



**TOWN OF PINCHER CREEK
ORGANIZATIONAL MEETING AGENDA
Monday October 24, 2022 AT 5:00 P.M.**

1. **Call to Order**
2. **Agenda Approval**
3. **New Councillor - Official Oath & Oath of Confidence**
4. **Mayor - Charge to New Councillor**
5. **Charge to Residents**
6. **Meeting Times and Dates**
7. **Organizational Meeting**
 - 7.1 Deputy Mayor Appointment
 - 7.2 Council Committee Appointments
8. **Adjournment**

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Organizational meeting	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 10/24/2022

PURPOSE:

To officially swear in the newly elected Councillor, and review the regular meeting dates and times, Deputy Mayor appointment and Committee appointments

RECOMMENDATION:

That Council for the Town of Pincher Creek acknowledges and welcomes the newly elected Town Councillor, Gary Cleland, and approves the regular meeting dates and time schedules, and Council committee appointments as discussed.

BACKGROUND/HISTORY:

The MGA requires that Municipalities hold an Organizational meeting each year not later than 2 weeks after the 3rd Monday in October, s.192(1). In addition the Town Council Procedural Bylaw # 1596.21 provides for the annual Organizational meeting procedures and agenda items

ALTERNATIVES:

No Alternative except to reschedule

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Town Council Procedural Bylaw # 1596-21
Municipal Government Act

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

N/A

ATTACHMENTS:

- 1596.21 org - 3018
- DEPUTY MAYOR ROTATION SCHEDULE July 25, 2022
- July 25, 2022 Council Appointments

CONCLUSION/SUMMARY:

Administration supports that Council provide the Oath of Office for the newly elected Town Councillor and review the regular meeting dates, time schedules, deputy mayor roster and Committee appointments

Signatures:

Department Head:

Laurie Wilgosh

CAO:

Laurie Wilgosh



Item No. 7.1

DEPUTY MAYOR ROTATION SCHEDULE

M. Barber	October 25, 2021- June 30, 2022
D. Green	July 1, 2022 February 28, 2023
S. Nodge	March 1, 2023- October 31, 2023
W. Oliver	November 1, 2023 - June 30, 2024
B. Wright	July 1, 2024- February 29, 2025
<i>G. Cleland</i>	March 1, 2025- October 28, 2025

SCHEDULE "A"
COUNCIL APPOINTMENTS
July 25, 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): Sahra Nodge

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): Don Anderberg

3. COMMUNITY EARLY LEARNING CENTRE BOARD

Mandate: Requires three members

Staff Lead: Director of Community Services

Meetings: As required

Member(s): Don Anderberg, David Green and Mark Barber

Alternate: Sahra Nodge

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.

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Mark Barber

5. 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: Wayne Oliver, David Green and Sahra Nodge

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: David Green and Sahra Nodge

7. ECONOMIC DEVELOPMENT COMMITTEE

Mandate: To advise Town Council on various economic development issues.
Requires one member.
Staff Lead: Economic Development Officer
Meetings:
Member(s): Currently Inactive

8. EMERGENCY SERVICES COMMISSION

Mandate: To manage fire and ambulance services. Requires two members and one alternate member.
Staff Lead: Fire Chief
Meetings: Fourth Thursday monthly at 1:30 pm.
Member(s): Don Anderberg and Brian Wright
Alternate: Sahra Nodge

9. 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): Currently Inactive

10. 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): Sahra Nodge

11. 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

12. 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].

Requires one member

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Brian Wright

13. 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): Don Anderberg

Alternate: Brian Wright

14. 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. Requires two members and one alternate

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Don Anderberg and Wayne Oliver

Alternate: Mark Barber

15. 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): Wayne Oliver and Mark Barber

16. 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

17. 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):

18. 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): Sahra Nodge, Brian Wright and Wayne Oliver

19. 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): Don Anderberg

20. 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

Alternates: Brian Wright

21. 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 Oliver

Alternate: David Green

22. 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): David Green and Wayne Oliver

23. 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): David Green and Wayne Oliver

24. 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: Brian Wright

25. POLICY REVIEW COMMITTEE

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

26. 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): Brian Wright

27. 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): Mark Barber
Alternate: Don Anderberg

28. 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): Don Anderberg and Brian Wright

Alternate: Sahra Nodge

29. 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: Wayne Oliver

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

APPLICATION

1. This bylaw shall govern the proceedings of Council and committees established by Council.
2. If a matter relating to meeting procedure is not addressed in this bylaw, the law of the Parliament of Canada shall be followed. In such cases the decision of the Mayor or other presiding officer shall be final and accepted without debate.

ORGANIZATIONAL MEETING

3. Council shall hold an annual organizational meeting pursuant to the time frame specified in Section 192 of the MGA.
4. The first meeting following a general municipal election is an organizational meeting where;
 - a) the Mayor takes the Oath of Office of the Mayor,
 - b) every Councillor takes the Oath of Office of Councillor,
 - c) Councillors are assigned to Council's statutory, standing, and/or ad hoc committees and to other bodies on which Council wishes to be represented,
 - d) council may make a motion to appoint one or more Councillors as Deputy Mayor and if so, the Deputy Mayor(s) take the Oath of office of Deputy Mayor.

The election of Deputy Mayor is based on a rotational system whereby all Councillors are granted an opportunity so serve in that capacity over the term. Each of the six Councillors is to be designated for an eight-month term. The office of Deputy Mayor can be removed without reason or cause, by a majority vote.

5. At annual organizational meetings in years that do not have municipal elections, Council;
 - a) confirms membership on statutory, standing and ad hoc committees as well as other bodies on which Council wishes to be represented,
 - b) adopts Council's regular meeting schedule for the period until and including the next organizational meeting,
 - c) undertakes such organizational business as may be required.

COUNCIL AND COMMITTEE MEETINGS

6. All meetings of Council will be held in public except when;
 - a) a person is excluded for improper conduct,
 - b) when Council adopts a resolution to move to a closed session .

LOCATION, DATE AND TIME

7. All regular Council meetings shall be held in the Town's Council Chambers, located at 962 St. John Avenue, Pincher Creek, Alberta



8. Regular meetings shall be held on the second and fourth Mondays of each month, with the exception of July, August and December.
 - a) meetings shall be held on the fourth Monday of July and of August,
 - b) meetings 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 following Tuesday.
9. Council may change the time, date or location of their respective meetings by special resolution provided that in both cases at least twenty-four (24) hours' notice of the change is given;
 - a) in writing to all Councillors,
 - b) by posting a notice of the change at the entrance of the Town Office for members of the public;
 - c) by posting a notice of the change on the home page of the Town's website, and in any other manner as directed by resolution of Council.

QUARUM

10. A quorum refers to a simple majority of Councillors or committee members present at a meeting.
11. Councillors may participate in Council meetings via electronic audio or visual communications under the following conditions;
 - a) the facilities' technology must allow all Councillors to hear the discussion involving all other participants at the meeting,
 - b) the remote Councillor shall be considered present and part of the quorum,
 - c) the recording secretary shall record the names and the electronic communications format by which the Councillor(s) participated.
12. If the Mayor or Deputy Mayor is not in attendance within twenty (20) minutes after the hour appointed for a meeting and a quorum is present, the CAO or designate shall call the meeting to order. A Presiding Officer shall be chosen by the Councillors present, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
13. Unless a quorum is present within twenty (20) minutes after the time appointed for the meeting, the meeting will stand adjourned until,
 - a) the next regular meeting date, or
 - b) until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

The recording secretary shall record the names of the Councillors present at the expiration of the 20 minute time limit.

14. If a quorum is lost after the meeting is called to order, the meeting shall be suspended until quorum can be re-obtained.