

AGENDA ORGANIZATIONAL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK

October 28, 2025

3:00 pm

Council Chambers

Legion will be in attendance to present poppies to Council.

A. CALL TO ORDER – *CAO*

B. ELECTION OF REEVE – *CAO*

C. ELECTION OF DEPUTY REEVE

D. APPROVAL OF AGENDA

E. APPOINTMENT OF SIGNING AUTHORITIES

Recommendation:

Moved that _____, or _____, and the CAO, Director of Corporate Services, or Finance Manager be authorized signing authority for general cheques of the Municipal District of Pincher Creek No. 9.

F. APPOINTMENT OF AUDITORS

Recommendation:

Moved that Avail LLP be appointed as the Municipal District of Pincher Creek No. 9 Auditor for 2026.

G. MEETING TIMES AND DATES

Recommendation:

Moved that, unless altered by resolution:

- Subdivision Authority Meetings be held the first Tuesday of each month starting at 6:00 pm
- Municipal Planning Commission Meetings be held the first Tuesday of each month starting at 6:30 pm
- Council Committee Meetings be held the second and fourth Tuesday of each month starting at 11:00 am
- Council Meetings be held the second and fourth Tuesday of each month starting at 3:00 pm

All of Council are sitting members of the following Committees, Boards and Commissions. A resolution is not required to appoint Council members.

- Foothills Little Bow
- Municipal Planning Commission
- Pincher Creek Regional Emergency Management Organization (PCREMO)
- Road Tours with Public Works Manager
- RMA (Rural Municipalities of Alberta)
- Subdivision Authority

1. COMMITTEES/ BOARDS APPOINTMENTS

1) Agricultural Service Board

- 2 Members of Council
- 1 Alternate Member of Council
- Members at Large — Anna Welsch, Mark Zoratti, and Martin Puch

2) Agricultural Service Board Appeal Committee

- 3 Members of Council (that are not on ASB) or Members at Large

- 3) Airport Committee
 - 2 Members of Council
 - 1 Alternate Member of Council
 - Member at Large — (Leo Reedyk)
- 4) Alberta Southwest Regional Alliance
 - 1 Member of Council
 - 1 Alternate Member of Council
- 5) Alternative Land Use System Partnership Advisory Committee (ALUS)
 - 1 Member of Council
 - 3 Members at Large (Dixon Hammond, Denis Lastuka and Mark Zoratti)
- 6) Beaver Mines Community Association
 - 1 Member of Council (Division 3)
- 7) Castle Mountain Community Association
 - 1 Member of Council (Division 3)
- 8) Chinook Arch Regional Library Board
 - 1 Member of Council
- 9) Chinook Intermunicipal Subdivision & Development Appeal Board
 - Members at Large (Don Hill and Bjorn Berg)
- 10) Crowsnest Pincher Creek Landfill Association
 - 1 Member of Council
 - 1 Alternate Member of Council
- 11) Emergency Advisory Committee (EAC)
 - 2 Members of Council
 - 1 Alternate Member of Council
- 12) Family and Community Support Services (FCSS)
 - 1 Member of Council
 - 1 Alternate Member of Council
- 13) Healthcare Committee
 - 2 Members of Council
 - 1 Member at Large (TBD from Committee)
- 14) Highway 3 Twinning Development Association
 - *Councillor Cox requested this be added for discussion*
 - Member of Council
 - 1 Alternate Member of Council
- 15) Hometown Award
 - 1 Member of Council
 - 1 Member at large from MD (Michelle Spencer)
- 16) Intercolaborative Framework Committee with the Town of Pincher Creek (ICF)
 - 2 Members of Council
 - 1 Alternate Member of Council
- 17) Intermunicipal Development Committee (IDP)
 - a) Cardston County
 - 2 Members of Council
 - b) Municipality Crowsnest Pass
 - 2 Members of Council
 - c) Municipal District of Ranchlands
 - 2 Members of Council
 - d) Municipal District of Willow Creek
 - 2 Members of Council

- e) Town of Pincher Creek
 - 2 Members of Council
 - 1 Alternate Member of Council
 - f) Village of Cowley
 - 2 Members of Council
- 18) Joint Council Grant Sub Committee
 - 2 Members of Council
 - 1 Alternate Member of Council
- 19) Lundbreck Citizens Council
 - 1 Member of Council (Division 5)
- 20) Mayors and Reeves
 - Reeve
 - Deputy Reeve as Alternate
- 21) Municipal Planning Commission (Members at Large)
 - 2 Members at Large (Laurie Klassen and Jeff Hammond)
- 22) Municipal Energy Committee
 - 2 Members of Council
 - 1 Alternate Member of Council
- 23) Oldman River Regional Services Commission ORRSC
 - 1 Member of Council
 - 1 Alternate Member of Council
- 24) Pincher Creek Foundation
 - 2 Members of Council
 - 1 Alternate Member of Council
- 25) Pincher Creek Emergency Services Commission
 - 2 Members of Council
 - 1 Alternate Member of Council
- 26) Pincher Creek and District Public Library Board
 - 1 Member of Council
 - Members at Large
 - Debbie Reed - Reaffirm her appointment until 2026
 - Mike Barkwith and Sandra Baker – Appoint until October 30, 2026, with the intention of obtaining replacements.
- 27) Pincher Creek Regional Recreation Advisory Board
 - 1 Member at Large (Kris Larson)
- 28) Police Advisory Committee
 - 1 Member of Council
- 29) Regional Assessment Review Board
 - 1 Member of Council
 - Member at Large (Don Hill)
- 30) Regional Tourism Advisory Committee* *New Request from Organization to have Council Representative*
 - 2 Members of Council, or
 - 1 Member of Council and CAO (or designated staff)
- 31) Soil Conservation Act Appeal Committee
 - 3 Members of Council (that are not on ASB) or Members at Large
- 32) Town of Pincher Creek Housing Committee
 - 1 Member of Council
 - 1 Alternate Member of Council

- 33) Weed Control & Agricultural Act Appeal Committee
 - Members at Large (Kent Zielke, Tony Naumczyk, Kelly Cooley)
- 34) Waterton Biosphere Reserve Association (WBRA)* *New Request from Organization to have Council Representative*
 - 1 Member of Council
- 35) Waterton Biosphere – Carnivore and Communities Program
 - 1 Member of Council

J. ADJOURNMENT



October 10, 2025

RE: Request for Council Appointments to Regional Tourism Advisory Committee from the MD of Pincher Creek

Dear Reeve, Council Members, and Senior Management,

The South Canadian Rockies Tourism Advisory Committee (RTAC) is being established as a collaborative platform to strengthen communication and coordination between our region's municipalities—the Municipality of Crowsnest Pass, MD of Pincher Creek, the Town of Pincher Creek, and ID4/Waterton Lakes National Park. The main aim of RTAC is to align our collective efforts, enhance information sharing, jointly support funding applications and assist directly with community-level tourism initiatives.

To ensure balanced representation and effective operation, we respectfully request that each council appoint either two council members, or one council member and one appropriate staff representative (CAO or staff specializing in marketing and communications) to serve on this Committee. The committee will be facilitated and administered entirely by the Executive Director of SCRTA, with involvement from our trusted board.

RTAC will:

- Assist in accessing new streams of funding for municipalities and/or their respective tourism stakeholders;
- Streamline communications with the South Canadian Rockies Tourism Association and all regional tourism stakeholders;
- Share detailed information on investment in SCR's investment and activity in each community;
- Identify collaborative tourism projects and funding application opportunities;
- Streamline and coordinate regional tourism development advocacy narratives.

The committee will meet quarterly (in person where possible) with a clear agenda and minute-keeping for transparency and follow-up, with all meeting coordination, including food and beverage service, coordination, and meeting administration, provided by SCRTA.

Your commitment to participate will help the entire region benefit from a unified, strategic approach to tourism as economic development and ensure access to new and traditional streams of funding.

Please confirm your council's appointees at your earliest convenience so planning for the inaugural meeting may proceed.

Thank you for considering this request and for your ongoing leadership.

Sincerely,

Melisa Stefaniw

Mstefaniw

Executive Director
South Canadian Rockies Tourism Association
on behalf of the Regional Tourism Advisory Committee (RTAC)

info@southcanadianrockies.ca

www.southcanadianrockies.ca



South Canadian Rockies Regional Tourism Advisory Committee (RTAC)

Terms of Reference (Draft)

1. Purpose

The South Canadian Rockies Regional Tourism Advisory Committee (RTAC) provides a collaborative platform for municipalities in the South Canadian Rockies to work together on tourism as a driver of economic development.

RTAC brings together council members from the Municipality of Crowsnest Pass, MD of Pincher Creek, Town of Pincher Creek, ID4, and Waterton Lakes National Park. The committee's purpose is to:

- Strengthen communication between municipalities, the South Canadian Rockies Tourism Association (SCRTA), and communities.
- Identify and explore collaborative tourism projects, especially those eligible for joint funding.
- Share information, perspectives, and priorities to align tourism with broader community needs.
- Build trust and transparency between elected officials, administration, and the SCRTA.

RTAC is an advisory body that adds value by bringing partners together. While it does not make operational or governance decisions, and is not responsible for delivering programs or services, its strength lies in:

- Collaboration – providing a platform for municipalities and partners to work together on shared priorities.
- Information-sharing – ensuring members are informed about tourism trends, opportunities, and community needs.
- Opportunity-building – identifying areas where joint advocacy, funding applications, or regional initiatives could benefit multiple communities.

2. Roles & Responsibilities

Council Members

- Represent their municipality's voice and priorities in regional tourism discussions.
- Act as a bridge between RTAC and their municipal council by sharing updates and perspectives.
- Provide feedback on tourism opportunities, community needs, and infrastructure gaps.
- Support SCRTA's efforts by connecting regional projects with municipal governance.
- Contribute to advocacy and help align tourism initiatives with local planning and budgets.

South Canadian Rockies Tourism Association (SCRTA)

- Facilitator and Coordinator of RTAC. SCRTA will prepare agendas, circulate meeting materials, take minutes, and provide follow-up.
- Ensure meetings focus on clear purpose and outcomes, avoiding “talk with no action.”
- Share factual information, research, and updates to strengthen awareness and overcome anecdotal perceptions.
- Identify funding opportunities and coordinate joint applications where regional collaboration adds value.
- Provide continuity and accountability between meetings.

Chief Administrative Officers (CAOs)

- CAOs may be invited to attend selected meetings or initial sessions to build transparency around staff capacity, budgets, and project feasibility.
- Provide input on realistic opportunities and limitations to ensure discussions remain grounded.

3. Membership

- Minimum 1 (One), maximum of 2 (two) appointed council members.
- Substitutions are not permitted, except by a CAO if a council member is unable to attend.
- In the event a CAO cannot attend, an official staff member working under the “Marketing” or “Communications” department within a municipality may attend, provided reports are sent back to council.
- Council members serve as appointees for one-year terms, renewable at the discretion of their council.

4. Meeting Frequency & Format

- Quarterly meetings (four per year), in-person where possible. Virtual attendance will be available if required.
- SCRTA will cancel and reschedule meetings if the majority of members cannot attend.
- Each meeting will include:
 - Circulate the agenda in advance.
 - Documentation of minutes and key outcomes.
 - Clear restatement of RTAC’s purpose and priorities to maintain focus.
- SCRTA may call additional meetings if a pressing funding opportunity or advocacy issue arises.

5. Decision-Making

- RTAC does not make binding decisions.
- Where direction is needed, SCRTA will record discussions, and a consensus or majority view will be noted in the minutes.
- Formal decisions (e.g., budget commitments, project approvals) remain the responsibility of individual councils and the SCRTA Board.

6. Focus Areas

RTAC will concentrate on two main areas:

1. **Understanding Needs** – Identifying tourism-related opportunities and challenges in each community, and exploring how they can be addressed collaboratively.
 - Distinguish between issues that are strictly local vs. those that benefit from a regional approach.
 - Share infrastructure gaps, policy challenges, and advocacy opportunities.
2. **Collaborative Funding** – Exploring joint funding opportunities where regional collaboration strengthens applications.
 - Work with SCRTA to identify new sources of funding that municipalities could not access alone.
 - Support applications that combine multiple communities, projects, or shared infrastructure.

7. Outcomes & Value

RTAC is intended to deliver clear value to both municipalities and the SCRTA:

- **For Municipalities**
 - A structured way to bring local priorities into regional tourism planning.
 - Access to larger and more competitive funding opportunities.
 - Stronger advocacy voice with provincial and federal governments.
 - Better alignment between municipal infrastructure planning and tourism growth.
- **For SCRTA**
 - Direct political support and credibility.
 - Access to community-level insights and priorities.
 - Stronger partnerships to amplify regional initiatives.
 - Greater ability to deliver results and demonstrate value to members and funders.

8. Time Commitment

- Quarterly meetings: 1.5–2 hours each.
- Occasional review of materials in advance of meetings.
- Optional participation in project-specific working groups, if established.

9. Facilitation

SCRTA will provide all administrative support, including:

- Meeting invitations, agendas, and preparation.
- Minute-taking and follow-up.
- Tracking of action items and project updates.
- Ongoing liaison between members and communities.

This ensures council members' time is respected, with a focus on purposeful meetings that lead to visible outcomes.

10. Review of Terms of Reference

- SCRTA and the Committee will review these Terms of Reference annually to ensure they remain relevant, practical, and aligned with regional priorities.
- SCRTA or any member municipality may propose updates, and they must be agreed upon by majority consensus at RTAC.

2024/2025 Council Committee List

ASB

- Councillors Tony Bruder and Jim Welsch
- Alternate: Councillor Dave Cox

ASB Appeal Committee

- Reeve Rick Lemire and Councillors Dave Cox and John MacGarva.

Airport Committee

- Councillors John MacGarva and Jim Welsch
- Alternate: Councillor Dave Cox

Alberta Southwest

- Reeve Rick Lemire
- Alternate: Councillor Tony Bruder

Alternative Land Use System Partnership Advisory Committee (ALUS)

- Councillor Tony Bruder

Beaver Mines Community Association & Castle Mountain Community Association

- Councillor Dave Cox

Chinook Arch Regional & Pincher Creek Library Board

- Councillor Dave Cox

Crowsnest Pincher Creek Landfill Association

- Councillor Tony Bruder
- Alternate: Councillor John MacGarva

EAC

- Councillors John MacGarva and Tony Bruder
- Alternate: Councillor Dave Cox

FCSS

- Councillor Jim Welsch
- Alternate: Councillor John MacGarva

Healthcare Committee

- Councillor Dave Cox

Highway 3

- Councillor Dave Cox
- Alternate: Councillor John MacGarva

ICF

- Reeve Rick Lemire and Councillor Jim Welsch
- Alternate: Councillor Dave Cox

IDP's

a) Town of Pincher Creek

- Reeve Rick Lemire and Councillor Jim Welsch
- Alternate: Councillor Dave Cox

b) Municipality Crowsnest Pass

- Councillors Dave Cox and John MacGarva

c) MD of Ranchlands

- Councillors John MacGarva and Jim Welsch

d) MD of Willow Creek

- Reeve Rick Lemire and Councillor Jim Welsch

e) Cardston County

- Reeve Rick Lemire and Councillor Tony Bruder

Joint Council Grant Sub Committee

- Councillors Dave Cox and Tony Bruder
- Alternate: Reeve Rick Lemire

Lundbreck Citizens Council

- Councillor John MacGarva

Municipal Energy Committee

- Councillors Dave Cox and Tony Bruder
- Alternate: Councillor Jim Welsch

Municipal Scholarship Committee

- Reeve Rick Lemire

Oldman River Regional Services Commission (ORRSC)

- Councillor Jim Welsch
- Alternate: Councillor Dave Cox

Pincher Creek Foundation

- Councillors Dave Cox and Jim Welsch
- Alternate: Reeve Rick Lemire

Pincher Creek Emergency Services Commission

- Reeve Rick Lemire and Councillor Dave Cox
- Alternate: Councillor Tony Bruder

Police Advisory Committee

- Councillor Jim Welsch

Soil Conservation Act Appeal Committee

- Reeve Rick Lemire, Councillors Dave Cox, and John MacGarva

Town of Pincher Creek Housing Committee

- Councillor John MacGarva
- Alternate: Councillor Jim Welsch

Waterton Biosphere

- Councillor Tony Bruder

****updated October 22, 2024**