



# *Saddle Hills County*

Reference Summary for  
Committees and Boards \*

**Next Mandatory Review Date** August 22, 2023  
(Regular Council Meeting)

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# Agricultural Service Board

Established by Bylaw 331-2018

## **Purpose:**

The Agricultural Services Board advises Council on innovative and sustainable agricultural policy and programs designed to assist Saddle Hills County agricultural community.

## **Committee Structure:**

### Voting members:

- Up to five (5) members-at-large, plus the required number of Councillors, to total seven (7) voting members.

The Committee will annually appoint a Chair and Vice Chair at their first meeting following an annual Council Organizational Meeting.

### Administrative resources:

- Agricultural Coordinator

## **Quorum:**

Simple majority present at the meeting shall constitute a quorum.

## **Term:**

Council members of the Committee will hold office for a one year period, the term of office for members-at-large is three years with staggered membership rotation to assure continuity, with all members being appointed at the Organizational Meeting 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:**

Pursuant to the Agricultural Services Board Act (Section 2).

## **Meeting Schedule:**

Meetings to be held regularly, at a call of the Chair or Agricultural Coordinator.

## **General Responsibilities:**

The Board shall:

- establish policies and programs which accomplish their mission and responsibilities under applicable Acts and Regulations;
- provide and promote programs that strive to improve the economic viability of farms;
- ensure programs address the changing needs of farmers/clients;
- create effective public awareness of policies and programs;
- ensure that the public sees the ASB as a receptive, responsible, concerned board, and

- work with Council in a positive and productive manner by recommending effective bylaws and policies to assist in fulfilling its duties under the applicable Acts and Regulations.

**Responsible for review of the following Bylaws/Documents:**

- ASB Policies
- ASB Three Year Business Plan
- Annual Report Card to Council on its programs and activities

**Approved External Activities:**

- Provincial ASB Conference
- Regional meetings (regularly scheduled)
- Provincial ASB Tours

## Audit Committee

Established by Bylaw 304-2017

### **Purpose:**

To meet with the County's auditor for purpose of reviewing an annual management letter that outlines details of the annual audit findings and the draft annual audited financial statements.

### **Committee Structure:**

#### Voting members:

- All members of Council (Reeve is the Chair)

#### Administrative resources:

- CAO
- Director of Corporate Services

### **Quorum:**

Simple majority

### **Term:**

N/A

### **Authority:**

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

### **Meeting Schedule:**

The Committee shall meet annually upon completion of the financial audit.

### **General Responsibilities:**

The Committee will review the Management Letter and draft audited financial statements prepared by the County's auditor and recommend changes to the practices regarding the County's annual financial audit, for consideration by Council. The Committee may make recommendations to Council regarding appointment of auditors as required.

### **Responsible for review of the following Bylaws/Documents:**

N/A

### **Approved External Activities:**

N/A

# Central Peace Assessment Review Board

Established by Bylaw 373-2021

## **Purpose:**

The Board hears assessment complaints made by taxpayers of the Central Peace Region and make decisions under the provisions of the Municipal Government Act. The Board exercises the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB).

## **Committee Structure:**

### Voting members:

Five members, one from each member municipality:

- Saddle Hills County
- MD of Spirit River No. 133
- Town of Spirit River
- Village of Rycroft
- Birch Hills County

Each municipality is responsible for Assessment Review Board training costs (mandatory requirement to be on the Board). Each municipality will bear the full cost relative to any appeals or hosting their jurisdictional hearings.

***NOTE: SHC appointed and offered training to three members in the past to ensure sufficient coverage.***

### Administrative resources:

Designated Officer (Assessment Review Board Clerk or ARB Clerk) is a person designated by the municipality to receive the assessment complaints.

## **Panel / Quorum:**

### Local Assessment Review Board:

Panel: three persons selected by the Designated Officer (ARB Clerk).

Quorum: two members

### Composite Assessment Review Board:

Panel: two persons selected by the Designated Officer (ARB Clerk) and a member appointed by the Province of Alberta.

Quorum: one member-at-large or elected official and the provincial member.

Each panel selects a chair as required for their individual hearings.

## **Term:**

All members of the Board will hold office for a three-year period, with members being appointed at the Organizational Meeting 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 Board is authorized to make decisions under the Municipal Government Act and the Assessment Complaints Regulation in respect of assessment and taxation complaints.

**Meeting Schedule:**

The Board shall meet as required pursuant to the Municipal Government Act and the Assessment Complaints Regulation.

**General Responsibilities:**

To obtain and maintain the mandatory training; to hear and make decisions in respect to assessment and taxation complaints.

**Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

Assessment Review Board Training

## Central Peace Attraction and Retention Committee (CPARC)

Established by Motion of Council #2016-008 on September 14, 2016

### **Purpose:**

The purpose of CPARC is to build a sustainable system for health professional attraction and retention in collaboration with local health professionals that will ensure ongoing physician health care services to the community.

### **Objectives:**

1. To coordinate attraction and recruitment retention of needed health professionals amongst the existing health professionals, AHS/Covenant Health and the community.
2. To reduce the need for recruitment through retention efforts. Efforts should focus on three areas:
  - Integration introduction into the medical practice community;
  - Family integration into the community; and
  - Family quality of life issues.
3. To facilitate community involvement in the attraction, recruitment and retention process together with health professionals and AHS/Covenant Health.

### **Committee Structure:**

1. CPARC will consist of eleven (11) members, eight of which are voting members and 3 (three) of which are non-voting members:
  - 1 member each from the five participating municipalities appointed by their respective Councils;
  - 1 administrator recording clerk – an employee of one of the participating municipalities (non-voting);
  - 1 physician representative;
  - 1 AHS representative (non-voting) i.e. Physician Resource Planner;
  - 1 RhPAP representative (non-voting);
  - 2 community representatives who are residents of the participating municipalities; and
  - 1 hospital site manager (non-voting).

The Community representative will be recruited by two (2) weeks advertisement to submit a letter of interest to the recording clerk. The recording clerk will submit the letters to the committee and the appointment(s) will be made from the submitted letters of interest by the remaining voting members. Invited guests, when required, will be scheduled by a motion of the committee.

2. CPARC will appoint from within its members, through consensus, the following positions:
  - Chair
  - Vice Chair

These appointments should be revisited yearly at the beginning of November after municipal appointments.

### **Term:**

Members of CPARC will commit to involvement on a year-to-year basis. This term can be reviewed and amended at any time by CPARC if needed.



**Meetings:**

1. Meetings will be held on the second Wednesday of each month when required. Evening scheduling will be preferred.
2. Quorum will be considered five voting members, is the minimum attendance required for a meeting. Phone conference would be considered acceptable for meeting minimum attendance for motions when needed.
3. Motions will be moved by one voting member and carried by the majority of voting members present.
4. Draft minutes should not be made public until approved by CPARC at a subsequent meeting. Members that are a representative may share these draft minutes with their organization.
5. The agenda and package information including the draft minutes will be distributed by email to the members of CPARC at least two days prior to the next meeting.
6. Honorariums will be paid quarterly by submission to the administering municipality at \$100.00 per meeting/approved event and \$0.52/km mileage when applicable.

**Communication:**

The Chair will act as the spokesperson for the Committee, unless there is an alternative designate.

## Central Peace Medical Services Corporation

As established in the Memorandum of Association – Central Peace Medical Services Corporation

### **Purpose:**

To provide governance and administer the affairs of the Central Peace Medical Services Corporation made up of the following Central Peace Region municipalities: Saddle Hills County; MD of Spirit River No. 133; Town of Spirit River; Village of Rycroft; and Birch Hills County.

### **Committee Structure:**

#### Voting members:

One Director from each member municipality.

Each Municipality, through its Council, will appoint one Director to the Board as well as one Alternate Director to serve as a director in the absence of the Director (see Article 3 of Association for exclusions). A Council shall be at liberty to appoint a member of Council or a person-at-large in the community as a Director.

#### Administrative resources:

N/A

### **Quorum:**

Simple majority present at the meeting shall constitute a quorum.

### **Term:**

Up to four (4) years for each member, but may be reappointed at the discretion of the Council appointing the Director.

### **Authority:**

As established in the Memorandum of Association – Central Peace Medical Services Corporation.

### **Meeting Schedule:**

The Directors will meet at least once every three (3) months; all Board meetings shall be open to public and shall be preceded by public notice.

### **General Responsibilities:**

The Board of Directors shall administer affairs of the company in all things and make or cause to be made for the Company, in its name, any kind of contract which the Company may lawfully enter into and, save as hereinafter provided, generally may exercise all other powers and do all other acts and things as the Company is by its Memorandum of Association, the Companies Act or otherwise authorized to exercise and do. The powers and authority granted to the Board of Directors shall be subject to any limitations and directions imposed by the Members.

**Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

N/A

# Central Peace Regional Emergency Management Committee (CP-REM)

Established by Bylaw 362-2019

## **Purpose:**

To establish and review plans relative to disaster and emergency response.

## **Committee Structure:**

### Voting members – Regional Committee:

Five members, one member of Council and one alternative from each member municipality:

- Saddle Hills County
- MD of Spirit River No. 133
- Town of Spirit River
- Village of Rycroft
- Birch Hills County

### Administrative resources:

- CAO/Director of Emergency Management of each respective member municipality.
- Deputy Director of Emergency Management of each respective member municipality.

Saddle Hills Emergency Management Committee (SOLE declaration responsibility for incidents within Saddle Hills County):

- Reeve
- Deputy Reeve

Chair will be selected among the appointed council members.

## **Quorum:**

Four appointed members must be present for the Regional Committee.

## **Term:**

All members of the Committee will hold office for a one-year period, with members being appointed at the Organizational Meeting 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 Committee is an advisory committee, the members report and make recommendations to their respective Councils relative to the Regional Emergency Plan.

## **Meeting Schedule:**

Meetings to be held a minimum once per year.

**General Responsibilities:**

To review the Regional Emergency Plan and related plans and programs to advise Council on the status of the Regional Emergency Plan.

**Responsible for review of the following Bylaws/Documents:**

Regional Emergency Plan and related plans (Mutual Aid Plans, etc.)

**Approved External Activities:**

Annual Disaster Forum

# Central Peace Regional Water System Collaboration Committee

Established by Intermunicipal Agreement (June 09, 2021)

The Collaboration Committee (CC) has been established to guide the initial exploration of governance and operational models for the proposed Central Peace Regional Water System.

These Terms of Reference are intended to provide pragmatic guidelines for the Committee and to assist it in providing advice and recommendations to their respective Councils.

However, these Terms of Reference are not exhaustive, and the Committee may encounter circumstances not covered in this document. In these instances, the Committee members are encouraged to use their best judgment as to how best to address such circumstances.

### **Purpose:**

The CC is a forum for its members to be explore, brainstorm, provide insights, and generally engage with each other and the MNP consultant team (the “Consultants”) around the potential governance and operating structure of the Regional Water System and the implications of those structures.

Furthermore, the CC members are expected to regularly communicate to their respective Councils on material matters relating to the Central Peace Regional Water System, including items that require the decision-making authority of Council as a whole.

### **Committee Structure:**

The CC shall consist of voluntary members who are appointed by Council for a renewable term of up to nine (9) months or until such a time as long-term project governance and operational structure are established, potentially rendering the CC redundant. A majority of membership and at least one representative from each participating municipality shall constitute a quorum.

The CC will consist of the following representatives:

- Two (2) Councilors from each Municipality.
- One (1) member of Administration from each Municipality.

As of October 2021, membership shall be as follows:

	Member #1	Member #2	Member #3
Saddle Hills County	Alvin Hubert, Reeve	Don Hoffart, Councillor	Cary Merritt, CAO
Town of Spirit River	James Thomas, Councillor	Brenda Stanich, Councillor	Greg Gayton, Interim CAO

Village of Rycroft	Brian Markovich, Councillor	Joanne Chelick, Councillor	Peter Thomas, CAO
M.D. Spirit River	Nick van Rootselaar, Deputy Reeve	Stan Bzowy, Councillor	Dan Dibbelt, CAO
Birch Hills County	Gerald Manzulenko, Reeve	TBD	Larry Davidson, CAO

**Selection Criteria:**

Should membership require change, selection criteria for new members will include: willingness and ability to commit to the estimated time-line plus potential additional terms; commitment and interest in the future of the G5 Region, with said interest informed by balanced local and regional perspectives; skills and experience related to the identified project area (if possible); open and active communication skills and the ability to respectfully consider differences of opinions within the group in order to work constructively towards positive outcomes; and ability to “think outside the silo” and respect and represent interests that may not be in alignment with the members personal perspective.

**Appointment:**

Members will be formally appointed by their respective Councils for the duration of the term described herein. If the project is not complete at the end of the term, members may be re-appointed for an additional term at the discretion of Council

**Meeting Requirements:**

Each formal meeting of the CC is expected to take approximately 2-3 hours. Meetings will be held only when necessary and will be scheduled in respect to members’ time and availability as best as possible.

**Role of the Collaboration Committee, Municipal Councils, and the Consultants:**

The CC has been established to provide the participating Municipalities with an opportunity to have their interests represented effectively and efficiently during the Regional Water System design process. The CC will share opinions and perspectives and offer collective advice and/or recommendations to their respective Councils. The CC will encourage an open, transparent and respectful process for the Municipalities.

Decision-making authority on any key elements of the Regional Water System remains with the Councils of each municipality. Councils are expected to carefully consider key input received from the CC when tasked with making decisions and to value the agreed upon process and roles and responsibilities as set out in these Terms of Reference.

The Consultants will work directly with the CC and obtain its feedback at different stages in the process of designing the governance and operating model for the Regional Water System. The Consultants have no direct say in any recommendations to Council or the decision-making process.

Once the governance and operating models are established and an implementation plan is in place, the CC may continue to stand in order to support subsequent project phases. In this instance, the roles and responsibilities described herein may benefit from review and revalidation.

**Duties of the Collaboration Committee:**

- The CC will be required to hold meetings to discuss proposed governance, operating and financial components of Regional Water System;
- The CC will be required to review materials and draft documents prior to CC meetings;
- The CC will be subject to the Freedom of Information and Protection of Privacy Act (FOIP) and policies;
- The CC will be required to recognize that some information shared in the course of this project may be sensitive and when used outside of the CC meetings may jeopardize the integrity of the project's results;
- The CC members are expected to be project ambassadors and encourage awareness of the project and opportunities for community contributions to the project;
- The CC will provide advice and recommendations to their respective Councils as appropriate and, wherever possible, aligned with the consensus.

**Committee Governance:**

The Reeve of Saddle Hills County shall sit as the interim Chair at the initial meeting. At the first meeting, the CC will select a Chair and a Vice-Chair from its membership. The Chair shall provide leadership to the CC, ensure that it carries out its mandate, and that meetings are held effectively and respectfully.

**Meeting Minutes:**

A written summary of the discussion and comments from each CC meeting will be prepared by the Consultant with assistance from appropriate committee members. In the event of a meeting where the Consultant is not present, a member will be identified to take notes and circulate a summary after the meeting to all CC members.

The summaries will describe highlights of the meeting, areas of agreement and disagreement, as well as recommendations. Meeting summaries will be regularly circulated to the CC and made available to other stakeholders as required.

**Public Participation:**

CC meetings are not generally open to the public. Where appropriate, public members may appear as a delegation before the Committee. Delegations shall be for a maximum of 10 minutes. Those wishing to appear as a delegation at a Committee meeting must so advise the staff liaison a minimum of five (5) working days prior to the meeting.



# Central Peace Regional Waste Management Commission

Established by Order in Council 152/2001 (April 25, 2001)

## **Purpose:**

To provide governance for solid waste management services.

## **Committee Structure:**

### Voting members:

Four members, one member of Council from each member municipality:

- Saddle Hills County
- MD of Spirit River No. 133
- Town of Spirit River
- Village of Rycroft
- Birch Hills County

The Chair and Vice-Chair shall be elected at the annual Organizational Meeting by the members of the Commission.

### Administrative resources:

- CAO or designate

## **Quorum:**

Three Commission members must be present.

## **Term:**

All members of the Committee will hold office for a one year period, with members being appointed at their respective 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 Committee is authorized to provide solid waste management services.

## **Meeting Schedule:**

Meetings to be held at least two times per year.

## **General Responsibilities:**

The Commission will formulate programs, policies, procedures, rules and regulations concerning all aspects of the affairs of the Commission in accordance with its establishment Regulation.

## **Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

Alberta Recycling Conference

## Grande Spirit Foundation

Established by Ministerial Order No. H: 091/94 (Effective November 1, 1994)

### **Purpose:**

The Grande Spirit Foundation was formed in 1960 with the commitment to housing and caring for area Seniors Citizens. The Foundation provides a variety of housing services today (seniors', affordable, etc...).

### **Committee Structure:**

#### Voting members:

The Board of Directors are appointed annually from the Member Municipalities:

- County of Grande Prairie
- City of Grande Prairie
- County of Saddle Hills
- Town of Spirit River
- MD of Spirit River
- Town of Sexsmith
- Village of Rycroft
- Town of Wembley
- Village of Hythe
- MD of Greenview
- County of Birch Hills
- Town of Beaverlodge

#### Administrative resources:

N/A

### **Quorum:**

Simple majority present at the meeting shall constitute a quorum.

### **Term:**

All members of the Board hold office for a one-year period, with members being appointed at the Organizational Meeting 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 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.

### **Meeting Schedule:**

As specified in the Board's governing documents.

**General Responsibilities:**

The Board is established as a management body with respect to the operation and administration of housing accommodation as per the Ministerial Order. Each member of the board is entitled to deal with all matters arising from the policies, programs, and operation and administration, of the management body, except where otherwise provided under the Act or its Regulations.

**Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

N/A

## Industry Liaison Committee

Established by Bylaw 311-2017

### **Purpose:**

To create a forum for discussion between the County and industry representatives.

### **Committee Structure:**

#### Voting members:

- Three members of Council

Council will annually appoint a Chair at the Organizational Meeting.

#### Administrative resources:

- CAO or designate

### **Quorum:**

Simple majority present at the meeting shall constitute a quorum.

### **Term:**

All members of the Committee will hold office for a one-year period, with members being appointed at the Organizational Meeting 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 Committee is an advisory committee in nature, reports directly to Council and makes recommendations to Council.

### **Meeting Schedule:**

Meetings to be held a minimum of once per year.

### **General Responsibilities:**

To liaise with oil and gas industry.

### **Responsible for review of the following Bylaws/Documents:**

N/A

### **Approved External Activities:**

N/A

## Intermunicipal Collaboration and Planning Committee (ICPC)

Established by ICF Bylaws: 349-2019 (County of Grande Prairie); 358-2019 (MD of Spirit River No. 133); 359-2019 (Clear Hills County); 361-2019 (MD of Fairview); and 360-2019 (Birch Hills County)

Established by IDP Bylaws 357-2019 (MD of Spirit River No. 133) and 366-2019 (Birch Hills County)

### **Constitution:**

The Intermunicipal Collaboration and Planning Committee (ICPC) between two member municipalities will be constituted as follows:

- The ICPC will fulfill the role of the “Intermunicipal Collaboration Committee” as defined in the *Intermunicipal Collaboration Framework (ICF)* agreed to between the two member municipalities; and
- The ICPC will fulfill the role of the “Intermunicipal Committee” as defined by the *Intermunicipal Development Plan (IDP)* agreed to between the two member municipalities.

### **Purpose:**

To develop recommendations to the Councils of each party in an ICF and/or IDP on all matters of strategic direction and cooperation affecting the residents and ratepayers of both parties.

### **Committee Structure:**

#### Voting members:

- Two elected Council members from Saddle Hills County
- Two elected Council members from the other member municipality

Council may appoint an alternate member if a designated member is unable to attend.

#### Administrative resources:

- The CAOs of each member municipality (or a member of staff designated by the CAO of each respective municipality) are responsible for developing agendas, providing recommendations to the committee on all matters, and providing the recommendations of the committee to their respective Council.

### **Quorum:**

Quorum is four members, or alternates if the designated voting members are not able to attend.

### **Term:**

All voting members of the Committee will hold office for a term as designated by their respective Council.

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 the respective Council as soon as possible.

**Authority:**

The ICPC is an advisory committee which reports directly to the Councils of each member municipality and makes recommendations to each Council.

**Meeting Schedule:**

ICF Requirements:

The Committee must meet a least once during the Term of the Agreement of the ICF commencing no later than 180 days before its expiry date. The Committee may meet on an as required basis, upon request by either municipality. At least thirty (30) days’ notice is required between the request to meet and the meeting date. Meeting requests shall be directed to the CAO of the respective municipality.

IDP Requirements:

To fulfill the terms of the Intermunicipal Committee, the ICPC must meet a least once every five years to review the IDP.

**General Responsibilities:**

ICF Requirements:

Members of the ICPC shall:

- inform the other member municipalities about the goings on of their own municipality;
- develop strategies, initiatives, plans, and other tools for cooperation and development to recommend to the Councils of each member municipality; and
- recommend action to the Councils of each member municipality.

IDP Requirements:

The ICPC shall provide recommendations on matters including, but not limited to:

- long-term strategic growth plans, and their integration with the Intermunicipal Development Plan;
- intermunicipal transportation issues;
- land use and/or subdivision development proposals that may affect both municipalities; and
- any other intermunicipal or multi-jurisdictional issues facing the parties.

**Responsible for review of the following Bylaws/Documents:**

- The IDP agreed to by the two member municipalities.
- Any and all documents pertinent to the purpose and responsibilities of the ICPC.

**Approved External Activities:**

N/A

# Intermunicipal (G5) Economic Development Advisory Committee (IEDAC)

Established by Bylaw 365-2017

## **Purpose:**

To provide a forum for the G5 Member Municipalities to discuss potential and real economic development opportunities to benefit the G5 area including: Saddle Hills County, MD of Spirit River No. 133, Town of Spirit River, Village of Rycroft, and Birch Hills County.

## **Committee Structure:**

### Voting members:

- An elected official from each of the member municipalities and an alternate (5 voting members).

### Administrative resources:

- CAO of the member municipalities (5)
- Economic Development personnel from the member municipalities

The Committee shall annually appoint a Chair and Vice Chair at the first meeting following the annual Organizational Meetings of the member municipalities.

Saddle Hills County will be the “Managing Partner” and will develop agendas and maintain records of the meetings and correspondence as required and as directed by the CAO for Saddle Hills County.

## **Quorum:**

Representation from all five (5) municipalities with four (4) voting members present.

## **Term:**

All elected officials of the Committee will hold office for a term as designated by their respective Council.

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 Committee is established through Motion of Council of the member municipalities.

## **Meeting Schedule:**

Meetings to be held as required, no more than four times per year.

## **General Responsibilities:**

The Committee shall:

- provide information and reporting on Economic Development initiatives within the G5 to the member municipalities;
- ensure members report back to their respective Councils information about potential business and investment opportunities that economically benefit either directly or indirectly any or all G5 municipalities;



- provide recommendations to the G5 Councils in developing and updating a regional economic strategic plan;
- request decisions from their respective Councils for approval of items requiring ratification by the member municipalities; and
- ensure that correspondence regarding the committee initiatives is directed through the Chief Administrative Officers and the “Managing Partner”.

**Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

N/A

## Municipal Planning Commission (Subdivision and Development Authority)

Established by Bylaw 352-2019

### **Purpose:**

To establish a commission in accordance with the provisions of the Municipal Government Act.

### **Committee Structure:**

#### Voting members:

- Five members of Council

The Commission will annually appoint a Chair and Vice Chair at their first meeting following an annual Council Organizational Meeting.

#### Administrative resources:

- CAO or designate
- Development Officer

### **Quorum:**

A quorum of the Commission shall consist of any three appointed council members.

### **Term:**

All members of the Commission will hold office for a one year period, with members being appointed at the Organizational Meeting 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 MPC (Subdivision & Development Authority) has those powers and duties as set out in the MGA and any regulation thereunder, or any municipal planning documents established by Saddle Hills County. 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.

### **Meeting Schedule:**

Meetings to be held regularly and as required.

### **General Responsibilities:**

The MPC's functions is to serve as the Subdivisions and Development Authority pursuant to Part 17 of MGA; and make recommendations to Council with respect to achieving the orderly, economical, and beneficial development, use of land and pattern of settlement.

**Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

Community Planning Association of Alberta – Annual Planning Conference

## Peace Library System Board

Established under Alberta Libraries Act in 1986

### **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.

### **Meeting Schedule:**

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

### **General Responsibilities:**

To oversee regional library services, approve the annual budget and set policy.

### **Responsible for review of the following Bylaws/Documents:**

N/A

### **Approved External Activities:**

N/A

# Saddle Hills County Municipal Library Board

Established by Bylaw 175-2009

## **Purpose:**

To manage, regulate and control the municipal libraries; to provide quality materials and services, which fulfill the education, information, culture, and recreation needs of the communities it services.

## **Committee Structure:**

### Voting members:

- One member of Council
- Five members-at-large

The Board will annually appoint a Chair at their first meeting following an annual Council Organizational Meeting.

### Administrative resources:

N/A

## **Quorum:**

Simple majority present at the meeting shall constitute a quorum.

## **Term:**

The Board members may hold office for a one to three year period, with members being appointed at the Organizational Meeting 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 Board shall be authorized to exercise any and all duties, powers, and responsibilities permitted by the Alberta Libraries Act and applicable regulations.

## **Meeting Schedule:**

Meetings to be held quarterly.

## **General Responsibilities:**

The Board shall:

- determine and adopt written policies to govern the operation and programs of the community libraries including personnel policies, financial policies, and policies governing the use of the library buildings and the selection and use of library materials, supplies, and equipment;
- assist in the preparation of and seeking adequate financial support for annual operation;
- report to and cooperating with provincial government, Peace Library System and the community as a whole to support public awareness and relations; and

- develop long-range plans for the Board programs and working towards their achievement.

**Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

- Annual Alberta Library Conference
- Grande Prairie Regional Library Conference

# Strategic Planning Committee

Established by Bylaw 246-2015

**Purpose:**

To develop, prioritize, review and evaluate short and long term business, sustainability / strategic plans.

**Committee Structure:**

Voting members:

- All members of Council (Reeve is the Chair)

Administrative resources:

- CAO

**Quorum:**

Simple majority present at the meeting shall constitute a quorum.

**Term:**

N/A

**Authority:**

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

**Meeting Schedule:**

Meetings to take place up to twice a year.

**General Responsibilities:**

To review, evaluate, develop, prioritize and recommend short- and long-term planning initiatives and projects.

**Responsible for review of the following Bylaws/Documents:**

Strategic / Business Plan

**Approved External Activities:**

N/A

# Subdivision and Development Appeal Board

Established by Bylaw 290-2017

## **Purpose:**

To hear and make decisions relative to subdivision and development appeals.

## **Committee Structure:**

### Voting members:

- One member of Council and an alternate
- Four members-at-large and an alternate

### Administrative resources:

- SDAB Clerk

A Chair will be appointed by the Board as may be necessary per hearing. Council may appoint as many alternate members-at-large as Council considers appropriate; these members may be called upon by the Clerk to sit at a hearing in the absence of any other member.

## **Quorum:**

A quorum of the Board shall consist of simple majority present.

## **Term:**

All members of the Board will hold office for a two-year period, with members being appointed at the Organizational Meeting in October in uneven years.

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

## **Meeting Schedule:**

Meetings to be held as required.

## **General Responsibilities:**

The Board shall decide upon appeals referred to it by the Subdivision and Development Appeal Board Clerk in accordance with the roles and responsibilities as outlined in the Municipal Government Act, including an:

- appeal of a development permit decision issued by the development authority;
- appeal of a stop order issued by the development authority; and
- appeal of a notice of decision for subdivision issued by the subdivision approving authority.

## **Responsible for review of the following Bylaws/Documents:**

N/A



**Approved External Activities:**

Subdivision & Development Appeal Board Training (mandatory for all members and the Clerk)