



County of Grande Prairie No. 1
Reference Summary for
Committees and Boards *

Approved September 14, 2020, 2020 Regular Council Meeting

Next Mandatory Review Date August 2021
(Regular Council Meeting)

*To obtain a copy of a bylaw, please visit www.countygp.ab.ca or call our office 780-532-9722

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Internal

Agricultural Service Board

Established by Bylaw 3143 – Agricultural Service Board Bylaw

Purpose:

To act as an advisory body to help organize and direct weed and pest control and soil and water conservation programs; to assist in the control of animal disease, promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer, and promote and develop agricultural policies to meet the needs of the municipality.

Committee Structure / Membership Type:

The ASB shall consist of:

- I. The whole of County Council (9 members); and
- II. Up to three Members-at-large, plus the required number of Councillors, to total twelve (12) voting members.

Administrative Resources:

Agricultural Fieldman

Quorum:

A quorum shall constitute a majority (7) of voting members.

Term:

The term of office for all members-at-large shall be three years with staggered membership rotation to ensure continuity. Members-at-large may serve for up to a 2-term period (6 years). After a one-term break, they may reapply to be reappointed to the Board should Council wish.

Authority:

Pursuant to the Agricultural Services Board Act (Section 2)

Terms of Reference or Other Supporting Documents:

Bylaw 3143 – Agricultural Service Bylaw, Agricultural Service Board Act

Meeting Schedule:

Meetings shall be held a minimum of three times per year at a date and time as determined by the Agricultural Service Board.

Internal Council Chambers Electronics Committee

Established by Council Motion # CM20160125.1010

Purpose:

To identify issues and bring back recommendations to Council on how to proceed with the rectification of the communication/electronic and voting systems located in Council Chambers.

Committee Structure / Membership Type:

The committee shall be made up of three Councillors.

Administrative Resources:

County staff as required.

Authority:

The Committee is a forum for discussion with authority to make recommendations to Council.

Internal County Library Board

Established by Bylaw 1452, 1497A

Purpose:

To ensure the provision of comprehensive and efficient library services to the residents of the County of Grande Prairie.

Committee Structure / Membership Type:

The Municipal Library Board shall be composed of not less than 5 members all of whom shall be appointed by the Council of the County, from among the residents of the County of Grande Prairie.

Two members of Council shall be appointed to the Municipal Library Board.

Administrative Resources:

Manager of Family and Community Support Services, Library Team Lead

Quorum:

One half plus one of the members of the Board constitutes a quorum.

Term:

Chairman = 1 year

Member at large = 3 years

Authority:

The Board shall be authorized to exercise any and all duties, powers and responsibilities permitted by the Alberta Libraries Act and applicable regulations.

Terms of Reference or Other Supporting Documents:

Bylaw, Libraries Act, Alberta Libraries Regulation

Meeting Schedule:

The meetings of the Board shall be held in public. The Board shall hold regular meetings as often as it deems necessary and may also hold special meetings at any time at the call of the Chairman.

Internal County Recreation Boards

Established by Policy K4

Purpose:

To administer and promote recreation in districts within the County as well as administer the grant amount allocated to each area.

Committee Structure / Membership Type:

County Recreation Boards are composed of 7 members, two of whom are members of County Council and five of whom represent the residents within the Recreation Board boundaries as follows:

- One elected or administrative official from any incorporated municipality within the recreation Board boundary, nominated by the incorporated municipality
- Members at large representing a diverse geographic area

Country Council provides operating assistance through the establishment of the following six County Recreation Boards:

- County of Grande Prairie No. 1 - Sexsmith-La Glace-Teepee Creek Area Recreation Board
- County of Grande Prairie No. 1 - Clairmont-Bezanson Area Recreation Board
- County of Grande Prairie No. 1 - Beaverlodge-Elmworth-Huallen Area Recreation Board
- County of Grande Prairie No. 1 - Wembley-Dimsdale-Saskatoon Lake Area Recreation Board
- County of Grande Prairie No. 1 - Hythe-Demmitt-Valhalla Area Recreation Board
- County of Grande Prairie No. 1 – Grande Prairie Area Recreation Board

Administrative Resources:

Parks and Recreation Manager

Term:

County Council must approve all appointments to Recreation Boards. Terms of appointment shall be as follows:

- County Councillors – annual terms approved at the County Organizational meeting
- Incorporated municipality representatives – annual terms approved at the County Organizational meeting
- Members at Large – four-year terms approved at the County Organizational meeting

Authority:

The Committee is an advisory committee, reports directly to Council and make recommendations to Council.

Terms of Reference or Supporting documents:

Policy K4 (to be replaced with K15), Recreation Development Act, Municipal Government Act

Meeting Schedule:

Annual

Internal

Family and Community Support Services Board (FCSS)

Established by Bylaw 3042 – Family and Community Support Services Bylaw

Purpose:

The purpose of the FCSS Board is to advise Council on policies concerning human services in the County; to be concerned with the quality of community services for all age groups and segments within its boundaries; determine FCSS policies and procedures, within the framework of the FCSS Act and regulations; direct the activities of the FCSS program; and Advise administration of social issues and concerns recognized in the County.

Committee Structure / Membership Type:

Voting

Each FCSS Board member shall have one (1) vote
Board composition = 9 Board members being 9 councillors in good standing, or a combination of Council and members at large appointed yearly at the County's organizational meeting.

Council at the annual Organizational Meeting shall elect a Chairman and Vice-Chairman for the Board.

Administrative Resources:

Director and Manager of Family and Community Support Services

Quorum:

Five (5) Board members shall be considered quorum.

Term:

Annual

Authority:

The Board makes decisions within their approved budget, reports directly to Council and make recommendations to Council.

Terms of Reference or Other Supporting Documents:

Bylaw 3042 - Family and Community Support Services Bylaw, Municipal Government Act, Bylaw 3001, Policy F6, Family and Community Support Services Act

Meeting Schedule:

Meetings of the Board shall be held quarterly.

Special meetings of the Board may be called by the Chairman (or the Vice-Chairman in the Chairman's absence).

Internal Historical Resources Committee

Established by Resolution # CM20200309.013

Purpose:

To oversee developments with respect to the identification of historic resources within the County and make recommendations for their designation as Municipal or Provincial historic resources.

Committee Structure:

Voting members to be appointed by Council

- Two County of Grande Prairie County Councillors
- One Historian
- Two public members at Large
- One representative of the Peace Country Historical Society

Administrative Support:

- Director of Planning and Development
- One Economic Development Personnel
- One Parks and Recreation Personnel

Quorum:

Quorum consists of a majority of the voting members of the committee (i.e., 50% plus one). The proceedings of the meetings shall be in accordance with the County's procedural bylaw.

Term:

The chair shall be appointed by the committee members. The term of office of members is two years, to be appointed at the County of Grande Prairie's annual organizational meeting or as required when a vacancy becomes available.

Authority:

The Committee is an advisory committee, reports directly to Council and make recommendations to Council.

Terms of Reference or Other Supporting Documents:

Terms of Reference, Provincial Guidelines and County of Grande Prairie relevant policies

Meeting Schedule:

The committee will meet face-to-face or via video conferencing to review completed applications and prepare Council recommendation as applicable.

Internal Municipal Planning Commission

Established by Bylaw No. 1009 (amended by Bylaw No. 1430)

Purpose:

The role of the Municipal Planning Commission is to make decisions on all subdivision and development permits of various uses under the Land Use Bylaw.

Committee Structure:

The Commission shall be composed of not less than three persons to be appointed by Council. The members of the Commission shall elect one of themselves as Chairman and one of themselves as Vice-Chairman.

Currently the Municipal Planning Commission is composed of 9 voting Council members.

Administrative Support:

The Council shall appoint a Secretary who shall be an employee of the County and the Secretary shall attend all meetings and hearings of the Commission but shall not vote on any matters before the Commission.

Quorum:

Five of the Members of the Commission constitute a quorum.

Term:

One year (appointed by resolution of Council at the annual Organizational meeting) which may be renewed by further resolution of the Council

Authority:

The MPC (Subdivision & Development Authority) has those powers and duties as set out in the Municipal Government Act and any regulation thereunder, or any municipal planning documents established by the County of Grande Prairie No. 1. In particular, the Development Authority has authority to receive, consider and decide on application for development permits and subdivisions as prescribed in the applicable municipal planning bylaws.

Terms of Reference or Other Supporting Documents:

Bylaw No. 1009 (amended by Bylaw No. 1430), The Planning Act, The Municipal Government Act

Meeting Schedule:

The meetings of the Commission shall be held in public when the Commission is meeting to consider applications for a development permit.

The meetings of the Commission shall be held in private when the Commission is meeting to consider advice and assistance to be rendered to Council on any of the matters referred to it for advice and assistance by Council.

The Commission shall hold regular meetings as often as it deems necessary and may also hold special meetings at any time at the call of the Chairman.

Internal Weed Notice Appeal Board

Established by Bylaw No. 3146 – Weed and Pest Appeal Committee Bylaw

Purpose:

The Weed Notice Appeal Board is composed of up to five area producers familiar with weed issues. This Board hears appeals and makes rulings that are then binding on the Agriculture Department and the appellant.

Committee Structure / Membership Type:

County of Grande Prairie may appoint up to five public members at large by resolution.

Authority:

Pursuant to the Agricultural Pest Control and Weed Control Acts

Meeting Schedule:

Meetings shall be conducted as per the Council, Board and Committee Meeting Procedure Bylaw.

Terms of Reference or Other Supporting Documents:

Schedule B of Policy B30, Weed Control Act

Intermunicipal or Regional

Grande Prairie Regional Emergency Management Committee

Established by Bylaw 3133 – Regional Emergency Management Bylaw

Purpose:

To advise Council on the development of emergency plans and programs.

Committee Structure / Membership Type:

The Committee shall consist of Municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the Regional Committee. A Committee Chair will be selected from the Regional Committee membership:

Each municipality shall also appoint one alternate member to the Regional Committee who shall be permitted to vote in the absence of the primary member.

Administrative Resources:

Council shall:

- by resolution appoint the Chief Administrative Officer (CAO) as Director of Emergency Management (DEM); and
- by resolution appoint one (1) or more Deputy Director of Emergency Management (DDEM): the person responsible for duties of the Director of Emergency Management in their absence.

Quorum:

Four Committee Members shall constitute a quorum.

Term:

Length on the Committee is determined by the municipality. Each municipality is asked to assign a council member to the committee, so they identify their committee members when they do their regular review of council/committee assignments. Some of the members have been on the committee for a number of years, some have had a shorter term.

Authority:

The Committee is an advisory committee, the members report and make recommendations to their respective Councils relative to the Regional Emergency Plan.

Terms of Reference or Other Supporting Documents:

Bylaw No. 3133, Emergency Management Act, Municipal Government Act

Meeting Schedule:

The Committee shall meet twice a year and shall have the option of calling special meetings on an as needed basis.

For regular meetings, and business, four Committee members shall constitute a quorum
The City of Grande Prairie and the County of Grande Prairie No.1 have a veto power over budget decisions as their cost is the most substantial.

Intermunicipal or Regional Grande Prairie Regional Recreation Committee (GPRRC)

Established by Resolution #CM20161017.1045

Purpose:

The general purpose of this Council committee is to provide a mechanism for the implementation of the Grande Prairie Area Joint Recreation Master Plan – 2016 including inter-municipal information sharing, collaboration, and identifying special projects concerning regional recreation facilities, services and programs. The Committee will work in consultation with current Municipal Government Act and Intermunicipal Collaborative Framework legislation.

Committee Structure / Membership Type:

Based on one vote per community, the Committee will consist of a minimum of one elected official from each of the following communities:

- City of Grande Prairie;
- County of Grande Prairie;
- Municipal District of Greenview;
- Town of Beaverlodge;
- Town of Sexsmith;
- Town of Wembley; and
- Village of Hythe.

Sub Committees:

The Committee will form sub-committees as required and may choose to appoint members from the Committee from the general public.

Administrative Resources:

Regional Recreation Coordinator

Quorum:

Quorum shall consist of a minimum representation of five of the seven member municipalities. Voting shall be by a simple majority of one vote per community. Voting motions that involve financial commitment require attendance by all parties implicated financially. Alternatively, an official letter from the municipality (including the Resolution

number) that confirms the decision on a financial matter, may be presented by an administrative representative. The committee may use electronic and/or proxy mans to vote on certain items if necessary.

Term:

Annual

Authority:

The Committee is an advisory committee, reports directly to Council and makes recommendations to Council.

Terms of Reference or Other Supporting Documents:

Terms of Reference, Municipal Government Act and Intermunicipal Collaboration Framework

Meeting Schedule:

The Committee will meet quarterly and more often if required. Hosting and chairing of the meetings will rotate between each community every quarter. Meetings may be called in-between regularly scheduled meetings by voting or non-voting members as required, with a minimum five days' notice provided. Telephone or video conference attendance is permitted for meetings that fall outside of the quarterly scheduled meetings.

Intermunicipal or Regional Intermunicipal Collaboration Framework Committee (ICF)

Established by Municipal Government Act

Purpose:

To develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents and ratepayers of both parties.

Committee Structure / Membership Type:

- 4 Elected Members (2 from each party);
- County Reeve and City/Town Mayor Ex-Officio Members.

Administrative Resources:

CAO's on both sides shall provide advisory assistance as required.

Quorum:

N/A

Term:

N/A

Authority:

The Committee is an advisory committee, reports directly to Council and make recommendations to Council.

Terms of Reference or Other Supporting Documents:

Intermunicipal Collaboration Framework Agreements, Municipal Government Act

Meeting Schedule:

As needed by giving at least 30 days notice.

Intermunicipal or Regional Intermunicipal Development Plan Steering Committee (IDP)

Established by Municipal Government Act

Purpose:

An advisory committee that will oversee the work of the preparation of the Intermunicipal Development Plan.

Committee Structure / Membership Type:

3 Elected Members from each municipality.

Administrative Resources:

Chief Administrative Officer and Director of Planning and Development Services.

Quorum:

2 members from each municipality.

Term:

Until the completion of the Intermunicipal Development Plan.

Authority:

The Committee is an advisory committee, reports directly to Council and make recommendations to Council.

Terms of Reference or Other Supporting Documents:

Intermunicipal Development Plan Project Charter, Municipal Government Act

Meeting Schedule:

As needed.

Intermunicipal or Regional Intermunicipal Negotiation Committee (INC)

Established by Municipal Government Act

Purpose:

A working committee that will discuss and negotiate all aspects and requirements to achieve consensus in the completion of the mandated Intermunicipal Collaboration Framework (ICF) as described in Part 17.2 of the Municipal Government Act, RSA 2000, Chapter M-26.

Committee Structure / Membership Type:

3 Elected Officials and an alternate from each municipality.

Administrative Resources:

Administration of each municipality will participate in INC meetings in an advisory capacity and ensure all recommendations considered by the INC are included in a Request for Decision (RFD) and ensure that any recommendations approved by the INC are brought forward to their respective Council for discussion, consideration, and/or approval.

Quorum:

Two committee members from each municipality.

Term:

Committee members term shall remain in effect until completion of the ICF.

Authority:

The Committee is an advisory committee, reports directly to Council and make recommendations to Council.

Terms of Reference or Other Supporting Documents:

Intermunicipal Negotiation Committee Terms of Reference, Municipal Government Act

Meeting Schedule:

As needed.

Intermunicipal or Regional Intermunicipal Subdivision and Development Appeal Board

Established by Bylaw 3094 - Intermunicipal Subdivision and Development Appeal Board
(ISDAB) Bylaw and ISDAB Intermunicipal Agreement

Purpose:

An intermunicipal Board to hear subdivision and development appeals within the municipal boundaries of the County, Wembley, Sexsmith, Beaverlodge, and Hythe.

Committee Structure:

The ISDAB shall consist of five (5) Members at large appointed by resolution of the Council for the County of whom no more than one can be a Member of Council of a participating Municipality.

Administrative Resources:

The Chief Administrative Officer for the County shall designate one or more person(s) to act as Clerk for the ISDAB.

Quorum:

Three (3) members shall constitute a quorum of the Board.

Term:

The term of office for Members shall be four (4) years. Regardless of the date of appointment, the expiry of the term of office for all Members will be December 31 in the year of the general municipal elections.

Members may be reappointed by Council for the County for one or more additional terms subject to their written application to do so in accordance with the advertised request for Board Members.

Authority:

The Board has those powers and duties as set out in the Municipal Government Act.

Terms of Reference or Other Supporting Documents:

Bylaw 3094 - Intermunicipal Subdivision and Development Appeal Board (ISDAB)
Bylaw ISDAB Intermunicipal Agreement
Municipal Government Act

Meeting Schedule:

The Board shall consider and decide all subdivision and development appeals and s. 645 Stop Order appeals which have been properly filed with the County in accordance with the Act.

The Board shall hold a public hearing respecting the appeal within thirty (30) days from the date of receipt of the written notice of appeal.

Intermunicipal or Regional Local and Composite (Joint) Assessment Review Board

Established by Bylaw 3136 – Joint Assessment Review Boards Bylaw

(* All members shall be considered jointly appointed to both Joint Local Assessment Review Board and the Joint Composite Assessment Review Board)

Purpose:

Intermunicipal Board that hears assessment appeals within the municipal boundaries of the County, Wembley, Sexsmith, Beaverlodge, and Hythe

Committee Structure / Membership Type:

The Joint Assessment Review Boards shall consist of up to eight (8) Members, with a maximum of four (4) Councillors from the participating municipalities, appointed by resolution of the Council for the County of Grande Prairie at its Annual Organizational Meeting.

Administrative Resources:

A Clerk shall be appointed by resolution of the Councils of the Participating Municipalities at their respective Annual Organization Meeting.

The County will provide the administrative resources for Joint Assessment Review Board hearings.

Quorum:

Where a panel of the Joint Composite Assessment Review Board consists of three (3) Members, a quorum is two (2) Members, one (1) of whom must be a provincial member.

Where a panel of the Joint Composite Assessment Review Board consists of three (3) Members, a quorum is two (2) Members.

Term:

Members shall be appointed for a three-year term and in the manner that the expiry dates of their appointments are staggered.

Authority:

The Board is authorized to make decisions under the Municipal Government Act and the Assessment Complaints Regulation in respect of assessment and taxation complaints.

Terms of Reference or Other Supporting Documents:

Bylaw - Joint Assessment Review Boards Bylaw, Municipal Government Act

Meeting Schedule:

Hearings are scheduled in accordance with Municipal Government Act guidelines.

Intermunicipal or Regional Tri- Municipal Industrial Partnership Committee

Purpose:

The Tri-Municipal Industrial Partnership (TMIP) was formed by the Municipal District (MD) of Greenview, County of Grande Prairie and the City of Grande Prairie to explore opportunities for developing a world class heavy eco-industrial district.

Committee Structure / Membership Type:

The Committee shall be comprised of the following voting members chosen from the elected Councils of the parties as follows:

Municipal District of Greenview: Four (4)
County of Grande Prairie: Two (2)
City of Grande Prairie: Two (2)

Composition of the Tri-Municipal Industrial Partnership Committee membership is base on the following Funding Formula:

Municipal District of Greenview: 50%
County of Grande Prairie: 25%
City of Grande Prairie: 25%

The Committee shall be comprised of the following non-voting members:

- a) The respective Chief Administrative Officers or their designates;
- b) The respective Economic Development Officers or their designates;
- c) The Tri-Municipal Industrial Partnership Chief Executive Officer (if established);
and,
- d) Other administrative support such as a recording secretary, as required.

Administrative Resources:

N/A

Quorum:

Quorum of the Committee shall be at least four (4) voting members consisting of at least two (2) members from the Greenview and one (1) from the other Parties.

Term:

Annual

Authority:

The Tri-Municipal Industrial Partnership Committee is an advisory Committee.

Terms of Reference or Other Supporting Documents:

Terms of Reference

Meeting Schedule:

Normal meeting dates will be determined by the Committee. Meetings can be called by any party with at least two weeks' notice.

Intermunicipal or Regional West County Regional Landfill Authority (Tervita)

Established by Bylaw 1874 – Solid Waste System – Wembley and Beaverlodge and Bylaw 2768 which amended Bylaw 1874 to add the town of Sexsmith, and Village of Hythe and to reduce the number of County representatives from 4 to 3.

Purpose:

Joint authority to construct, maintain, control, and manage a regional solid waste landfill system in the West County.

Committee Structure / Membership Type:

The Authority shall consist of:

- I. Three representatives from the County of Grande Prairie
- II. One representative from the Town of Wembley
- III. One representative from the Town of Beaverlodge
- IV. One representative from the Town of Sexsmith
- V. One representative from the Village of Hythe
- VI. One member of the public who resides within a five-mile radius of the landfill site, appointed by the County of Grande Prairie No. 1

Administrative Resources:

The County of Grande Prairie No.1 shall be the administrative body of the landfill system with respect to keeping of records, collection of levies and disbursement of funds collected, always pursuant to the directives and approvals of the Authority.

Quorum:

Five of the members of the Authority constitute a quorum and those members may be representatives from any of the participating municipalities.

Authority:

The Committee is authorized to represent the County of Grande Prairie on a regional solid waste management authority responsible for the construction, maintenance, control and management of the regional solid waste system.

Terms of Reference or Other Supporting Documents:

Bylaw 1874, Bylaw 2768, West Grande Prairie County Solid Waste Authority Amending Agreement (motion No. 20130813002), Municipal Government Act

Meeting Schedule:

Meetings of the authority shall be held not less than twice per year (including the annual meeting), for the Officers of the Authority to present progress reports on the operation of the regional waste system to the Authority. Additional meetings may be called as deemed necessary by the Chairman.

External - Core / Decision Making

Aquatera

Established by Unanimous Shareholder Agreement

Purpose:

To deal with those matters permitted to be dealt with under the Business Corporations Act as they relate to Aquatera Utilities Inc, including but not limited to financial and general approvals.

Committee Structure / Membership Type:

Original shareholders appoint one voting member and one alternate voting member.

Administrative Resources:

N/A

Term:

Term of continuing nature until revoked or replaced.

Authority:

Municipal Government Act, Business Corporations Act

Terms of Reference or Other Supporting Documents:

Master Agreement, Unanimous Shareholder Agreement

Meeting Schedule:

As needed.

External – Core / Decision Making

Community Futures of Grande Prairie and Region

Established in 1986 by Employment and Immigration Canada (now named Service Canada) as SMEDA. In October 2006 the name was changed to Community Futures by Motion 10/1274/2006.

Purpose:

To foster entrepreneurial development by providing both financial and technical support to new and existing small businesses. Community Futures utilize their loan investment funds to achieve the strategic objectives established by their Boards with inputs from the communities they serve.

Board members represent the region's population and main economic sectors. The role of the Board is to establish priorities, monitor performance, and be accountable to key stakeholders, such as local, provincial and federal governments.

Committee Structure / Membership Type:

Board of Directors

The Board shall consist of a maximum of twelve (12) Directors, appointed at the local level and officially sanctioned according to current federal process.

The Community Futures Grande Prairie & Region Board of Directors shall consist of one appointed representative from each of the following seven participating municipalities:

- Town of Beaverlodge;
- Village of Hythe;
- Town of Sexsmith;
- Town of Wembley;
- County of Grande Prairie;
- City of Grande Prairie; and
- MD of Greenview No. 16 (Grovedale area).

The remaining up to five (5) seats shall be sought by a nomination Committee of the Board, with preference being given to those with Chamber involvement, business and/or economic development experience.

Quorum:

50% plus one

Term:

Annual terms to a maximum of 9 consecutive years

Authority:

The Board governs the business of the Corporation, including institution of lending and other policies.

Terms of Reference or Other Supporting Documents:

Bylaws, The Societies Act

Meeting Schedule:

Ten regular Board meetings per year
Annual General Meeting in November

External – Core / Decision Making

Grande Prairie Regional Agricultural and Exhibition Society

Established by the Agricultural Societies Act

Purpose:

The Grande Prairie Regional Agricultural and Exhibition Society is a not-for-profit organization which oversees the development and daily operations of Evergreen Park.

Committee Structure / Membership Type:

The affairs of the Society shall be managed by the Board of Directors of not less than twelve (12) and not more than sixteen (16), (excluding Honorary Non-Voting Members) comprised of the following individuals:

- a) Immediate Past-President;
- b) 10 elected Directors;
- c) 2 County of Grande Prairie representatives appointed by the County of Grande Prairie; and
- d) Not more than 3 Directors appointed by the Board.

Administrative Resources:

N/A

Quorum:

A quorum for the transaction of business at any meeting of the Members shall be fifteen (15) Members.

Term:

Two years

Authority:

The Society has the authority to make decisions subject to the Agricultural Societies Act and the Grande Prairie Regional Agricultural and Exhibition Society bylaws.

Terms of Reference or Other Supporting Documents:

Bylaw

External – Core / Decision Making Grande Spirit Foundation

Established by Ministerial Order No. H:091/94 (Effective November 1, 1994) //Ministerial Order 014/2010, H:091/94, H:035/2003, 033/2009

Purpose:

The Grande Spirit Foundation was formed in 1960 with the commitment to housing and caring for area Seniors Citizens. The Foundation's mandate expanded in 1993 to include housing services for low income families / individuals.

Committee Structure

Voting Members:

Board of Directors: 12 municipalities and 1 GM

The members of the Grande Spirit Foundation (a.k.a. management body) are as follows:

City of Grande Prairie
Town of Spirit River
County of Grande Prairie
Town of Beaverlodge
County of Birch Hills
Village of Hythe
Town of Sexsmith
Town of Wembley
M.D. of Greenview No. 16
Village of Rycroft
Saddle Hills County
M.D. of Spirit River No. 133

Administrative Resources:

N/A

Quorum:

A simple majority of Directors present shall constitute a quorum in any meeting of the Management Body Board.

A special resolution shall be passed by a majority of not less than three-quarters (3/4) of such members in attendance and entitled to vote.

Term:

Annual; members of the Board may hold consecutive terms.

Authority:

The Board is an independent governing body from the County, with one appointee from the County. The Board is governed by Alberta Housing Act, and Management Body Operations and Administration Regulation, Social Housing Accommodation Regulation, Housing Accommodation Tenancies Regulation.

Terms of Reference or Other Supporting Documents:

Bylaws, Alberta Housing Act

Meeting Schedule:

The Management Body shall hold as many meetings each year as are required in order to adequately deal with the business of the Management Body. Grande Spirit Foundation shall meet as a “full” Board no less than twice per year. An annual meeting in the spring and a semi-annual meeting in the fall.

The first meeting of each calendar year shall be designated as the Annual meeting. Special meetings of the Management Body shall be called whenever the Chair considers it expedient to do so, or if the Chairman has received written request to do so from a majority of the Management Body Board members.

External – Core / Decision Making

Peace Library System Board

Known as “The Peace Library Board”

Established under Alberta Libraries Act and Bylaw 1993

Purpose:

To provide comprehensive and efficient regional library services in collaboration with other municipal members.

Committee Structure / Membership Type:

Voting members:

Peace Library System is part of a province-wide network of seven regional and two urban systems. The seven regional systems were created by legal agreements between cooperating municipalities. Thirty-nine municipalities are currently participating and have a representative on the Board. The intent is to enhance local library services and to cooperate and assist in resource sharing among all libraries in Alberta. Each member municipality appoints a member and an alternate.

Administrative Resources:

N/A

Quorum:

Simple majority present at the meeting shall constitute a quorum.

Term:

All members of the Board will hold office for a one year period, with members being appointed at municipal Organizational Meetings in October each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

Authority:

The Peace Library Board is incorporated under the Alberta Libraries Act and must meet legislative requirements in the Libraries Act and the Libraries Regulations. The Board is ultimately responsible to the Minister of Municipal Affairs to fulfill its mandate.

Meeting Schedule:

Meetings to be held four times per year in March, May, September and November.

External – Core / Decision Making

River of Death and Discovery Dinosaur Museum Society

Established by the Societies Act

Purpose:

A not-for-profit society formed in 2010, the River of Death and Discovery Dinosaur Museum Society (RDDDMS) operates the Philip J. Currie Dinosaur Museum under a tenancy lease agreement with the County of Grande Prairie No.1 and extends an endowed professorship in palaeontology with the University of Alberta. Membership with the society is open based on an annual membership fee.

Committee Structure / Membership Type:

Composition of the Board shall consist of:

- a) Thirteen Directors elected by the Members;
- b) UP to two (2) Directors-at-large appointed by the County of Grande Prairie No. 1. If the County fails to make an appointment, then the Members shall elect these 2 Directors.
- c) The Chair shall be elected by the Directors.

Administrative Resources:

N/A

Quorum:

A quorum for the transaction of business at any meeting of Members shall be fifteen (15) Members.

A quorum for the transaction of business at any meeting of Board shall consist of fifty percent plus one (50% + 1).

Special Resolution = not less than two-thirds of the votes cast by the Members who voted in respect of that resolution or signed by all of the Members entitled to vote on that resolution.

Term:

All appointments shall be for a term of three (3) years.

Authority:

The Society has the authority to make decisions subject to the Societies Act and the River of Death and Discovery Dinosaur Museum Society bylaws.

Terms of Reference or Other Supporting Documents:

Bylaw, Societies Act, Provincial Act, Business Corporations Act of Alberta

Meeting Schedule:

The Board must hold at least six (6) meeting each year.

The Society shall hold its Annual General Meeting no later than September 30 of each calendar year.

A special General Meeting may be called at any time

- a) By resolution of the Board of Directors to that effect; or
- b) On a written request of at least five (5) Directors. The request must state the reason for the Special General Meeting; or
- c) On the written request of at least one-third (1/3) of the voting Members. The request must state the reason for the Special General Meeting and the motion(s) intended to be submitted at such Special General Meeting.

External – Core / Advocacy

Beaverlodge FCSS Advisory Committee

Purpose:

The general purpose of this committee is to advise the Beaverlodge Community Program Coordinator about community issues, upcoming projects, and any other topics that may be brought forward by the Beaverlodge FCSS department

Committee Structure / Membership Type:

The Committee should consist of one council member of the town of Beaverlodge, one council member of the County of Grande Prairie, and a minimum of two community members at large with a maximum of five.

The Beaverlodge Community Program Coordinator or as designated will be the appointed staff person to this committee.

Administrative Resources:

The Beaverlodge Community Program Coordinator and administrative staff time will be allotted to the committee.

Quorum:**Term:**

Annual

Authority:

The Board makes decision within their approved budget, reports directly to Council and make recommendations to Council.

Terms of Reference or Other Supporting Documents:

Terms of Reference

Meeting Schedule:

Meeting will take place at least three times per year.

Meetings will be scheduled for the coming year at the January committee meeting.

External – Core / Advocacy

Grande Prairie Pursuit of Excellence

Purpose:

The role of the Committee is to administer the Pursuit of Excellence funds to assist athletes and sport organizations to achieve the next level of performance.

Committee Structure / Membership Type:

The Committee will consist of 9 members appointed by resolution of Council as follows:

Three members of City Council

One member of Council or public who will be from the County of Grande Prairie

Five public members from the City of Grande Prairie

Mayor (ex-officio)

Quorum:

A quorum shall consist of a majority of the members.

Term:

Members from the City will be appointed for various terms as decided by City Council.

The Member from the County will be appointed for various terms as decided by County Council.

Authority:

Funding decisions will be made by the Committee.

Meeting Schedule:

The Committee will meet on a regular basis to review applications.

External – Core / Advocacy

Grande Prairie Ski Club (NiteHawk)

Purpose:

To provide a quality recreation experience for people of all ages

Committee Structure / Membership Type:

Board of Directors – twelve members

Administrative Resources:

N/A

Quorum:

Any five members shall constitute a quorum.

Term:

Two years for a maximum of three (3) consecutive terms.

Authority:

The Society has the authority to make decisions subject to the Societies Act and the Grande Prairie Ski Club bylaws.

Terms of Reference or Other Supporting Documents:

Bylaws, the Society Act

Meeting Schedule:

Monthly

External – Core / Advocacy

Peace Regional Economic Development Alliance (PREDA)

Established by The Companies Act of Alberta, October 2000

Purpose:

The mission of PREDA is to grow a vibrant economy that explores, promotes and facilitates new emerging opportunities, competitiveness and innovation. This Alliance is a consortium of municipalities, businesses and business groups across northwest Alberta having an interest in designing and managing a regional economic development strategy for the area.

Committee Structure / Membership Type:

Board of eighteen (18) Directors

Quorum:

For the transaction of business, eight (8) directors shall constitute a quorum.

Term:

2 years

Authority:

Pursuant to The Companies Act of Alberta and Peace Regional Economic Development Articles of Association

Terms of Reference or Other Supporting Documents:

Articles of Association

Meeting Schedule:

A General meeting of the Association shall be held annually at such time as may be determined in accordance with the provisions of the Companies Act or by the Board.

External – Core / Advocacy

PREDA Northern Transportation Advocacy Bureau

Established by Resolution No. #OM20141103.1006

Purpose:

The Northern Transportation Advocacy Bureau (NTAB) is a joint committee created through a partnership of The Peace Region Economic Development Alliance (PREDA) and Regional Economic Development Initiative (REDI).

The focus of this committee is to highlight the need for transportation infrastructure in Alberta's Northwest to ensure our region is competitive and efficiently access the global markets.

Committee Structure / Membership Type:

Membership to the 'Alliance' is open to all levels of government, non-government organizations, economic development organizations, First Nations and Metis, industry and industry organizations. Membership is based on a fee structure. Associate (nonvoting) members are welcome to participate and may be pursued to provide technical or expert advice.

Administrative Resources:

PREDA manages the administration and financial day-to-day operation of the Alliance.

Quorum:

Quorum shall be six members.

Term:

Annual

Authority:

The transportation Alliance is a subcommittee of the Regional Economic Development Initiative for Northwest Alberta (REDI) and the Peace Region Economic Development Alliance (PREDA) and will act in an advisory capacity to both.

Terms of Reference or Other Supporting Documents:

Terms of Reference

Meeting Schedule:

The transportation Committee will meet three/four times per year.

External – Core / Advocacy

South Peace Physician Attraction and Retention Committee (SSPARC)

Established by Motion 04-301-12

Purpose:

Working with staff members from Alberta Health Service and Rural Health Professions Action Plan (RHPAP) to ensure a coordinated approach to physician attraction and retention. Ensuring that all physicians in the communities affected are recognized for their efforts, and comfortable in their communities. Ensuring all new physicians feel welcome in their new communities. Making recommendations back to the municipalities, community groups, and health facilities, for actions or assistance that would help the committee fulfill its mandate.

Committee Structure / Membership Type:

Non-Voting

Each urban and rural municipality participating shall appoint one elected official and one community volunteer. The First Nation of Horse Lake shall appoint one representative.

Participating Municipalities are:

- Town of Sexsmith
- Town of Beaverlodge
- County of Grande Prairie
- Town of Wembley
- Village of Hythe
- A representative of Alberta Health Services and a representative of the local physicians should also attend meetings.

The Committee shall elect a chairman for among its membership. Administrative assistance shall be provided by the municipalities. Notes shall be kept from a full committee meeting and circulated after the meeting. Day to day matters dealing with the committee workings shall be communicated by email.

Quorum:

Quorum for meetings shall constitute as 50% of the appointed members plus one.

Term:

Annual

Authority:

The Committee is an advisory committee, reports directly to Council and make recommendations to Council.

Terms of Reference or Other Supporting Documents:

Terms of Reference (DRAFT)

Meeting Schedule:

Meetings are to be held at least quarterly at a place and time set by the Committee.

External – Core / Advocacy

Water North Coalition (WNC)

Purpose:

To ensure that sustainable water systems are available to every northern community;
To find and implement northern solutions to water sourcing and water challenges through advocacy, education and awareness, recruitment, training and retention.

Committee Structure / Membership Type:

Voting membership is open to all Northern Municipalities, First Nations and Metis Settlements within the NADC boundary.

Non-Voting membership is open to Water/Wastewater Commissions and Professionals, Provincial/Federal Governments, Rural Water Co-ops, Owners and Operators.

Currently there is no limit on the amount of voting or non-voting members allowed to be a part of the WNC.

The WNC elects a Chair to conduct the meetings and a Vice Chair as an alternate. The Chair is supported by the NADC secretariat who prepares the agenda and takes/distributes the minutes/action items, and other correspondence and administrative duties.

Chair = 2 years, Vice Chair = 1 year

Authority:

To make decisions for Water Coalition North initiatives.

Terms of Reference or Other Supporting Documents:

Terms of Reference

Meeting Schedule:

Meetings are generally held every quarter in January, April, July and October.

External – Optional

Canfor Grande Prairie Forest Management Advisory Committee (FMAC)

Purpose:

The goal or purpose of the Canfor Grande Prairie Forest Management Advisory Committee is to provide a forum for discussion of local forest management topics and issues, as well as provision of educational opportunities, in an effort to promote sustainable forest management.

Committee Structure / Membership Type:

Structure will be inclusive with a range of representatives from any of the following: Alberta Conservation Association, Alberta Fish and Game Association, Alberta Professional Outfitters Society, Alberta Trappers Association, Aseniwuche Winewak Nation, Canadian Association of Petroleum Producers, City of Grande Prairie, DFA related worker, Ducks Unlimited, County of Grande Prairie No.1, Grande Prairie and District Chamber of Commerce, Grande Prairie Forest Educator, Grande Prairie Regional College, Horse Lake First Nation, M.D. of Greenview No. 16, M.D. of Spirit River No. 133, Métis Nation Zone 6, Métis Nation of Alberta, Public Members at Large, Saddle Hills County, South Peace Environmental Association, Sucker Creek First Nation, Sturgeon Lake Cree Nation, Town of Grande Cache, Town of Spirit River, Town of Valleyview, and others as identified by the FMAC.

In addition to the above members, advisors from the following will assist the group: Canfor, Government of Alberta, Tolko Industries, Norbord Inc. and others as identified by the FMAC.

Term:

Bi-annual

Terms of Reference or Other Supporting Documents:

Terms of reference, Canadian Standards Association (CSA) Sustainable Forest Management (SFM) standard

Meeting Schedule:

Two meetings (unless additional meetings are required) and one field trip per annum.

External – Optional

Grande Prairie Regional Tourism Association

May be referred to as GPRTAS or 'The Society'

Established under the Provincial Act

Purpose:

The Grande Prairie Regional Tourism Association is dedicated to increasing local business revenue by promoting the Grande Prairie area through every possible marketing avenue and is continually seeking new opportunities to showcase the region. Grande Prairie Regional Tourism Association is a tourism destination marketing organization (DMO) working in conjunction with Travel Alberta as a Tourism Destination Region (TDR) helping promote tourism by negotiating and investing in marketing programs and partnership proposals.

Committee Structure / Membership Type:

Voting Members:

Board of Directors

8 appointed Municipal Members and eight (8) Elected Directors. From this Board, there will be elected a:

- a) President
- b) Vice-President
- c) Secretary- Treasurer

At the Annual General Meeting the membership shall have eight (8) Municipal Members appointed to the Board of Director; shall elect four (4) members to the Board of Directors to hold office for a term of two (2) years. The vote for the Officer positions of President will take place on even years and for Vice-President and Secretary-Treasurer on odd years, from the elected and appointed Board of Directors.

Meetings of the Board are open to Members of the Society but only Directors may vote.

Administrative Resources:

N/A

Quorum:

Annual General Meeting: attendance of 25% of eligible voting members

Special General Meeting: attendance of 50% +1 of attending members

Term:

Members = annual

Board of Directors = 2 years

Terms of Reference or Other Supporting Documents:

Grande Prairie Regional Tourism Association Bylaws, The Society Act

Meeting Schedule

The Board of Directors shall hold at least eight (8) meetings each year.

External - Optional Grande Prairie Sport Council

Purpose:

To influence and support the growth and enhancement of sport in the Grande Prairie Region.

Committee Structure / Membership Type:

A maximum of seven (7) Directors are elected from the membership and a maximum of three (3) Directors are appointed by Municipal Affairs.

Administrative Resources:

The Board may retain a senior administrator or designate Committees to carry out the function under the direction and supervision of the Board.

Quorum:

Attendance by 20% of the eligible voting Members is a Quorum.

Term:

Maximum of 3 consecutive 2-year terms. Directors shall be eligible for re-election after one year of retirement.

Authority:

The Board of Directors is responsible for the governance and management of the affairs of the Society.

External - Optional

Peace Airshed Zone Association (PAZA)

Established by

Purpose:

PAZA is a nonprofit, multi-stakeholder organization that conducts ambient air quality monitoring in northwestern Alberta.

Terms of Reference or Other Supporting Documents:

Bylaws are currently being updated – will be presented at the Spring Annual General Meeting.

Meeting Schedule:

The Board meets quarterly with the addition of 2 Strategic / Organizational meetings. Committees meet quarterly.

External - Optional Vital Signs Leadership Committee

Purpose:

The vital signs Committee shall undertake those functions that are related to the facilitating and management of the Grande Prairie Area's Vital Signs® project as supported by Community Foundations of Canada, and to enhance the Foundations ability to provide community leadership.

Committee Structure / Membership Type:

The committee shall include at least one Board member plus a number of carefully selected non-Board members from the area at large. The committee membership should include experience in education, health, the social sector, or local municipalities. Committee members should have expertise in one of the following areas:

- Pulse on the community;
- Significant understanding of community planning and activities; or
- Previous volunteer leadership experience.

Terms of Reference or Other Supporting Documents:

Terms of reference.

Meeting Schedule:

The committee shall meet at least quarterly (in years that a full report is produced) and shall provide reports following any meeting to the Board of Directors.

Remaining External - Optional

Coalition for Safer Alberta Roads

International Paper / Weyerhaeuser Environmental Advisory Committee

Norbord Public Advisory Committee

QEI Grande Prairie Regional Hospital “Key to Care Campaign” Committee

South Peace Regional Archives

Wapiti Area Synergy Partnership

Wembley & Sexsmith Seed Cleaning Plant

Wetland Centre at Evergreen Park Advisory Group

Collapsed or Discontinuing

Alberta Public Safety Services Local Disaster Services	Replaced with GPREP
County / City Joint Committee	Replaced with INC / ICF
County Space Needs Committee	Collapsed by resolution
Resolution #OM20191021.006 Moved by Councillor D. Beeston That the County Space Needs Committee be collapsed.	
Director and Deputy Director of Emergency Management	Replaced with 3133
Joint Regional Recreation Master Plan Committee	Replaced with GPRRC
Recreation Advisory Committee	Replaced with Committee of the Whole
Ron Pfau Memorial Scholarship	Collapsed by resolution
Resolution # OM20191021.013 Moved by Deputy Reeve P. Harris That the Ron Pfau Memorial Scholarship Committee be collapsed.	
Wapiti Corridor Planning Society	Collapsed by resolution
Resolution# OM20191021.015 Moved by Deputy Reeve P. Harris That the Board Member from the County no longer participates in the Wapiti Corridor Planning Society	
Wapiti River Water Management Plan Committee	
Wapiti Source Water Protection Plan Project	
Wembley Water Line Committee	Project reached completion
West County Traffic Safety Coalition	Collapsed by resolution
Resolution # OM20191021.017 Moved by Councillor L. Waddy That the County Board membership for the West County Traffic Safety Coalition be rescinded.	
Unsightly Premises Appeal Board	Administration is recommending that this board be collapsed
Bylaw # 3098 states: <i>A person to whom an Order has been issued may by written notice to the County Administrator request a review by Council pursuant to Section 547 of the Municipal Government Act.</i>	
La Glace Firehall Committee	Project reached completion
Saskatoon Lake Steering Committee	Collapsed by resolution
Resolution # CM20200914.013 MOVED by Councillor Ross Sutherland That the County of Grande Prairie No. 1 Reference Summary for Committees and Boards be approved with the noted amendments with the next mandatory review in August 2021.	

Summary

Internal			
Name	Councillor	Administration	Public
Agricultural Service Board	✓		✓
Council Chambers Electronics Committee	✓		
County Library Board	✓		✓
County Recreation Boards	✓		✓
Family and Community Support Services Board	✓		
Historical Resources Committee	✓		✓
Municipal Planning Commission	✓		
Unightly Premises Appeal Board	✓		
Weed Notice Appeal Board	✓		✓

Intermunicipal or Regional			
Name	Councillor	Administration	Public
Grande Prairie Regional Emergency Management Committee	✓	✓	
Grande Prairie Regional Recreation Committee (GPRRC)	✓		✓
Intermunicipal Collaboration Framework Committee (ICF)	✓		
Intermunicipal Development Plan Steering Committee (IDP)	✓		
Intermunicipal Negotiation Committee (INC)	✓		
Intermunicipal Subdivision and Development Appeal Board			✓
Local and Composite (Joint) Assessment Review Board	✓		✓
Tri- Municipal Industrial Partnership Committee	✓		
West County Regional Landfill Authority (Tervita)	✓		✓

External – Core / Decision Making			
Name	Councillor	Administration	Public
Aquatera	✓		
Community Futures of Grande Prairie and Region	✓		✓
Grande Prairie Regional Agricultural and Exhibition Society	✓		✓
Grande Spirit Foundation	✓		
Peace Library System Board	✓		✓
River of Death and Discovery Dinosaur Museum Society	✓		✓

Summary Continued

External – Core / Advocacy			
Name	Councillor	Administration	Public
Beaverlodge FCSS Advisory Committee	✓		✓
Grande Prairie Pursuit of Excellence	✓		✓
Grande Prairie Ski Club (NiteHawk)	✓		✓
Peace Regional Economic Development Alliance (PREDA)	✓		✓
PREDA Northern Transportation Advocacy Bureau	✓		✓
South Peace Physician Attraction and Retention Committee	✓		✓
Water North Coalition (WNC)	✓		✓

External - Optional			
Name	Councillor	Administration	Public
Canfor Grande Prairie Forest Management Advisory Committee	✓		
Coalition for Safer Alberta Roads	✓		✓
Grande Prairie Regional Tourism Association	✓		
Grande Prairie Sport Council	✓		✓
International Paper / Weyerhaeuser Environmental Advisory Committee	✓		
Norbord Public Advisory Committee	✓		
Peace Airshed Zone Association (PAZA)	✓		
QEII Grande Prairie Regional Hospital “Key to Care Campaign” Committee	✓		
South Peace Regional Archives	✓		✓
Vital Signs Leadership Committee	✓		✓
Wapiti Area Synergy Partnership	✓		✓
Wembley & Sexsmith Seed Cleaning Plant	✓		
Wetland Centre at Evergreen Park Advisory Group	✓		✓