



**ORGANIZATIONAL MEETING**  
**Monday October 23, 2017 at 6:00p.m.**  
**Council Chambers, Town Hall**

**IN ATTENDANCE:** Mayor: Don Anderberg

Councillors: M. Barber, L. Jackson, Sussanne O'Rourke,  
Scott Korbett, Brian McGillivray and W. Elliott

Staff: L. Wilgosh, Cao; D. Burt Stuckey, Director of  
Community Services; D. Green, Family and  
Community Support Services Coordinator; G. Pitt,  
Bylaw Officer and L. Goss, Administrative  
Manager

**1. CALL TO ORDER**

L. Wilgosh, CAO called the meeting to order at 6:03 p.m.

- 1.1 O Canada
- 1.2 Oath of Office – Mayor  
Charge to the Mayor – Read by the CAO
- 1.3 Oath of Office – Councillors  
Charge to the Councillors – Read by the Mayor
- 1.4 Charge to Citizens and Supporters – Read by the Mayor
- 1.5 Social with Guests

*Mayor Anderberg called the meeting back to order at 6:55 pm.*

**2. ADOPTION OF AGENDA**

**ELLIOTT:**

That the Council for the Town of Pincher Creek approves the October 23, 2017 agenda as presented.

**CARRIED ORG 17-001**

**3. MEETING TIMES AND DATES: Regular and Committee of the Whole**

**BARBER:**

That Council for the Town of Pincher Creek agrees to keep the current schedule of the second and fourth Mondays of the month for Regular Council Meetings and directs administration to bring back the Procedural Bylaw 1596-17 for review.

**CARRIED ORG 17-002**

4. **DEPUTY MAYOR APPOINTMENTS**

**ELLIOTT:**

That Council for the Town of Pincher Creek appoint the following Deputy Mayor for the period of October 23, 2017 to October 25, 2021.

Mark Barber	October 23, 2017 – June 30, 2018
Wayne Elliott	July 1, 2018 – February 28, 2019
Lorne Jackson	March 1, 2019 – October 31, 2019
Scott Korbett	November 1, 2019 – June 30, 2020
Brian McGillivray	July 1, 2020 – February 28, 2021
Sussanne O'Rourke	March 1, 2021 – October 25, 2021

**CARRIED ORG 17-003**

5. **COUNCIL APPOINTMENTS TO COMMITTEES AND BOARDS**

**O'ROURKE:**

That Council for the Town of Pincher Creek approve the Council Member Appointments to Council Committees and Boards as listed on Schedule A and that Schedule A be attached hereto and form part of the minutes.

**CARRIED ORG 17-004**

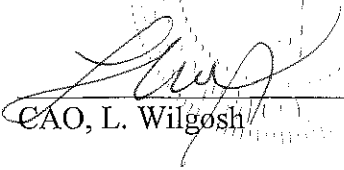
6. **ADJOURNMENT**

**ANDERBERG:**

That this Organizational Meeting of Council on October 23, 2017 be hereby adjourned at 7:51 p.m.

**CARRIED ORG 17-005**

  
\_\_\_\_\_  
MAYOR, Don Anderberg

  
\_\_\_\_\_  
CAO, L. Wilgosh

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 14<sup>th</sup> DAY OF NOVEMBER, 2017**

**S E A L**

**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): 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. CHILDRENS WORLD DAYCARE BOARD**

Mandate: Requires one member.

Staff Lead: FCSS Coordinator

Meetings:

Member(s): Sussanne O'Rourke

Alternate: Wayne Elliott

**4. COMMUNITY HALL BOARD**

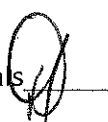
Mandate: Established in 1972, Pincher Creek's Community Hall is an immaculately maintained multi-use facility that serves as the heart of this community. Requires one member.

Staff Lead: Open

Meetings:

Member(s): Lorne Jackson

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: Don Anderberg, Sussanne O'Rourke and Brian McGillivray

**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: Lorne Jackson and Brian McGillivray

**7. DAYCARE COMMITTEE**

Mandate: Requires two to three members.  
Staff Lead: FCSS Coordinator  
Meetings: As required  
Member(s) Sussanne O'Rourke, Brian McGillivray and Wayne Elliott

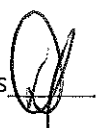
**8. ECONOMIC DEVELOPMENT COMMITTEE**

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): Lorne Jackson and Don Anderberg  
Alternate: Mark Barber

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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:

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: FCSS Coordinator

Meetings: Third Monday monthly at 6:30 pm

Member(s): Sussanne O'Rourke

**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.

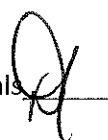
Staff Lead: CAO

Meetings: As required

Member(s): Don Anderberg

Alternate: Mark Barber

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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): Scott Korbett and Lorne Jackson

**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: 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

**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): Wayne Elliott, Brian McGillivray and Scott Korbett

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**SCHEDULE "A"**  
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**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): Don Anderberg

**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): Don Anderberg

Alternate: Scott Korbett

**20. 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

**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): Brian McGillivray and Lorne Jackson

Alternate: Wayne Elliott

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**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): Lorne Jackson and Sussanne O'Rourke

**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): Mark Barber  
Alternate: Wayne Elliott

**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): Mark Barber

**26. RECYCLE COMMITTEE**

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

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**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): Lorne Jackson and Don Anderberg

Alternate: Mark Barber

**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): Mark Barber

Alternate: Scott Korbett

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Initials

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