



**TOWN OF PINCHER CREEK
ORGANIZATIONAL MEETING AGENDA
Monday, October 25, 2021 at 5:30 p.m.
[Virtual via Zoom](#)**

- 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**

**DEPUTY MAYOR
ROTATION SCHEDULE**

M. Barber	October 25, 2021 – June 30, 2021
W. Elliott	July 1, 2021 – February 28, 2022
D. Green	March 1, 2022 – October 31, 2022
S. Nodge	November 1, 2022 – June 30, 2023
W. Oliver	July 1, 2023 – February 29, 2024
B. Wright	March 1, 2024 – October 28, 2024

**SCHEDULE “A”
COUNCIL APPOINTMENTS
OCTOBER 25, 2021 TO OCTOBER 24, 2022**

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):

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):

3. COMMUNITY EARLY LEARNING CENTRE BOARD

Mandate: Requires four members

Staff Lead: Family and Community Support Services

Meetings: As required

Member(s):

Alternate:

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: Events, Marketing & Economic Development Officer

Meetings:

Member(s):

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:

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:

8. ECONOMIC DEVELOPMENT COMMITTEE

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

Staff Lead: Economic Development Officer

Meetings:

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_____

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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 - Committee on hold

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: Family and Community Support Services 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: 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):

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14. 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):

Alternate:

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):

Alternate:

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):

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):

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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):

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):

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, by Oldman River Regional Services Commission

Member(s):

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):

Alternates:

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):

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23. OPERATIONS COMMITTEE

Mandate: Study and provide advice regarding matters related to operational services. Requires three members.
Staff Lead: Director of Operations
Meetings: Quarterly
Member(s):

24. 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):

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):
Alternate:

26. POLICY REVIEW COMMITTEE

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

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):

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28. RECYCLE COMMITTEE

Mandate: Manages recycling with MD Requires one member.
Staff Lead: Director of Operations
Meetings: Annually or as required – **recommended to repeal appointment**
Member(s):

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 two members.
Staff Lead:
Meetings: Quarterly – to be determined
Members(s):
Alternate:

30. 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:

31. 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:

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