORG 24-001**

**3. COMMITTEE & BOARD DISCUSSION**

**WRIGHT:**

That Council for the Town of Pincher Creek accepts the Committee & Board Appointments as discussed.

**CARRIED ORG 24-002**

**4. DEPUTY MAYOR SCHEDULE**

**OLIVER:**

That Council for the Town of Pincher Creek receive the Deputy Mayor Schedule as information.

**CARRIED ORG 24-003**

Initials \_\_\_\_\_

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

5. **REGULAR COUNCIL MEETING SCHEDULE (2025)**

**OLIVER:**

That Council for the Town of Pincher Creek accepts the Regular Council Meeting Schedule as amended.

**CARRIED ORG 24-004**

6. **COMMITTEE OF THE WHOLE MEETING SCHEDULE (2025)**

**OLIVER:**

That Council for the Town of Pincher Creek accept the Committee of the Whole Meeting Schedule as amended.

**CARRIED ORG 24-005**

7. **ADJOURNMENT**

**OLIVER:**

That this Organizational Meeting of Council on October 28, 2024 be hereby adjourned at 5:32pm.

**CARRIED ORG 24-006**

**APPROVED BY RESOLUTION OF  
COUNCIL FOR THE TOWN OF PINCHER CREEK  
THIS 28th DAY OF OCTOBER 2024**

  
\_\_\_\_\_  
Mayor, D. Anderberg

  
\_\_\_\_\_  
CAO, K. Dunbar



**TOWN OF PINCHER CREEK**  
**COUNCIL APPOINTMENTS TO COMMITTEES & BOARDS**  
**OCTOBER 28, 2024 - OCTOBER 28, 2025**

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**1. ALBERTA SOUTHWEST REGIONAL ALLIANCE LTD.**

**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.

**Meeting Dates – Time:** First Wednesday evening monthly at various communities.

**Member(s):** Councilor CLELAND

**Alternate:** Councilor NODGE

**Staff Lead:** When Required

**2. REGIONAL 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.

**Meeting Dates – Time:** Annually if assessment appeals are received.

**Member(s):** Councilor NODGE

**Alternate:** -----

**Staff Lead:** When Required

**3. PINCHER CREEK COMMUNITY EARLY LEARNING CENTER BOARD**

Mandate: Requires three members.

Meeting Dates – Time: Third Tuesday of the Month at 7:00pm

Member(s): Mayor ANDERBERG, Councilor GREEN, Councilor BARBER

Alternate: ----

Staff Lead: When Required

**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.

Meeting Dates – Time: As Required

Member(s): Councilor BARBER

Alternate: Councilor CLELAND

Staff Lead: When Required

**5. COMMUNITY HOUSING & ECONOMIC DEVELOPMENT COMMITTEE**

Mandate: Study and provide advice regarding matters related to housing. Requires three members. To advise Town Council on various economic development issues. Requires one member.

Meeting Dates – Time: Monthly Fourth Thursday at 4:00pm

Member(s): Councilor OLIVER, Councilor CLELAND

Alternate: Mayor ANDERBERG, Councilor BARBER

Staff Lead: Director of Culture and Recreation

**6. COMMUNITIES IN BLOOM**

Mandate:

Meeting Dates – Time: As Required

Member(s): Councilor OLIVER

Alternate: Councilor NODGE

Staff Lead: Director of Culture and Recreation

**7. PINCHER CREEK EMERGENCY SERVICES COMMISSION**

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

Meeting Dates – Time: Fourth Thursday monthly at 1:30 pm.

Member(s): Councilor OLIVER, Councilor WRIGHT

Alternate: Councilor NODGE

Staff Lead: When Required

**8. PINCHER CREEK & DISTRICT FAMILY & 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.

Meeting Dates – Time: Third Monday monthly at 6:30 pm.

Member(s): Councilor NODGE



Alternate: Councilor WRIGHT

Staff Lead: Director of Culture and Recreation

**9. FINANCE & 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.

Meeting Dates – Time: As required in the fall and winter prior to the budget year.

Member(s): ALL COUNCIL

Alternate: ----

Staff Lead: CAO

**10. RURAL HEALTH PROFESSIONS ATTRACTION & 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.

Meeting Dates – Time: As Required

Member(s): Councilor WRIGHT

Alternate: Councilor CLELAND

Staff Lead: When Required

**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.

Meeting Dates – Time: Bi monthly, Second Thursday

Member(s): Mayor ANDERBERG

Alternate: Councilor WRIGHT

Staff Lead: When Required

**12. INTERMUNICIPAL COLLABORATIVE FRAMEWORK 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.

Meeting Dates – Time: As Required

Member(s): Mayor ANDERBERG, Councilor OLIVER

Alternate: Councilor CLELAND

Staff Lead: CAO

**13. INTERMUNICIPAL DEVELOPMENT COMMITTEE**

Mandate: As per Bylaw No. 1526, Intermunicipal Development Plan. Requires two members.

Meeting Dates – Time: As Required (generally daytime)

Member(s): Councilor CLELAND, Councilor BARBER

Alternate: Councilor NODGE

Staff Lead: Manager of Legislative Services

**14. PINCHER CREEK & DISTRICT LIBRARY BOARD & 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.

Meeting Dates – Time: Fourth Wednesday every other month at 7:00pm  
First Thursday of April, August and December at 6:00pm

Member(s): Councilor BARBER

Alternate: Councilor NODGE

Staff Lead: When Required

**15. MAYORS & REEVES OF SOUTHWEST ALBERTA**

Mandate: Mayors & Reeves of Southwest Alberta. Requires the Mayor.

Meeting Dates – Time: First Friday monthly at 1:00 pm in Lethbridge (No meeting in July & August)

Member(s): Mayor ANDERBERG

Alternate: DEPUTY Mayor

Staff Lead: When Required

**16. MUNICIPAL DEVELOPMENT & SUBDIVISION AUTHORITY (MDSA)**

Mandate: Pursuant to the Municipal Government Act and MDSA Bylaw #1543, to review applications for discretionary developments. Requires three members.

Meeting Dates – Time: Third Wednesday monthly at 10:00 am.

Member(s): Councilor OLIVER, Councilor NODGE, Councilor WRIGHT

Alternate: ----



Staff Lead: Manager of Legislative Services

**17. CHINOOK INTERMUNICIPAL SUBDIVISION & DEVELOPMENT  
APPEAL BOARD (MSDAB)**

Mandate: Pursuant to the Municipal Government Act and Bylaw #1544.  
Requires one member.

Meeting Dates – Time: As required, by Oldman River Regional Services  
Commission.

Member(s): Mayor ANDERBERG

Alternate: ----

Staff Lead: Manager of Legislative Services

**18. MUNICIPAL ENERGY ADVISORY COMMITTEE**

Mandate: TBD

Meeting Dates – Time: Four times per year (TBD)

Member(s): Councilor OLIVER, Councilor GREEN

Alternate: Councilor WRIGHT

Staff Lead: Director of Culture and Recreation

**19. OLDMAN RIVER REGIONAL SERVICES COMMISSION (ORRSC)**

Mandate: Concerns matters of subdivision, planning, etc. Requires one  
member and one alternate member.

Meeting Dates – Time: First Thursday of March, June, September, and  
December at 7:00 pm in Lethbridge.

Member(s): Mayor ANDERBERG

Alternate: Councilor WRIGHT

Staff Lead: When Required

**20. OLDMAN WATERSHED COUNCIL**

Mandate: A healthy, resilient watershed where people, wildlife and habitat thrive. Requires one member.

Meeting Dates – Time: Quarterly.

Member(s): Councilor GREEN

Alternate: Councilor NODGE

Staff Lead: When Required

**21. PINCHER CREEK FOUNDATION BOARD**

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

Meeting Dates – Time: Fourth Wednesday monthly, 10:30am

Member(s): Councilor GREEN, Councilor NODGE

Alternate: ----

Staff Lead: When Required

**22. PINCHER CREEK 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.

Meeting Dates – Time: Quarterly (TBD)

Member(s): Councilor GREEN

Alternate: Councilor WRIGHT

Staff Lead: Director of Culture and Recreation

**23. POLICY REVIEW COMMITTEE**

Mandate: Requires two members of Council.

Meeting Dates – Time: When Required

Member(s): Councilor OLIVER, Councilor NODGE

Alternate: ----

Staff Lead: CAO / Director of Legislative Services

**24. PINCHER CREEK REGIONAL RECREATION ADVISORY BOARD**

Mandate: Reviews Recreation and Parks issues, makes recommendations, and identifies issues. Requires one member.

Meeting Dates – Time: Monthly as schedules allow (generally evening)

Member(s): Councilor WRIGHT

Alternate: Councilor CLELAND

Staff Lead: Director of Culture and Recreation

**25. 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.

Meeting Dates – Time: Two times per year

Member(s): Councilor OLIVER, Councilor WRIGHT

Alternate: Mayor ANDERBERG

Staff Lead: Deputy DM

**26. CROWNEST PASS & PINCHER CREEK DISTRICT REGIONAL LANDFILL ASSOCIATION**

Mandate: Pursuant to landfill Authority bylaws. Requires one member and one alternate member.

Meeting Dates – Time: Third Wednesday monthly at 9:00 am at the Landfill.

Member(s): Councilor BARBER

Alternate: Councilor CLELAND

Staff Lead: When Required

**27. SCHOLARSHIP STEERING COMMITTEE**

Mandate: TBD

Meeting Dates – Time: As Required

Member(s): Councilor NODGE

Alternate: Councilor BARBER

Staff Lead: When Required

**28. JOINT FUNDING SUB COMMITTEE**

Mandate: TBD

Meeting Dates – Time: TBD

Member(s): TBD

Alternate: TBD

Staff Lead: When Required



## PINCHER CREEK Council Meetings 2025

January							February							March						
S	M	Tu	W	Th	Fr	Sa	Su	M	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	Mo	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	Mo	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
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13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	Mo	T	W	T	F	Sa
			1	2	3	4							1		1	2	3	4	5	6
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	22	29	30	31			
							30													
Regular Council							Committee of the Whole							Statutory Holidays						

Regular meetings shall be held on the Second and Fourth Mondays of each month, except for July, August and December.

- A) Meetings shall be held on the Fourth Monday of July and August.
- B) Meeting shall be held on the Second Monday of December.
- C) When a statutory holiday falls on a Monday, the Council meeting will be moved to the Tuesday.

Mayor D. Anderberg

CAO. K. Dunbar



