



**TOWN OF PINCHER CREEK
ORGANIZATIONAL MEETING AGENDA
Monday, October 26, 2020 at 5:30 p.m.
Council Chambers, Town Hall
962 St. John Avenue
[Virtual via GoToMeeting](#)**

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

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: October 26, 2020 Organizational meeting	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 10/26/2020

PURPOSE:

Annual Organizational schedule and appointments review.

RECOMMENDATION:

That Council for the Town of Pincher Creek review and approve the regular monthly Council meeting schedule and the Committee of the Whole meeting schedule.

Further that Council appoint Cllr. as the Deputy Mayor for the period of March 1, 2021 to October 25, 2021,

Further that the following committee appointment changes be made to:.....and that the following committees be suspended until a specific need arises:

BACKGROUND/HISTORY:

The Alberta Municipal Government Act, S.192(1) requires that municipal councils have an annual Organizational meeting each October. The items above included in the recommendation are the basic business details to include. The office of Deputy Mayor can be removed without reason or cause by a majority vote, (Procedural Bylaw # 1596-18B.

ALTERNATIVES:

No alternative -

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

Residents of Pincher Creek expect appropriate council representation on local boards and committees.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports that Council review the meeting schedules, Deputy Mayor appointment and council appointments to Committees and Boards as required.

Signatures:

Department Head:

August Kellee

CAO:

Lannie Wilgosh



**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 26, 2020 TO OCTOBER 25, 2021

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. COMMUNITY EARLY LEARNING CENTRE BOARD

Mandate: Requires four members

Staff Lead: Family and Community Support Services

Meetings: As required

Member(s): Scott Korbett, Brian McGillivray and Don Anderberg

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): Mark Barber

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

Initials_____

SCHEDULE "A"
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OCTOBER 26, 2020 TO OCTOBER 25, 2021

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: Events, Marketing & Economic Development Officer

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, Wayne Elliott 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. 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

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): Scott Korbett and Don Anderberg

Alternate: Lorne Jackson

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Initials_____

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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: As required

Member(s): Mark Barber and Wayne Elliott

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: Family and Community Support Services Coordinator

Meetings: Third Monday monthly at 6:30 pm

Member(s): Don Anderberg

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: 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

13. 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

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14. 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: Brian McGillivray

15. 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

16. 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): Mark Barber and Lorne Jackson

17. 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

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18. 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

19. 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 9:30 am

Member(s): Wayne Elliott, Brian McGillivray and Lorne Jackson

20. 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

21. 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: Brian McGillivray

22. 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

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23. 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

24. 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 Brian McGillivray

25. 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

26. POLICY REVIEW COMMITTEE

Mandate: Requires all members of Council.
Staff Lead: Legislative Services Manager
Meetings: As required
Member(s): All Council

27. 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

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28. RECYCLE COMMITTEE

Mandate: Manages recycling with MD and Cowley. Requires one member.
Staff Lead: Director of Operations
Meetings: Annually
Member(s): Scott Korbett

29. 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 one member.
Staff Lead:
Meetings: Quarterly
Members(s): Lorne Jackson
Alternate: Brian McGillivray

30. 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

31. 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): Scott Korbett and Don Anderberg
Alternate: Lorne Jackson

32. 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): Brian McGillivray
Alternate: Mark Barber

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