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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:**

The ASB shall consist of:

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

The ASB shall select a Chair and Vice-Chair from the Voting ASB Membership at the County Organizational Meeting each year. The Chair shall be a member of Council, and the Vice Chair 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. 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.

The initial members-at-large shall consist of:

- i. One member-at-large to be appointed for a one-year term
- ii. One member-at-large to be appointed for a two-year term
- iii. One 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 3143 – 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 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 Chief Administrative Officer, Director of Corporate Services and Manager of Human Resources as needed.

Legislative Services or such other person acceptable to the Committee shall act as recording secretary to attend at 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 Council Motion # CM20160125.1010

### **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

The Chair and Vice-Chair shall be appointed by Council at the annual Organizational Meeting.

### **Quorum:**

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

### **Term:**

### **Administrative Resources:**

Director of Corporate Services, 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:**

Not applicable.

**Meeting Schedule:**

Meetings shall be held once or twice a year or at the call of the Chair.



## **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 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.

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

### **Administrative Resources:**

Library Manager, Library Team Lead

### **Quorum:**

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

### **Term:**

Chairman = 1 year

Members 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.

### **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

### 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:**

Manager of 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, reports directly to Council and make recommendations to Council.

**Supporting documents:**

Policy K17,

**Meeting Schedule:**

Annually or as recommended by Council.

## **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:**

The FCSS Board shall be composed of:

- Nine (9) Board members being nine (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:**

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.

#### **Supporting Documents:**

Bylaw 3042 - 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 Chairman (or the Vice-Chairman in the Chairman'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 County of Grande Prairie Councillors
- One Historian
- Two public members at Large
- One representative of the Peace Country Historical Society

The Chair shall be appointed by the committee members.

### **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).

### **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 Statement of Significance and Statement on 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 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 (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 Chairman and one of themselves as Vice-Chairman.

### **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 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.

**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 Chairman.

## Internal

### Rural Policing Planning Committee

Established by Motion #CM20201214.013

#### **Purpose:**

The Rural Policing Planning Committee will plan the future rural policing needs for the County of Grande Prairie including the construction of a rural detachment in the Hamlet of Clairmont.

#### **Committee Structure:**

The Committee will be comprised of the following members:

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

The Committee will appoint a Chair and Vice-Chair at the first meeting. The Chair must be an Elected Official.

Members may participate in person or by any method that permits them to hear and participate in the meeting.

Any member (voting and non-voting) may request to place an item on the agenda. When a request is originating from outside the organization, the party requesting the agenda item will submit relevant supporting documentation at least one day prior to the meeting.

#### **Administrative Resources:**

The Committee may request the participation of advisors from time to time, including but not limited to County employees, management, or external consultants to provide advice or information to the Committee or to its members independently, with respect to any matter before or related to the Committee, at the County's expense.

The Community Services Division will provide a recording secretary for the Committee. Draft minutes will be distributed within two weeks of the meeting and will be approved by the Committee at the following meeting.

**Quorum:**

Quorum shall be a majority of the voting members of the Committee.

**Term:**

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

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

**Authority:**

The Committee may consider and provide feedback on all matters pertaining to rural policing in the County of Grande Prairie including the planning and construction of a Rural Police Detachment in the Hamlet of Clairmont. These matters may be forwarded by Council, Administration, or on its own Committee initiative, and:

1. May approve matters which are administrative and non-substantive in nature such as those customarily made to confirm the accuracy and completeness of the Committee's own minutes; appointment of a Chair and Vice-Chair; conduct all or a portion of the meetings in Closed Session; and approve the Committee's agenda and changes to the agenda;
2. May refer matters to another Committee of Council for further consideration; and
3. May make recommendations for approval to Council on matters of a substantive nature.

The Committee will provide County Council with advice and/or decisions on Rural Policing needs and building construction. Any out of scope action recommended by the Committee's resolution requires the approval of County Council. Decisions of Council are reported back to the Committee membership. Administration is responsible for enacting resolutions of Council and will share information during the time lapse between meetings.

**Supporting Documents:**

N/A

**Meeting Schedule:**

Meetings will be scheduled quarterly in 2021 and may increase in frequency as the project progresses. Additional meetings as required and agreed upon.

## 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 recover 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 Chair 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 Beaverlodge Firehall Building Committee**

Established by Resolution #CM20210809.006

**Purpose:**

**Committee Structure:**

The Committee shall be composed of:

- Two (2) representatives from the Town of Beaverlodge Council
- Two (2) representatives from the County of Grande Prairie Council
- One (1) representative from the Beaverlodge Firefighters Association
- The Town of Beaverlodge Fire Chief
- The Town of Beaverlodge Chief Administrative Officer

**Administrative Resources:**

**Quorum:**

**Term:**

**Authority:**

**Supporting Documents:**

Terms of Reference to be developed.

**Meeting Schedule:**



## 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 Chair 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; and
- 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, 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.

## **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:**

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.

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 general public.

### **Administrative Resources:**

Regional Recreation Coordinator

### **Quorum:**

Quorum shall consist of a minimum representation of five (5) of the seven (7) member municipalities.

**Term:**

Members will be appointed annually at the Organizational Meeting.

**Authority:**

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

**Supporting Documents:**

Terms of Reference (approved June 20, 2019), 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)**

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:**

- 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.

### **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:**

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.

**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, 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 Member to serve as Chair of the ISDAB and one Member to serve as Vice Chair of the ISDAB.

### **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.

### **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, 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 Chair 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 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.

**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:**

### **Quorum:**

### **Term:**

### **Authority:**

The Committee will have an advisory role to Council.

### **Supporting Documents:**

### **Meeting Schedule:**



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

Established by Resolution #CM20210809.024

**Purpose:**

**Committee Structure:**

**Administrative Resources:**

**Quorum:**

**Term:**

**Authority:**

**Supporting Documents:**

Terms of Reference to be developed.

**Meeting Schedule:**

## **Intermunicipal or Regional**

### **West Grande Prairie County Solid Waste 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:**

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

The Chair and Vice Chair 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 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 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:**

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

#### **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 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.

**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:**

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:

- a) Immediate Past-President;
- b) 10 elected Directors;
- c) 2 County of Grande Prairie representatives appointed by the County of Grande Prairie; and

#### **Administrative Resources:**

N/A

#### **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 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: 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.

**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:**

##### 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.

**Supporting Documents:**

**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:**

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.

**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:**

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.

**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 Ski Club (NiteHawk)**

**Purpose:**

To provide a quality recreation experience for people of all ages

**Committee Structure:**

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.

**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 (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.

#### **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:**

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

The municipal Council, by way of resolution, appoint two councillors, and forego having an appointed member.

This committee shall accept applications for up to 3 non-voting community members on three year term with the option to reapply.

#### Participating Municipalities are:

- Town of Sexsmith
- Town of Beaverlodge
- County of Grande Prairie
- Town of Wembley

#### Additional suggested attendees:

- Rural Health Professions Action Plan (RsPAP) representative
- Local physician representative
- All health professionals are welcome to attend all meetings
- Beaverlodge Hospital Site manager
- Alberta Health Services Representative
- PCN Representatives

The Committee shall elect a chairman for among its membership. Administrative assistance shall be provided by the municipalities. Meeting Minutes shall be kept from all full committee meetings and circulated after the meetings to all CAO's for council reading files. Day to day matters dealing with the committee workings shall be communicated by email, and it will be expected that members maintain e-mail accounts.

**Quorum:**

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

**Term:**

Annual

**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 July 28, 2021).

**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:**

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.

#### **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 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:**

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

**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:**

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.

### **Supporting Documents:**

### **Meeting Schedule:**



## 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.

### **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:**

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.

**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**



## Summary of Decision Makers

Internal			
Name	Councillor	Administration	Public
Agricultural Service Board	✓		✓
Council and Board Remuneration Review Committee	✓		✓
Council Internal Advocacy Committee	✓		
Municipal Library Board	✓		✓
County Recreation Advisory Boards	✓		✓
Family and Community Support Services Board	✓		
Historic Resources Committee	✓		✓
Municipal Planning Commission	✓		
Rural Policing Planning Committee	✓		
Unightly Premises Appeal Board	✓		
Weed and Pest Appeal Committee	✓		✓

Intermunicipal or Regional			
Name	Councillor	Administration	Public
Beaverlodge Firehall Building Committee			
Beaverlodge Health Complex Committee			
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	✓		✓
Town of Sexsmith Facilities Task Force			
West Grande Prairie County Solid Waste 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**

<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	✓		✓
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	✓		
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	✓		✓