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## Internal

### Agricultural Service Board

Established by Bylaw 3212 – 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:

The Agricultural Service Board (ASB) shall consist of:

- The whole of County Council (nine (9) members); and
- Up to three (3) members-at-large, plus the required number of Councillors, to total twelve (12) voting members.
- Agricultural Fieldman (non-voting member)

The Agricultural Service Board shall appoint a Chairperson and Vice-Chairperson at the first meeting of the Board following the County's annual Organizational Meeting each year. The Chairperson shall be a member of Council, and the Vice-Chairperson shall be chosen from the members-at-large.

#### Member at Large Qualifications:

For consideration to be appointed, Members at Large must:

- Be an active agricultural producer in the County;
- Be familiar with current agricultural issues and practices; and
- Be deemed to be qualified by Council to recommend policies that are consistent with the requirements of the Agricultural Service Board Act/

#### 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.

The initial members-at-large shall consist of:

- One (1) member-at-large to be appointed for a one-year term
- One (1) member-at-large to be appointed for a two-year term
- One (1) member-at-large to be appointed for a three-year term

**Authority:**

The ASB is a Committee of Council and only has the authority to recommend action for Council consideration.

**Supporting Documents:**

Bylaw 3212 Agricultural Service Bylaw, Agricultural Service Board Act

**Meeting Schedule:**

Meetings shall be held a minimum of three (3) times per year at a date and time as determined by the Agricultural Service Board.

## Internal

### Clairmont Detachment Building Project Committee

Established by Bylaw No. 3205 – County Owned Facilities Building Committee Bylaw

Established by Motion # CM20231114.008

#### **Purpose:**

The Clairmont Detachment Building Project Committee will plan the construction of a rural detachment in the Hamlet of Clairmont.

#### **Committee Structure:**

The Committee will be comprised of the following members:

- Three (3) Elected Officials appointed by Council (voting members)
- Three (3) members of County Administration: County Manager, General Manager, Community Services, and Director of Enforcement Services
- Up to five (5) members of the Royal Canadian Mounted Police (RCMP) as determined by the RCMP

The Chairperson and Vice-Chairperson shall be selected at the first meeting of the Committee from amongst the members who will serve for the duration of their respective terms.

The appointments should take place at the organizational meetings while staggering the appointments for continuity purposes.

Security requirements: Viewing unsensitized drawings will require security clearance by the RCMP and this should be taken into consideration when the appointments are made.

#### **Administrative Support:**

The County Manager, or designate, will assign administrative resources as required to assist and fulfill the Committee's mandate.

Legislative Services will provide administrative support for publishing meeting notices, agenda preparation and minute taking.

#### **Quorum:**

Quorum at any regular meeting shall be three (3) members of Council. One member shall be the Chairperson or Vice-Chairperson. The County Manager or designate must be present at all meeting and is a non-voting member.

#### **Authority:**

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

**Supporting Documents:**

County Owned Facilities Building Committee Bylaw

**Meeting Schedule:**

Meetings will be scheduled as needed.

## **Internal**

### **Council and Board Remuneration Review Committee**

Established by Council Motion #CM20201214.006

#### **Purpose:**

To review and provide recommendation to Council with respect to Council and Board remuneration and expense reimbursement bylaws, policies, and practices prior for the next term of office.

To assure ongoing transparency and accountability, the review should address, at minimum, the following key components:

- Recognition and evaluation of time commitment for elected officials and board/committee members, including increased use of virtual meeting technologies and associated time commitments.
- Level of compensation for CEO, Councillors and board/committee members:
  - Base salaries, if applicable;
  - Per diems.
- Expense reimbursement:
  - Travel
  - Computer equipment;
  - Internet/wireless plans, etc.
  - Cellphones.
- Submission of claims process.
- Approval of claims process.
- Public reporting process.

#### **Committee Structure:**

The Committee will be comprised of the following voting members appointed by Council:

- Two (2) elected officials; and
- Three (3) public members at large.

The Committee will be chaired by a member of the Committee elected by the members.

#### **Administrative Resources:**

The Committee will receive administrative and technical support from the County Manager, General Manager, Corporate Services and Strategy and Director, Human Resources as needed.

Legislative Services or such other person acceptable to the Committee shall act as recording secretary to attend every Committee meeting to take minutes. Minutes shall be approved by the Committee at its next meeting.

**Quorum:**

Quorum shall be a majority of the voting membership of the Committee. Members may participate in person or by any other method that permits them to hear and participate in the meeting.

**Term:**

The Committee will be appointed by Council in October of the year prior to a general municipal election and remain active until the presentation of the report and recommendations to Council.

**Authority:**

The Committee is an advisory Committee with authority to make recommendations to Council.

The Committee report and recommendations shall be brought forward to Council no later than August in the year of a general municipal election.

**Meeting Schedule:**

The Committee will meet as needed.



## **Internal Council Internal Advocacy Committee**

Established by Bylaw 3213

### **Purpose:**

To identify and address Council's operational concerns with matters relating to:

- Electronic meeting process and voting software
- Connectivity in Council Chambers
- Functionality of computer systems
- Council Chambers and lounge requirements
- Council supplies

### **Committee Structure:**

The committee shall be composed of:

- Three (3) Councillors

### **Quorum:**

Quorum shall constitute of two (2) members of Council.

### **Term:**

The Chair and Vice-Chairperson shall be appointed by the Committee at their first Meeting following the County's annual Organizational Meeting.

### **Administrative Resources:**

General Manager, Corporate Services and Strategy, members of Legislative Services, members of Information Systems and other County staff as required.

### **Authority:**

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

### **Supporting Documents:**

Bylaw 3213 Council Internal Advocacy Committee.

### **Meeting Schedule:**

Meetings shall be held once or twice a year or at the call of the Chairperson or the General Manager of Corporate Services and Strategy.

## Internal County Recreation Advisory Boards

Established by Policy K17

### **Purpose:**

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

### **Committee Structure:**

County Recreation Advisory Boards are composed of seven (7) members:

- Two (2) of whom are members of County Council and
- Five (5) of whom represent the residents within the Recreation Board boundaries as follows:
  - One (1) elected or administrative official from any incorporated municipality within the recreation Board boundary, nominated by the incorporated municipality
  - Four (4) Members at Large representing a diverse geographic area
  - Where there is no incorporated municipality within the Recreation Advisory Board boundary, five (5) members at large shall be appointed.

The Chairperson for each Recreation Advisory Board shall be selected from within the group at their annual meeting.

County 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:**

Director, Parks and Recreation

**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 that reports directly to Council and makes recommendations to Council.

**Supporting documents:**

Policy K17 Recreation Advisory Boards.

**Meeting Schedule:**

Annually or as recommended by Council.

## **Internal Crime Prevention Committee**

Established by Bylaw 3199

### **Purpose:**

To provide Council with strategic recommendations relating to reduction of crime, engaging and educating the community on crime prevention and reduction.

### **Committee Structure:**

The Committee will be comprised of:

- Four (4) members of Council appointed by Council upon establishment of the Committee and annually at the County Organizational Meeting.
- The Reeve is an Ex-officio member of the Committee and is a voting member.
- The CAO, or designate, must be present at all meetings and is a non-voting member.

The Committee will appoint a Chairperson and Vice-Chairperson at the first meeting of the Committee from amongst the members who will serve for the duration of their respective terms.

### **Quorum:**

Quorum at any regular meeting shall be three (3) voting members. One member shall be the Chairperson or Vice-Chairperson.

### **Administrative Resources:**

The CAO, or designate, will assign Administrative Resources as required to assist and fulfill the Committee's mandate.

Legislative Services will provide administrative support, including publish meeting notice, agenda preparation and minute taking.

### **Authority:**

The Committee provides updates to Council which may include recommendations on matters related to the Committee's mandate and annual work plan.

### **Supporting Documents:**

Bylaw 3199 Crime Prevention Committee Bylaw

### **Meeting Schedule:**

Meetings of the Board shall be held quarterly, or as required.

## Internal

### Family and Community Support Services Board (FCSS)

Established by Bylaw 3211 – 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 related 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:**

The FCSS Board shall be composed of:

- Nine (9) Board members being nine (9) Councillors
- or a combination of Council and Members at Large appointed yearly at the County's organizational meeting.

The FCSS Advisory Board shall appoint a Chairperson and Vice-Chairperson for the Family and Community Support Services Advisory Board at the first meeting of the Board following the County's annual Organizational meeting each year.

#### **Administrative Resources:**

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 makes recommendations to Council.

#### **Supporting Documents:**

Bylaw 3211 - Family and Community Support Services Bylaw, Municipal Government Act, Procedural Bylaw, Council Code of Conduct Bylaw, 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 Chair (or the Vice-Chair in the Chair's absence).

## Internal

### Historic 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 (2) County of Grande Prairie Councillors
- One (1) Historian
- Two (2) public Members at Large
- One (1) representative of the Peace Country Historical Society

The Chairperson shall be appointed by the committee members.

#### **Administrative Support:**

Director of Planning and Development, one Economic Development personnel and one Parks and Recreation personnel.

#### **Quorum:**

Quorum consists of a majority of the voting members of the committee (i.e., 50% plus one).

#### **Term:**

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 responsible to:

- Review incoming applications for eligibility for designation according to the Provincial Guidelines.
- Allocate financial resources to complete Statements of Significance and Statements of Integrity as approved by Council in annual operating budget.
- Present eligible applications to Council with draft designation bylaw, accompanied by the Statement of Significance and Statement of Integrity.

The Committee will submit recommendations to Council for decision on Municipal Designation of historic resources within the County of Grande Prairie. The committee will use the Provincial Government's "Creating a Future for Alberta's Historic Places: Identifying, Evaluating, Managing" ("Provincial Guidelines") guidelines and evaluation criteria to determine eligibility of applications for historical designation.

**Supporting Documents:**

Terms of Reference approved August 10, 2020.

Members of the committee are expected to follow the Provincial Guidelines and County of Grande Prairie relevant policies, to ensure properties are eligible historic resources specific to the County of Grande Prairie.

**Budget:**

County Council may approve annual funding for the Statements of Significance and the Statements of Integrity to be allocated by the committee.

**Compensation:**

Compensation for voting members will be in accordance with the County's Compensation Policy for Board Members.

**Meeting Schedule:**

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

## Internal Hythe Net Co.

Established by the Village of Hythe as a federal non-profit corporation

**Purpose:**

To carry on the business of the operation of a fibre optic network within Hythe, Alberta and surrounding areas and all activities necessarily related thereto and transacting such other business as may be incidental to or arising from the foregoing purposes, as may be reasonably determined.

**Committee Structure:**

The Board shall consist of up to Three (3) Directors, appointed as follows:

- The Village appointing up to Two (2) Directors; and
- GPN appointing One (1) Director.

Each Member shall appoint all Directors by the provision of a certified resolution appointing such Directors from time to time as each Member sees fit.

The office of President, and all other officer positions shall be appointed by the Board.

**Term:**

The directors shall be elected to hold office for a term expiring not later than the close of the annual Meeting of Members following the election.

**Authority:****Quorum:**

A quorum of Directors shall be a majority of the Directors, with at least one (1) Director appointed by each Member in attendance.

**Meeting Schedule:**

The Board may appoint a day or days in any month or months for regular meetings of the Board at a place and hour to be named.



## Internal Municipal 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:**

The Municipal Library Board shall be composed of:

- Not less than five (5) members all of whom shall be appointed by County Council, from among the residents of the County of Grande Prairie.
- Two (2) members of Council.

The members of the Board shall elect a Chairperson and Vice-Chairperson.

**Administrative Resources:**

Library Manager, Library Team Lead

**Quorum:**

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

**Term:**

- Chairman one (1) year
- Members at large three (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.

**Supporting Documents:**

Bylaw 1452 and Amending Bylaw 1497A, 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 Municipal Planning Commission

Established by Bylaw No. 2204 (amended by Bylaws 2284 and 2685)

**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 (3) persons to be appointed by Council.
- Currently the Municipal Planning Commission is composed of nine (9) voting Council members.

The members of the Commission shall elect one of themselves as Chairperson and one of themselves as Vice-Chairperson.

**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:**

Three (3) of the Members of the Commission constitute a quorum.

**Term:**

- The term of office of the Chairman shall be one (1) year.
- Appointments to the Commission shall be for a term of one (1) year.
- A member of the Commission may be reappointed upon the expiry of his term.

**Authority:**

The MPC (Subdivision & Development Authority) has the powers and duties set out in the Municipal Government Act and any regulation thereof, 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.

**Supporting Documents:**

Bylaw No. 1009 (amended by Bylaw No. 1430), 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 Chairperson.

## Internal

### Staff Accommodation Space Needs Analysis Committee

Established by Bylaw No. 3203 – Staff Accommodation Space Needs Analysis Committee Bylaw

#### **Purpose:**

The Staff Accommodation Space Needs Analysis Committee is established to review and recommend plans for current and potential new buildings to accommodate staff and public access needs in the County of Grande Prairie.

#### **Committee Structure:**

The Staff Accommodation Space Needs Analysis Committee is composed of:

- Four (4) Councillors
- The Reeve as an Ex-officio voting member

The Chairperson and Vice-Chairperson shall be selected at the first meeting of the Committee from amongst the members who will serve for the duration of their respective terms.

#### **Administrative Support:**

The County Manager, or designate, will assign administrative resources as required to assist and fulfill the Committee's mandate.

Legislative Services will provide administrative support for publishing meeting notices, agenda preparation and minute taking.

#### **Quorum:**

Quorum at any regular meeting shall be three (3) members of Council. One member shall be the Chairperson or Vice-Chairperson. The CAO or designate must be present at all meeting and is a non-voting member.

#### **Authority:**

The Committee has the following authority:

- Review Administrative reports related to staff space Short Term needs and Long Term needs for all County Municipal Offices.
- Direct Administration to provide additional information for consideration at future Committee meetings.
- Expend funds as may be identified in the Budget for analysis to formulate planning recommendations to Council and for subsequent procurement of architectural or engineering studies as required.
- Any other financial considerations must be recommended and approved by

Council.

- Make recommendations to Council as per Committee mandate.

**Meeting Schedule:**

The Committee shall meet annually following the Organizational Meeting, at a minimum, or as required.

**Supporting Documents:**

Not applicable.

## Internal

### Teepee Creek Firehall Building Project Committee

Established by Bylaw No. 3205 – County Owned Facilities Building Committee Bylaw and Motion #CM20230213.018

#### **Purpose:**

The Teepee Creek Firehall Building Project Committee is established to review, recommend plans and oversee construction of the Teepee Creek firehall.

#### **Committee Structure:**

The Teepee Creek Firehall Building Project Committee is comprised of:

- Three (3) Councillors
- The Reeve as an Ex-officio voting member
- The CAO or designate

The Chairperson and Vice-Chairperson shall be selected at the first meeting of the Committee from amongst the members who will serve for the duration of their respective terms.

#### **Administrative Support:**

The County Manager, or designate, will assign administrative resources as required to assist and fulfill the Committee's mandate.

Legislative Services will provide administrative support for publishing meeting notices, agenda preparation and minute taking.

#### **Quorum:**

Quorum at any regular meeting shall be three (3) members of Council. One member shall be the Chairperson or Vice-Chairperson. The CAO or designate must be present at all meeting and is a non-voting member.

#### **Authority:**

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

#### **Meeting Schedule:**

The Committee shall meet annually following the Organizational Meeting, at a minimum, or as required.

#### **Supporting Documents:**

County Owned Facilities Building Committee Bylaw

## Internal

### Water and Wastewater Committee

Established by Bylaw No. 3202 – Water and Wastewater Committee Bylaw

#### **Purpose:**

The Water and Wastewater Committee is established to research and provide Council with recommendations for water and wastewater infrastructure fiscal planning.

#### **Committee Structure:**

The Water and Wastewater Committee is composed of:

- Four (4) Councillors
- The Reeve as an Ex-officio voting member

The Chairperson and Vice-Chairperson shall be selected at the first meeting of the Committee from amongst the members who will serve for the duration of their respective terms.

#### **Administrative Support:**

The County Manager, or designate, will assign administrative resources as required to assist and fulfill the Committee's mandate.

Legislative Services will provide administrative support for publishing meeting notices, agenda preparation and minute taking.

#### **Quorum:**

Quorum at any regular meeting shall be three (3) members of Council. One member shall be the Chairperson or Vice-Chairperson. The County Manager or designate must be present at all meeting and is a non-voting member.

#### **Authority:**

The Committee has the following authority:

- Review Administrative reports related to water and wastewater infrastructure fiscal planning.
- Make recommendations to Council regarding rate structure to accommodate operating, current and future capital needs.

#### **Meeting Schedule:**

The Committee shall meet annually following the Organizational Meeting, at a minimum, or as required.

#### **Supporting Documents:**

Water and Wastewater Committee Bylaw

## Internal

### Weed and Pest Appeal Committee

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

**Purpose:**

The Weed and Pest Appeal Committee is established as an independent appeal panel to determine appeals of inspector's notices, local authority's notices and debt recovery notices.

**Committee Structure:**

The Weed and Pest Appeal Committee is composed of:

- One (1) Councillor (non-ASB member)
- Up to five (5) public members at large

The Chairperson shall be selected from the members present at the appeal hearing prior to the commencement of the hearing.

**Administrative Support:**

As deemed necessary.

**Quorum:**

A minimum of three (3) and a maximum of five (5) appointed members are required to hear an appeal, with a quorum of three (3) members.

**Term:**

- Councillor appointment – one (1) year
- Members at Large appointments – four (4) years

**Authority:**

The Committee hears appeals and makes rulings that are then binding on all parties.

**Meeting Schedule:**

The Committee shall hold an appeal hearing following the receipt of an appeal notice in accordance with legislation.

**Supporting Documents:**

Procedural Bylaw, Weed Control Act, Agricultural Pests Act



## Intermunicipal or Regional City of Grande Prairie Library Board

Established by Resolution # CM20220307.045

### **Purpose:**

To manage and control the City of Grande Prairie Library and organizes, promotes and maintains comprehensive and efficient library services in the City.

### **Committee Structure:**

The Board shall be composed of (10) members appointed by Council:

- One (1) City Councillor
- One (1) member from the County of Grande Prairie No. 1 Council
- Eight (8) Public Members

### **Quorum:**

Quorum for Committee meetings shall be the majority of voting Members.

### **Term:**

A member of the Board is eligible to be reappointed for only two (2) additional consecutive terms of office, unless at least two-thirds (2/3) of the whole Council passes a resolution stating that the member may be reappointed as a member for more than three (3) consecutive terms.

Appointments to the Board shall be for terms of up to three (3) years, commencing on January 1<sup>st</sup> with the said terms operating on a rotating basis, unless appointed to serve the unexpired portion of an existing term.

### **Authority:**

The Board, subject to any enactment that limits its authority, has full management and control of the City of Grande Prairie Library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the City and may co-operate with other Boards and libraries in the provision of those services.

### **Supporting Documents:**

Bylaw C-1364A - The City of Grande Prairie Library Board

### **Meeting Schedule:**

Meetings of the Board are held monthly with a minimum of ten (10) meetings a year.

## 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:**

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.
- Each municipality shall also appoint one (1) alternate member to the Regional Committee who shall be permitted to vote in the absence of the primary member.

A Committee Chairperson will be selected from the Regional Committee membership:

### **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 (4) Committee Members shall constitute a quorum.

### **Term:**

Membership term on the Committee is determined by the municipality and members are appointed annually at the municipality's Organizational Meeting.

### **Authority:**

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

Outside of Emergency or Disaster events the purpose of the Regional Committee is to:

- Advise on the development of emergency plans and programs
- Advise respective Parties annually on matters pertaining the GPREP emergency
- Management program and plan

- Review the GPREP Program progress annually
- Establish the GPREP Program priorities and budget
- Complete training as required
- Enter into agreements as appropriate to increase local capacity to respond to emergencies and disasters
- Provide guidance and direction to the Agency

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.

**Supporting Documents:**

Bylaw 3133 – Regional Emergency Management Bylaw, Emergency Management Act, and 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.

## **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 the current Municipal Government Act and Intermunicipal Collaborative Framework legislation.

### **Committee Structure:**

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

Chairing of the Committee will rotate between each community every quarter.

### **Sub Committees:**

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

### **Administrative Resources:**

Regional Recreation Coordinator

### **Quorum:**

Quorum shall consist of a minimum representation of four (4) of the six (6) member municipalities.

### **Term:**

Members will be appointed annually at the Organizational Meeting.

**Authority:**

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

**Supporting Documents:**

Terms of Reference (approved September 16, 2021) Municipal Government Act and Intermunicipal Collaboration Framework

**Meeting Schedule:**

The Committee will meet twice per year 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)**

In accordance with the 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:**

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

**Administrative Resources:**

Chief Administrative Officers (CAOs) on both sides shall provide advisory assistance as required.

**Quorum:**

Not applicable.

**Term:**

Not applicable.

**Authority:**

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

**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)**

In accordance with the Municipal Government Act

**Purpose:**

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

**Committee Structure:**

Three (3) Elected Members from each municipality.

**Administrative Resources:**

County Manager and General Manager, Planning and Development Services.

**Quorum:**

Two (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.

**Supporting Documents:**

Intermunicipal Development Plan Project Charter, 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, and Beaverlodge.

#### **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 (1) can be a Member of Council of a participating Municipality.
- Up to three (3) Members may be appointed by resolution of the Council for the County as alternate Members

Annually at the Organizational Meeting, Council for the County will appoint one (1) Member to serve as Chair of the ISDAB and one Member to serve as Vice Chair of the ISDAB.

#### **Administrative Resources:**

The County Manager 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.

#### **Authority:**

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

#### **Supporting Documents:**

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

#### **Meeting Schedule:**

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, and Beaverlodge.

### **Committee Structure:**

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.
- Up to three (3) Members may be appointed by resolution of Council for the County as alternate Members.
- Council for the County may, by resolution, appoint additional Members to the Joint Assessment Review Boards for a specific term of up to six (6) months.

The Chairperson of the Joint Assessment Review Boards shall be appointed by resolution of the Councils of the Participating Municipalities at their respective Annual Organizational Meetings for a one-year term.

### **Administrative Resources:**

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

**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 Mountview Health Complex Committee

Established by Resolution #CM20200511.031

### **Purpose:**

Work with P3 Capital Partners Inc. to identify and recommend to council the process to attract capital and negotiation with partners in a joint venture agreement for the West County Health Complex.

### **Committee Structure:**

The Mountview Health Complex Committee shall consist of:

- Mayor and two (2) Beaverlodge Municipal Council Representatives
- CAO of the Town of Beaverlodge
- Two (2) representatives from the County of Grande Prairie,
- General Manager from the Grande Spirit Foundation.

### **Administrative Resources:**

Not applicable.

### **Quorum:**

Not applicable.

### **Term:**

Not applicable.

### **Authority:**

The Committee will have an advisory role to Council.

### **Supporting Documents:**

Mountview Health Complex Committee Terms of Reference.

### **Meeting Schedule:**

Meetings will be convened on an as needed basis with P3 Capital Partners.

**Intermunicipal or Regional**  
**Peace Library System Board**  
Known as “The Peace Library Board”  
Established under Alberta Libraries Act

**Purpose:**

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

**Committee Structure:**Voting members:

Peace Library System is part of a province-wide network of seven (7) regional and two (2) urban systems. The seven (7) regional systems were created by legal agreements between cooperating municipalities. Thirty-nine (39) 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:**

Not applicable.

**Quorum:**

Simple majority present at the meeting shall constitute a quorum.

**Term:**

All members of the Board will hold office for a one (1) 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 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.

**Supporting Documents:**

Alberta Libraries Act, Memorandum of Agreement for Library Board Services

**Meeting Schedule:**

Meetings to be held four (4) times per year in March, May, September, and November.

## **Intermunicipal or Regional Town of Sexsmith Facilities Community Task Force**

### **Purpose:**

The Town of Sexsmith Facilities Community Task Force addresses current facility use and possible future facility needs.

### **Supporting Documents:**

Terms of Reference to be developed by Town of Sexsmith.

## Intermunicipal or Regional Wapiti Corridor Recreation & Trail Management Plan Advisory Committee

Established by Advisory Committee Terms of Reference

### **Purpose:**

The purpose of the Advisory Committee is to provide advice, input, and feedback to the Alberta Environment and Parks (AEP) Planning team for consideration while the team drafts the Wapiti Recreation and Trail Management plan. This includes identifying issues and opportunities, defining planning priorities, exploring management options, and supporting the development of draft recommendations for the plan.

### **Committee Structure:**

Alberta Environment and Parks will establish the Advisory Committee membership:

- The Committee will consist of representatives of key stakeholders and Indigenous people.
- Stakeholders are encouraged to nominate one or a maximum of two representatives to participate in the Advisory Committee.

To ensure an effective and workable Committee, the Advisory Committee will have a maximum of thirty-six members. Advisory Committee members are grouped into the following major categories:

- Municipalities
- Major lease holders and recreational operators
- Motorized recreational groups
- Non-motorized recreational users
- Water-based recreational groups
- Environmental groups
- Indigenous groups

### **Term:**

The Advisory Committee will convene for the duration of the planning process. The Committee will cease to exist with the completion and submission of the draft plan for decision to Alberta Environment and Parks.

### **Authority:**

The Advisory Committee will be responsible for providing advice to the AEP planning team and for bringing forward the interests and perspectives of their respective member communities or organizations. Individuals participating in the Advisory Committee will facilitate communication between their respective communities or organizations and the Advisory Committee.

## Intermunicipal or Regional West Grande Prairie County Solid Waste Authority

Established by Bylaw 3196 – West Grande Prairie Solid Waste Authority .

### **Purpose:**

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

### **Committee Structure:**

The Authority shall consist of:

- I. Four (4) representatives from the County of Grande Prairie;
- II. One (1) representative from the Town of Wembley;
- III. One (1) representative from the Town of Beaverlodge;
- IV. One (1) representative from the Town of Sexsmith; and
- V. 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.

Each participating municipality may appoint an alternative municipal representative who may replace the representative in the absence of their regular representative.

The Chairperson and Vice Chairperson are elected annually at the Authority's Organizational Meeting.

### **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 (5) 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.

### **Supporting Documents:**

Bylaw 3196, West Grande Prairie County Solid Waste Authority - Authority Agreement, 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 Chairperson.



## **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:**

Original shareholders appoint one (1) voting member and one (1) alternate voting member.

#### **Administrative Resources:**

Not applicable.

#### **Term:**

Term of continuing nature until revoked or replaced.

#### **Authority:**

Municipal Government Act, Business Corporations Act

#### **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:**

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 six (6) participating municipalities:

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

The remaining up to six (6) 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 nine (9) consecutive years

**Authority:**

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

**Supporting Documents:**

Bylaws, The Societies Act

**Meeting Schedule:**

- Ten (10) 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:**

The affairs of the Society shall be managed by the Board of Directors of not less than thirteen (13) and not more than sixteen (16), (excluding Honorary Non-Voting Members) comprised of the following individuals:

- Immediate Past-President
- Ten (10) elected Directors
- Two (2) County of Grande Prairie representatives appointed by the County of Grande Prairie

#### **Administrative Resources:**

Not applicable.

#### **Quorum:**

A quorum for the transaction of business at a general meeting of the Society shall be ten (10) Members.

50% plus one Director constitutes quorum for the transaction of business at a meeting of the Board.

#### **Term:**

Two (2) years. Retiring Directors are eligible for re-election. Directors may serve up to six (6) consecutive terms and must take one (1) year off before being eligible to run again as a Director.

#### **Authority:**

The Board is to direct and supervise the business of the Society and may exercise all the powers of the Society that are not required to be exercised by the membership in a general meeting.

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

#### **Supporting Documents:**

Grande Prairie Regional Agricultural and Exhibition Society Bylaws (April 2021)

#### **Meeting Schedule:**

The Board must hold an in person meeting not less than once every three (3) months.

## **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: Eleven (11) municipalities and one (1) General Manager

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

- City of Grande Prairie
- Town of Spirit River
- County of Grande Prairie
- Town of Beaverlodge
- County of Birch Hills
- 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:**

Not applicable.

### **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, and Housing Accommodation Tenancies Regulation.

**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 Chair has received written request to do so from a majority of the Management Body Board members.

## External – Core / Decision Making

### Hythe & District Pioneer Homes Advisory Committee

Established by Ministerial Order H:006/2021

#### **Purpose:**

The Hythe and District Pioneer Homes (Advisory Committee) is a not-for-profit organization that is designated as a management body by Alberta Municipal Affairs and Housing with respect to the operation and administration of housing accommodation and amenities to senior citizens and the disabled in the Village of Hythe.

#### **Committee Structure:**

The board shall comprise of a maximum of seven (7) members:

- A maximum of six (6) members who reside in the area appointed by the board
- A maximum of one (1) member appointed by the Village of Hythe in the manner the Village determines appropriate.

#### **Term:**

The terms of office for the members of the board shall be for a maximum of three (3) years.

Members of the board may hold up to two consecutive terms of office.

The chair, vice chair and any officers of the board shall be appointed from among the board members in the manner the board determines appropriate.

#### **Supporting Documents:**

Societies Act, Terms of Reference.

#### **Meeting Schedule:**

The board shall meet when necessary.

**External – Core / Decision Making**  
**La Glace and District Agricultural Society Project Committee**  
Established by Resolution #CM20240226.003



## External – Core / Decision Making

### Peace Library System Board

Known as “The Peace Library Board”

Established under Alberta Libraries Act

#### **Purpose:**

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

#### **Committee Structure:**

##### Voting members:

Peace Library System is part of a province-wide network of seven (7) regional and two (2) urban systems. The seven (7) regional systems were created by legal agreements between cooperating municipalities. Thirty-nine (39) 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:**

Not applicable.

#### **Quorum:**

Simple majority present at the meeting shall constitute a quorum.

#### **Term:**

All members of the Board will hold office for a one (1) 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 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.

#### **Supporting Documents:**

Alberta Libraries Act, Memorandum of Agreement for Library Board Services

#### **Meeting Schedule:**

Meetings to be held four (4) 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:**

Composition of the Board shall consist of:

- Thirteen (13) Directors elected by the members;
- 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.
- The Chair shall be elected by the Directors.

#### **Administrative Resources:**

Not applicable.

#### **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 is made by 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.

**Supporting Documents:**

Bylaws, Societies Act, Provincial Act, and 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

- By resolution of the Board of Directors to that effect; or
- On a written request of at least five (5) Directors. The request must state the reason for the Special General Meeting; or
- 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 Family Community Support Services (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:**

The Committee should consist of

- One (1) council member of the Town of Beaverlodge,
- One (1) council member of the County of Grande Prairie,
- Minimum of two (2) community members at large with a maximum of five (5).

**Administrative Resources:**

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

**Quorum:**

Not applicable.

**Term:**

Annual

**Authority:**

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

**Supporting Documents:**

Terms of Reference

**Meeting Schedule:**

Meetings will take place at least three (3) times per year.

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

## **External – Core / Advocacy**

### **Grande Prairie Ski Club (NiteHawk)**

**Purpose:**

To provide a quality recreation experience for people of all ages

**Committee Structure:**

Board of Directors – twelve (12) members

**Administrative Resources:**

Not applicable.

**Quorum:**

Any five (5) members shall constitute a quorum.

**Term:**

Two (2) 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.

**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:**

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

**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 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 (non-voting) 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 (6) 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.

#### **Supporting Documents:**

Terms of Reference

#### **Meeting Schedule:**

The transportation Committee will meet three (3) to four (4) times per year.

## External – Core / Advocacy

### Smoky Applied Research and Demonstration Association (SARDA) AG Research Board of Directors

#### **Purpose:**

Smoky Applied Research and Demonstration Association (SARDA) AG Research is a non-profit organization directed by producers from the Municipal Districts of Smoky River, Greenview, Big Lakes County, Northern Sunrise County and the County of Grande Prairie to facilitate the transfer of unbiased ideas and information between research institutions, industry and agricultural producers.

#### **Committee Structure:**

Municipal Members must appoint an elected member of council to represent the Municipal Member at meetings of Members.

The Board shall consist of:

1. the Municipal Directors appointed pursuant to Article 25 (Each Municipal Member shall appoint:
  - a) one (1) elected member of council to the Board; and
  - b) one (1) elected member of council as a temporary substitute in the event the Municipal Director appointed under clause (a) is unavailable to act). And
2. the Producer Directors elected pursuant to Article 34 (The Members shall, by ordinary resolution at each Annual General Meeting at which an election of Producer Directors is required, elect nine (9) Producer Directors to hold office for a period of three (3) years).

#### **Quorum:**

A quorum for the transaction of business at a meeting of the Board shall be two (2) Municipal Directors and three (3) Producer Directors.

#### **Term:**

The term of office of a Municipal Director shall:

- a) commence immediately on the Municipal Director being appointed; and
- b) expire immediately on the office of a Municipal Director being vacated.

#### **Meeting Schedule:**

The Board shall meet at least once every four months and at such other times as may be required for the proper management of the Society.



## **External – Core / Advocacy**

### **South Peace Physician Attraction and Retention Committee (SPPARC)**

Established by Motion 04-301-12

#### **Purpose:**

The purpose of the South Peace Professional Attraction and Retention Committee is to build a sustainable system for healthcare providers attraction, recruitment support, and retention that facilitates ongoing health services in our region.

#### **Committee Structure:**

The committee will consist of the following members:

- Elected official representatives from all municipalities within the region with a medical facility
- One (1) non-voting Alberta Health Services Representative
- One (1) non-voting RhPAP Rural Community Consultant
- One (1) non-voting member appointed by the PCN - Health Care Provider Rep or designate
- Two (2) members at large vetted by the Executive. (These individuals will show a keen interest in our goals and can come from anywhere within the region)

The Committee will appoint from within its members, by vote, the following positions: An Executive consisting of

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

The committee may establish working groups for specific functions. All working groups will report back to the Committee.

#### **Administrative Resources:**

Administrative support will be provided by one member municipality.

#### **Quorum:**

Quorum for meetings shall constitute as a minimum of four (4) of the appointed members

**Term:**

The executive positions will be held for three (3) years to a maximum of six years consecutively. Ideally, the executive positions will be elected in staggered years so there is always overlap within the leadership team.

**Authority:**

The committee's mandate shall include:

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

**Supporting Documents:**

Terms of Reference (amended and approved 2022).

**Meeting Schedule:**

Regular meetings will be held quarterly on the third Thursday of the month at 7:00 pm. Meetings will occur in January, April, July, and October.

## **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:**

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 Chairperson to conduct the meetings and a Vice-Chairperson as an alternate.

The Chairperson is supported by the NADC secretariat who prepares the agenda and takes/distributes the minutes/action items, and other correspondence and administrative duties.

#### **Term:**

- Chairperson - Two (2) years
- Vice-Chairperson - One (1) year

#### **Authority:**

To make decisions for Water Coalition North initiatives.

#### **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:**

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

## External – Optional

### Grande Prairie Regional Hospital (GPRH) Culture Guiding Coalition

**Purpose:**

The purpose of this committee is to develop a supportive culture and hospital compact agreement for all staff, physicians, and volunteers that aligns with the vision of: GPRH will be an employment location of choice for providers and a healthcare location of choice for patients and families.

**Committee Structure:**

Membership from within GPRH and the North Zone. External stakeholders participation in Steering Committee.

**Administrative Resources:**

Not applicable.

**Quorum:**

Not applicable.

**Term:**

Until project completion (estimated December 2023)

**Supporting Documents:**

Grande Prairie Regional Hospital (GPRH) Culture Guiding Coalition Terms of Reference

**Meeting Schedule:**

As required.

## External – Optional

### Grande Prairie Regional Sport Connection

**Purpose:**

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

**Committee Structure:**

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 three (3) consecutive two (2) year terms. Directors shall be eligible for re-election after one (1) year of retirement.

**Authority:**

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

**Supporting Documents:****Meeting Schedule:**

## 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:**

Voting Members:

##### Board of Directors

Eight (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:**

Not applicable.

#### **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 - Two (2) years

**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**

### **International Paper / Weyerhaeuser Environmental Advisory Committee**

#### **Purpose:**

International Paper Environmental Advisory Committee (EAC) is the public consultation group for International Paper which was formed to gather input and share information with a broad spectrum of the public in the Grande Prairie area. We review the process operations of International Paper and the Government representative members of the committee will advise on matters relating to government policy.

#### **Meeting Schedule:**

The committee meets quarterly.

## **External - Optional**

### **Peace Airshed Zone Association (PAZA)**

**Purpose:**

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

**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 two (2) Strategic / Organizational meetings. Committees meet quarterly.

## External - Optional

### South Peace Regional Archives

#### **Purpose:**

The purpose of the South Peace Regional Archives (SPRA) Society is to gather, preserve, and share the historical records of municipalities, organizations, businesses, families and individuals within the region, both now and in the future. These records reflect the personal, cultural, social, economic, and political life of the South Peace River Country of Alberta and are in all formats and media, including textual records, maps, plans, drawings, photographs, film and sound recordings.

#### **Committee Structure:**

The Board consists of Directors to include the following:

- Directors elected at the Annual General Meeting (AGM) representing 75% of the Board's composition and including the President, the immediate Past President, and Directors at large. The Executive Director shall be an ex-officio member.
- Directors appointed from the major funding municipalities representing 25% or less of the Board's composition.

At the AGM of the Society, the Voting Members elect the President and Directors for three (3) year terms.

#### **Quorum:**

40% of the current Board of Directors constitutes a quorum at any Board meeting.

#### **Supporting Documents:**

Society Bylaws

#### **Meeting Schedule:**

The Board holds a minimum of four (4) meetings each year.

## 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:**

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.

**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.

## External - Optional

### Wapiti Area Synergy Partnership

#### **Purpose:**

The Wapiti Area Synergy Partnership was created to support early multi-stakeholder input into the companies project development processes and to facilitate communication among stakeholders and the operators on important issues. Subjects for discussion could include but are not limited to: specific project proposals (seismic activities, well sites, access roads, pipelines, and facilities, etc.), long-term development plans, and on-going operational issues.

#### **Committee Structure:**

The committee will be comprised of representatives from the companies and a cross-section of community interests, to be reviewed from time-to-time, according to the resources and experience deemed to be in the interests of the group's vision, mission, and purpose.

The committee will also include representatives from the AER, Alberta Sustainable Resources and Development, the County of Grande Prairie, and any Towns, Villages or Hamlets within our boundaries.

Participation in WASP by community members does not imply support for the companies. Company representatives will consult with individuals outside WASP and will continue to consult individually with affected stakeholders. The establishment of WASP is to supplement, not replace companies' obligations to consult individually with affected stakeholders under the AER's Directive 56.

#### **Authority:**

WASP will, through open dialogue and discussion, collaborate with companies in their planning and decision-making processes related to development and operations in the region. Companies will demonstrate how the group's input has been considered and used in project plans.

The companies will include input from Wapiti Area Synergy Partnership in the record of public consultation that forms part of regulatory applications submitted to the Alberta Energy Regulator (AER). To the extent that there is disagreement within the group, or among the group and the companies, regarding the project being applied for, those issues and differing views will be recorded in the AER application.

#### **Supporting Documents:**

Terms of Reference

#### **Meeting Schedule:**

Monthly

**Remaining External - Optional**  
**Wembley & Sexsmith Seed Cleaning Plant**  
**Wetland Centre at Evergreen Park Advisory Group**  
**West Fraser Public Advisory Committee**



## Summary of Decision Makers

Internal			
Name	Councillor	Administration	Public
Agricultural Service Board	✓		✓
Clairmont Detachment Building Project Committee	✓		
Council and Board Remuneration Review Committee	✓		✓
Council Internal Advocacy Committee	✓		
County Recreation Advisory Boards	✓		✓
Crime Prevention Committee	✓		
Family and Community Support Services Board	✓		
Historic Resources Committee	✓		✓
Hythe & District Pioneer Homes Advisory Committee	✓		
Hythe Net Co	✓		
Municipal Library Board	✓		✓
Municipal Planning Commission	✓		
Clairmont Detachment Building Project Committee	✓		
Staff Accommodation Space Needs Analysis Committee	✓		
Teepee Creek Firehall Building Project Committee	✓		
Water and Wastewater Committee	✓		
Weed and Pest Appeal Committee	✓		✓

Intermunicipal or Regional			
Name	Councillor	Administration	Public
Grande Prairie Public Library Board	✓		✓
Grande Prairie Regional Emergency Management Committee	✓	✓	
Grande Prairie Regional Recreation Committee (GPRRC)	✓		✓
Intermunicipal Collaboration Framework Committee (ICF)	✓		
Intermunicipal Development Plan Steering Committee (IDP)	✓		
Intermunicipal Subdivision and Development Appeal Board			✓
Local and Composite (Joint) Assessment Review Board	✓		✓
Mountview Health Complex Committee	✓		
Regional Branding Committee	✓		



Town of Sexsmith Facilities Task Force	✓		
Wapiti Corridor Recreation & Trail Management Plan Advisory Committee	✓	✓	
West Grande Prairie County Solid Waste Authority (Tervita)	✓		✓

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

**Summary Continued**

<b>External – Core / Advocacy</b>			
<b>Name</b>	<b>Councillor</b>	<b>Administration</b>	<b>Public</b>
Beaverlodge FCSS Advisory Committee	✓		✓
Grande Prairie Ski Club (NiteHawk)	✓		✓
Peace Regional Economic Development Alliance (PREDA)	✓		✓
PREDA Northern Transportation Advocacy Bureau	✓		✓
Smoky Applied Research and Demonstration Association (SARDA) AG Research	✓		✓
South Peace Physician Attraction and Retention Committee	✓		✓
Water North Coalition (WNC)	✓		✓

<b>External - Optional</b>			
<b>Name</b>	<b>Councillor</b>	<b>Administration</b>	<b>Public</b>
Canfor Grande Prairie Forest Management Advisory Committee	✓		
Grande Prairie Regional Hospital (GPRH) Culture Guiding Coalition	✓		
Grande Prairie Regional Tourism Association	✓		
Grande Prairie Sport Connection	✓		✓
International Paper / Weyerhaeuser Environmental Advisory Committee	✓		
Peace Airshed Zone Association (PAZA)	✓		
South Peace Regional Archives	✓		✓

Vital Signs Leadership Committee	✓		✓
Wapiti Area Synergy Partnership	✓		✓
Wembley & Sexsmith Seed Cleaning Plant	✓		
Wetland Centre at Evergreen Park Advisory Group	✓		✓
West Fraser Public Advisory Committee	✓		