2026-2027

Reference Summary
Boards & Committees

County of
Grande Prairie No. 1

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Internal

Agricultural Service Board

Established by Bylaw No. 3212

Purpose:

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

Committee Structure:

The Agricultural Service Board (ASB) shall consist of:

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

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

Member at Large Qualifications:

For consideration to be appointed, members-at-large must:

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

Administrative Resources:

Agricultural Fieldman

Quorum:

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

Term:

The term of office for all members-at-large shall be three years with staggered membership rotation to ensure continuity.

The initial members-at-large shall consist of:

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

Authority:

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

Supporting Documents:

Bylaw 3212 Agricultural Service Bylaw, Agricultural Service Board Act

Meeting Schedule:

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

Internal

Clairmont Municipal Policing Committee

Established by Bylaw No. 3273

Purpose:

The Committee shall:

- Oversee the administration of the Municipal Police Service Agreement.
- Represent the interests and concerns of the public and Council to the Detachment Commander.
- Assist in selection of the Detachment Commander.
- Carry out such duties as required by the Police Act or the Police Governance Regulation, as amended from time to time.

Committee Structure:

The Committee shall consist of:

- 7 Members, appointed by a resolution of Council, representing the County, as follows:
    - 2 members of Council
    - The Reeve (ex-officio as per County's Procedural Bylaw)
    - 4 Members of the public who are residents of the County, appointed by a
    - resolution of Council.
- 3 Members appointed by the Minister under the Police Act.

The following may attend the Committee meetings in a non-voting, advisory capacity:

- The Detachment Commander, or their designate.
- The County Manager, or their designate.

The Committee shall appoint a Chair and a Vice-Chair at the first meeting of the Committee following the Organizational Meeting each year, from amongst the members of the Committee.

Administrative Resources:

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

Quorum:

Quorum is constituted by a majority of the Members — 6 voting Members.

Term:

The term of office of a Member appointed to the Committee shall be 2 years.

Supporting Documents:

Bylaw 3273 Clairmont Municipal Policing Committee Bylaw.

Meeting Schedule:

Meetings shall be held a minimum of 4 times a year or as often as required to carry on the business of the Committee.

Internal

Council and Board Remuneration Review Committee

Established by Bylaw No. 3225

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 ensure ongoing transparency and accountability, the review should address, at a 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 Chair and Vice-Chair shall be a Member-at-Large and chosen from amongst the members who will serve for the duration of their respective terms.

The County Manager, or designate, must be present at all meetings and is a non-voting member.

Administrative Resources:

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

Legislative Services will provide administrative support, including:

- Agenda preparation and publishing
- Minute taking

Quorum:

Quorum shall be a majority of the voting membership of the Committee, however Members-at-Large shall not be outnumbered by Council members. Members may participate in person or by any other method that permits them to hear and participate in the meeting. One (1) member shall be the Chair or Vice-Chair.

Term:

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

Authority:

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

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

Meeting Schedule:

The Committee will meet as needed.

Internal

Council Internal Advocacy Committee

Established by Bylaw No. 3213

Purpose:

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

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

Committee Structure:

The committee shall be composed of:

- Three (3) Councillors

Quorum:

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

Term:

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

Administrative Resources:

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

Authority:

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

Supporting Documents:

Bylaw 3213 Council Internal Advocacy Committee.

Meeting Schedule:

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

Internal

County Recreation Advisory Boards

Established by Policy K17 - Recreation Advisory Boards

Purpose:

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

Committee Structure:

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

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

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

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

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

Administrative Resources:

Director, Recreation and Culture

Term:

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

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

Authority:

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

Supporting documents:

Policy K17 Recreation Advisory Boards.

Meeting Schedule:

Annually or as recommended by Council.

Internal

Crime Prevention Committee

Established by Bylaw No. 3199

Purpose:

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

Committee Structure:

The Committee will be comprised of:

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

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

Quorum:

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

Administrative Resources:

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

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

Authority:

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

Supporting Documents:

Bylaw 3199 Crime Prevention Committee Bylaw

Meeting Schedule:

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

Internal

Family and Community Support Services Board (FCSS)

Established by Bylaw No. 3211 – Family and Community Support Services Bylaw

Purpose:

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

Committee Structure:

The FCSS Board shall be composed of:

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

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

Administrative Resources:

Director, Family and Community Support Services

Quorum:

Five (5) Board members shall be considered quorum.

Term:

Annual

Authority:

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

Supporting Documents:

Bylaw 3211 - Family and Community Support Services Bylaw, Municipal Government Act, Procedural Bylaw, and 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 Chairperson (or the Vice-Chairperson in the Chairperson's absence).

Internal

Historic Resources Committee

Established by Resolution # CM20200309.013

Purpose:

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

Committee Structure:

Voting members to be appointed by Council

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

The Chair shall be appointed by the committee members.

Administrative Support:

Director, Planning and Development, one (1) Economic Development personnel and one (1) Recreation and Culture personnel.

Quorum:

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

Term:

The term of office for members is two (2) years, to be appointed at the County of Grande Prairie's annual Organizational Meeting or as required when a vacancy becomes available.

Authority:

The Committee is responsible to:

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

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

Supporting Documents:

Terms of Reference approved August 10, 2020.

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

Budget:

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

Compensation:

Compensation for voting members will be in accordance with the County's Policy F10 - Council and Board Member Honoraria & Expense Reimbursement.

Meeting Schedule:

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

Internal

Hythe Net Co.

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

Purpose:

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

Committee Structure:

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

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

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

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

Term:

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

Authority:

Quorum:

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

Meeting Schedule:

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

Internal

Municipal Library Board

Established by Bylaw No. 3228 - County of Grande Prairie Library Board

Purpose:

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

Committee Structure:

The Municipal Library Board shall be composed of:

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

The members of the Board shall elect a 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:

- Chairperson one (1) year
- Members at large three (3) years

Authority:

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

Supporting Documents:

Bylaw #3228 County of Grande Prairie Board Bylaw, Libraries Act, Alberta Libraries Regulation

Meeting Schedule:

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

Internal

Municipal Planning Commission

Established by Bylaw No. 3223

Purpose:

The role of the Municipal Planning Commission (MPC) is to make decisions with respect to applications for a development permit in those classes of applications specified in any Land Use Bylaw and make decisions with respect to all subdivision applications specified in the Subdivision Authority Bylaw.

Committee Structure:

The Commission shall be comprised 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 (1) of themselves as Chair and one (1) of themselves as Vice-Chair.

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. If unable to attend in-person, the Secretary shall appoint a designate to attend a meeting or hearing and fulfill the role of Secretary.

Quorum:

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

Term:

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

Authority:

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

Supporting Documents:

Bylaw 3223 – Municipal Planning Commission and Bylaw 3222 – Subdivision Authority Bylaw, 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 Chair.

Internal

Teepee Creek Firehall Building Project Committee

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

Purpose:

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

Committee Structure:

The Teepee Creek Firehall Building Project Committee is comprised of:

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

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

Administrative Support:

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

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

Quorum:

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

Authority:

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

Meeting Schedule:

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

Supporting Documents:

Bylaw 3205 - County Owned Facilities Building Committee Bylaw

Internal

Water and Wastewater Committee

Established by Bylaw No. 3202

Purpose:

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

Committee Structure:

The Water and Wastewater Committee is composed of:

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

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

Administrative Support:

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

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

Quorum:

Quorum at any regular meeting shall be three (3) members of Council. One (1) member shall be the Chairperson or Vice-Chairperson**.** The County Manager or designate must be present at all meetings and is a non-voting member.

Authority:

The Committee has the following authority:

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

Meeting Schedule:

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

Supporting Documents:

Bylaw 3202 - Water and Wastewater Committee Bylaw

Internal

Weed and Pest Appeal Committee

Established by Bylaw No. 3146

Purpose:

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

Committee Structure:

The Weed and Pest Appeal Committee is composed of:

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

The 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

City of Grande Prairie Library Board

Established by Resolution # CM20220307.045

Purpose:

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

Committee Structure:

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

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

Quorum:

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

Term:

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

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

Authority:

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

Supporting Documents:

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

Meeting Schedule:

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

Intermunicipal or Regional

Grande Prairie Regional Emergency Management Committee

Established by Bylaw No. 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
- Provide guidance and direction to the Agency

The City of Grande Prairie and the County of Grande Prairie No.1 have veto power over budget decisions as their cost is the most substantial.

Supporting Documents:

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

Meeting Schedule:

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

Intermunicipal or Regional

Grande Prairie Regional Recreation Committee (GPRRC)

Established by Resolution #CM20161017.1045

Purpose:

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

Committee Structure:

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

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

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

Sub Committees:

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

Administrative Resources:

Regional Recreation Coordinator

Quorum:

Quorum shall consist of a minimum representation of three (3) of the four (4) member municipalities.

Term:

Members will be appointed annually at the Organizational Meeting.

Authority:

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

Supporting Documents:

Terms of Reference (approved December 4, 2024) Municipal Government Act and Intermunicipal Collaboration Framework

Meeting Schedule:

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

Intermunicipal or Regional

Intermunicipal Collaboration Framework Committee (ICF)

In accordance with the Municipal Government Act

Purpose:

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

Committee Structure:

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

Administrative Resources:

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

Quorum:

Not applicable.

Term:

Not applicable.

Authority:

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

Supporting Documents:

Intermunicipal Collaboration Framework Agreements, Municipal Government Act

Meeting Schedule:

As needed by giving at least 30 days' notice.

Intermunicipal or Regional

Intermunicipal Subdivision and Development Appeal Board

Established by Bylaw No. 3221

Purpose:

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

Committee Structure:

The ISDAB shall consist of:

- Up to five (5) Members at Large, from the Participating Municipalities, appointed by resolution of the Council for the County.
- Additional Members may be appointed by resolution of the Council for the County to fill a vacancy on the Board caused by an absence, retirement or resignation of a Member, to allow the Board to continue to conduct business to ensure quorum requirements are fulfilled.

The Members shall elect from among themselves a Chair to preside over the hearing before the commencement of an ISDAB hearing.

Administrative Resources:

The County Manager for the County shall designate one (1) 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 and in a manner that the expiry dates of their appointments are staggered.

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 3221 - Intermunicipal Subdivision and Development Appeal Board (ISDAB)
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

Interprovincial Committee of Municipalities

Established by the Interprovincial Committee Terms of Reference

Purpose:

The Interprovincial Committee of Municipalities aims to foster collaboration and share innovative ideas among municipalities in Alberta and British Columbia. By working together, the committee seeks to lobby for mutual interests that benefit communities and businesses on both sides of the border.

Our goal is to enhance the quality of life for residents and support economic growth by addressing common challenges, advocating for shared priorities, and promoting sustainable development. Through this partnership, we strive to serve the people effectively, ensure that their voices are heard in regional and national discussions, and create opportunities for business interests to thrive.

Committee Structure:

Voting Members:

Two elected members from each participating municipality, including the Chief Elected Officials:

- Peace River Regional District
- County of Grande Prairie
- Saddle Hills County
- Clear Hills County
- County of Northern Lights
- MD of Greenview No. 17

Administrative Resources:

To support the objectives, the Committee will prepare proposals for their respective Council's consideration to allocate dedicated resources.

The hosting municipality will provide administrative support for the meetings.

Economic Development teams from each participating municipality will serve as resources and may supplement the Committee's activities, under the direction of their respective CAOs.

Quorum and Attendance:

A minimum of two (2) elected officials and one member of staff from each member municipality are required.

Term:

There is no specified term. That said, the committee will conduct annual review of its purpose and results to ensure alignment with the evolving needs of the municipalities and their residents. These reviews will help assess the effectiveness of the committee's initiatives and provide insights for continuous improvement. The review shall be included as an item on the agenda once per year.

Authority:

The committee's recommendations are advisory in nature and are intended to guide the decision-making processes of the member municipalities. The committee does not have the authority to make binding decisions on behalf of the municipalities.

Administrative Resources:

Chief Administrative Officers or designates and supporting personnel as required. The host municipality shall be responsible for preparing the agenda, gathering related materials, and taking minutes of the meeting. The draft meeting minutes shall include an action list derived from the meeting, detailing the decisions made and the members responsible for actioning assigned tasks. The draft minutes shall be circulated to the members within a maximum of ten working days following the meeting. The host municipality is responsible for sending invitations to the meetings to the Members of Legislative Assembly (MLA) and Members of Parliament (MP) on both sides of the border. The host municipality is also responsible for sending invitations to other individuals and agencies as may be desired from time to time.

Supporting Documents:

Term of Reference as approved by the participating municipalities.

Meeting Schedule:

The meetings may take place twice per year. The member municipalities shall rotate hosting the meetings.

Intermunicipal or Regional

Invest NW Committee

Participation Established by Resolution #CM20241112.017

Purpose:

The Purpose is to identify and pursue issues of economic competitiveness of the Grande Prairie Region while addressing these with one voice.

The Committee will:

- identify barriers that are impeding regional economic competitiveness;
- identify activities and establish work plans to remove or minimize these barriers;
- identify and recommend annual regional priorities at the provincial level to respective councils;
- explore and make recommendations regarding establishing a separate Invest NW entity with vision of advancing regional priorities and combating regional economic competitiveness barriers with one voice today and into the future.

Committee Structure:

Voting Members:

Two elected members from each participating municipality, including the Chief Elected Officials:

- Municipal District of Greenview
- City of Grande Prairie
- County of Grande Prairie No. 1

For continuity purpose, there will be no alternate members.

Chair will be determined by the Committee, rotating on a yearly basis amongst municipalities.

Non-voting Members:

Chief Administrative Officers (CAO) or designates from each participating municipality.

Administrative Resources:

To support the objectives, the Committee will prepare proposals for their respective Council's consideration to allocate dedicated resources.

The hosting municipality will provide administrative support for the meetings.

Economic Development teams from each participating municipality will serve as resources and may supplement the Committee's activities, under the direction of their respective CAOs.

Quorum and Attendance:

One elected member from each municipality, and all CAOs or designates will form quorum.

While meeting in-person is the preferred method, virtual attendance is permitted.

Term:

The Committee's term shall continue until mutually abolished or transitioned to a separate entity.

Authority:

The Committee functions in an advisory capacity, with members required to seek approval from their respective Councils. The Committee has decision-making authority within the scope of pre-approved activities and budgets.

Financial Resourcing:

Each participating municipality is responsible for all honorariums and costs associated with their members' participation in Committee-related events, conferences, meetings, etc.

All other Committee activities shall be equally shared between the participating municipalities, subject to prior approval from their respective municipalities.

Supporting Documents:

Term of Reference as approved by the participating municipalities.

Meeting Schedule:

At a minimum, the committee shall meet quarterly, or as required to fulfill its purpose.

To be updated when guiding documents becomes available.

Intermunicipal or Regional

Local and Composite (Joint) Assessment Review Board

Established by Bylaw No. 3220

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

Purpose:

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

Committee Structure:

The Joint Assessment Review Boards shall consist of:

- Up to eight (8) Members, from the participating municipalities, appointed by resolution of the Council for the County at its annual Organizational Meeting.
- 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, as the Council for the County sees fit to fill a vacancy on the Board caused by an absence, retirement or resignation of a Member, to allow the Joint Assessment Review Boards to continue to conduct business to ensure quorum requirements are fulfilled.

The Chair of the Joint Local 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.

The Members shall elect from among themselves a Presiding Officer to preside over the hearing before the commencement of a Joint Local Assessment Review Board hearing.

The Presiding Officer of the Joint Composite Assessment Review Board shall be the Provincial Member assigned by the Province for each hearing.

Administrative Resources:

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

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

Quorum:

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

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

Term:

Members shall be appointed for a four-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 3220 - Joint Assessment Review Boards Bylaw

Municipal Government Act

Policy F10 – Council and Board Member Honoraria & Expense Reimbursement

Meeting Schedule:

Hearings are scheduled in accordance with Municipal Government Act guidelines.

Intermunicipal or Regional

West Grande Prairie County Solid Waste Authority

Established by Bylaw No. 3196

Purpose:

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

Committee Structure:

The Authority shall consist of:

I. Four (4) representatives from the County of Grande Prairie;
II. One (1) representative from the Town of Wembley;
III. One (1) representative from the Town of Beaverlodge;
IV. One (1) representative from the Town of Sexsmith; and
V. One member of the public who resides within a five-mile radius of the landfill site, appointed by the County of Grande Prairie No. 1.

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

The 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 (5) of the members of the Authority constitute a quorum and those members may be representatives from any of the participating municipalities.

Authority:

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

Supporting Documents:

Bylaw 3196, West Grande Prairie County Solid Waste Authority - Authority Agreement, Municipal Government Act.

Meeting Schedule:

Meetings of the authority shall be held not less than twice per year (including the annual meeting), for the Officers of the Authority to present progress reports on the operation of the regional waste system to the Authority. Additional meetings may be called as deemed necessary by the 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 (1) voting member and one (1) alternate voting member.

Administrative Resources:

Not applicable.

Term:

Term of continuing nature until revoked or replaced.

Authority:

Municipal Government Act, Business Corporations Act

Supporting Documents:

Master Agreement, Unanimous Shareholder Agreement

Meeting Schedule:

As needed.

External – Core / Decision Making

Community Futures of Grande Prairie and Region

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

Purpose:

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

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

Committee Structure:

Board of Directors

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

The Community Futures Grande Prairie & Region Board of Directors shall consist of one appointed representative from each of the following six (6) participating municipalities:

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

The remaining up to six (6) seats shall be sought by a nomination Committee of the Board, with preference being given to those with Chamber involvement, business and/or economic development experience.

Quorum:

50% plus one

Term:

Annual terms to a maximum of nine (9) consecutive years

Authority:

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

Supporting Documents:

Bylaws, The Societies Act

Meeting Schedule:

- 10 regular Board meetings per year
- Annual General Meeting in November

External – Core / Decision Making

Grande Prairie Regional Agricultural and Exhibition Society

Established by the Agricultural Societies Act

Purpose:

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

Committee Structure:

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

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

Administrative Resources:

Not applicable.

Quorum:

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

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

Term:

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

Authority:

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

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

Supporting Documents:

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

Meeting Schedule:

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

External – Core / Decision Making
Grande Spirit Foundation

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

Purpose:

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

Committee Structure:

Voting Members:

Board of Directors: 11 municipalities and one (1) General Manager

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

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

Administrative Resources:

Not applicable.

Quorum:

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

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

Term:

Annual; members of the Board may hold consecutive terms.

Authority:

The Board is an independent governing body from the County, with one appointee from the County. The Board is governed by Alberta Housing Act, and Management Body

Operations and Administration Regulation, Social Housing Accommodation Regulation, and Housing Accommodation Tenancies Regulation.

Supporting Documents:

Bylaws, Alberta Housing Act

Meeting Schedule:

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

The first meeting of each calendar year shall be designated as the Annual meeting.

Special meetings of the Management Body shall be called whenever the Chair considers it expedient to do so, or if the Chair has received written request to do so from a majority of the Management Body Board members.

External – Core / Decision Making

Hythe & District Pioneer Homes Advisory Committee

Established by Ministerial Order H:006/2021

Purpose:

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

Committee Structure:

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

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

Term:

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

Members of the board may hold up to two (2) consecutive terms of office.

The Chair, Vice-Chair and any officers of the board shall be appointed from among the board members in the manner the board determines appropriate.

Supporting Documents:

Societies Act, Terms of Reference.

Meeting Schedule:

The board shall meet when necessary.

External – Core / Decision Making

La Glace Regional Recreation Centre Building Committee

Participation Established by Resolution #CM20240226.003

Purpose:

An external Committee facilitated by the La Glace & District Ag. Society to oversee the construction and budget of the current build phase of the La Glace Recreation Centre in accordance with Policy K16 – Funding of Major Community Projects.

Committee Structure:

Members of the Ag. Society Building Committee;

An engineer;

A contractor;

A Project Manager;

Three (3) Councillors; and

Two (2) County Administrative Staff

Term:

Until the building is complete and ready for occupation.

Meeting Schedule:

Every second Wednesday

External – Core / Decision Making

Peace Library System Board

Known as "The Peace Library Board"

Established under Alberta Libraries Act

Purpose:

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

Committee Structure:

Voting members:

Peace Library System is part of a province-wide network of seven (7) regional and two (2) urban systems. The seven (7) regional systems were created by legal agreements between cooperating municipalities. Thirty-nine (39) municipalities are currently participating and have a representative on the Board. The intent is to enhance local library services and to cooperate and assist in resource sharing among all libraries in Alberta. Each member municipality appoints a member and an alternate.

Administrative Resources:

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 (1) year period, with members being appointed at municipal Organizational Meetings in October each year.

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

Authority:

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

Supporting Documents:

Alberta Libraries Act, Memorandum of Agreement for Library Board Services

Meeting Schedule:

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

External – Core / Decision Making

River of Death and Discovery Dinosaur Museum Society

Established by the Societies Act

Purpose:

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

Committee Structure:

Composition of the Board shall consist of:

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

Administrative Resources:

N/A

Quorum:

A quorum for the transaction of business at any meeting of members shall be 15 Members.

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

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

Term:

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

Authority:

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

Supporting Documents:

Bylaws, Societies Act, Provincial Act, and Business Corporations Act of Alberta

Meeting Schedule:

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

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

A special General Meeting may be called at any time

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

External – Core / Advocacy

Beaverlodge Family Community Support Services (FCSS) Advisory Committee

Purpose:

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

Committee Structure:

The Committee should consist of

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

Administrative Resources:

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

Quorum:

N/A

Term:

Annual

Authority:

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

Supporting Documents:

Terms of Reference

Meeting Schedule:

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

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

External – Core / Advocacy

Grande Prairie Ski Club (NiteHawk)

Purpose:

To provide a quality recreation experience for people of all ages

Committee Structure:

Board of Directors – twelve (12) members

Administrative Resources:

Not applicable.

Quorum:

Any five (5) members shall constitute a quorum.

Term:

Two (2) years for a maximum of three (3) consecutive terms.

Authority:

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

Supporting Documents:

Bylaws, The Society Act

Meeting Schedule:

Monthly

External – Core / Advocacy

Maskwa Medical Center

Resolution # CM20250922.035

Maskwa Medical Center Construction Committee

Resolution # CM20260413.034

Purpose:

Maskwa is an innovative, Alberta based, not-for-profit registered charity committed to accelerating the process and improving access to medical specialists and services for the people of the Peace Region.

Committee Structure:

Maskwa Medical Center

- Board of Directors consists of 17 members
- The Reeve and Deputy Reeve will be the point of contact.

Maskwa Medical Centre Construction Committee

- Each participating municipality will appoint 1 or 2 Councillors to the Committee.

Administrative Resources:

Not applicable.

Quorum:

Not applicable.

Authority:

Not applicable.

Supporting Documents:

Not applicable.

Meeting Schedule:

Not applicable.

External – Core / Advocacy

Northern Medical Program Community Advisory Committee

Resolution # CM20260810.025

Purpose:

Committee Structure:

Administrative Resources:

Quorum:

Authority:

Supporting Documents:

Meeting Schedule:

External – Core / Advocacy

Peace Regional Economic Development Alliance (PREDA)

Established by The Companies Act of Alberta, October 2000

Purpose:

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

Committee Structure:

Board of eighteen (18) Directors

Quorum:

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

Term:

2 years

Authority:

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

Supporting Documents:

Articles of Association

Meeting Schedule:

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

External – Core / Advocacy

PREDA Northern Transportation Advocacy Bureau

Established by Resolution No. #OM20141103.1006

Purpose:

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

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

Committee Structure:

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

Administrative Resources:

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

Quorum:

Quorum shall be six (6) members.

Term:

Annual

Authority:

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

Supporting Documents:

Terms of Reference

Meeting Schedule:

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

External – Core / Advocacy

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

Purpose:

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

Committee Structure:

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

The Board shall consist of:

1. the Municipal Directors appointed pursuant to Article 25 (Each Municipal Member shall appoint:

   a) one (1) elected member of council to the Board; and

   b) one (1) elected member of council as a temporary substitute in the event the

   Municipal Director appointed under clause (a) is unavailable to act). And
2. the Producer Directors elected pursuant to Article 34 (The Members shall, by ordinary resolution at each Annual General Meeting at which an election of Producer Directors is required, elect nine (9) Producer Directors to hold office for a period of three (3) years).

Quorum:

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

Term:

The term of office of a Municipal Director shall:

a) commence immediately on the Municipal Director being appointed; and

b) expire immediately on the office of a Municipal Director being vacated.

Meeting Schedule:

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

External – Core / Advocacy

South Peace Professional Attraction and Retention Committee (SPPARC)

Established by Motion 04-301-12

Purpose:

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

Committee Structure:

The committee will consist of the following members:

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

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

- Chair
- Vice-Chair
- Secretary
- Treasurer

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

Administrative Resources:

Administrative support will be provided by one member municipality.

Quorum:

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

Term:

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

Authority:

The committee's mandate shall include:

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

Supporting Documents:

Terms of Reference (amended and approved 2022).

Meeting Schedule:

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

External – Core / Advocacy

Water North Coalition (WNC)

Purpose:

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

Committee Structure:

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

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

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

The WNC elects a Chair to conduct the meetings and a Vice Chair as an alternate.

Term:

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

Authority:

To make decisions for Water Coalition North initiatives.

Supporting Documents:

Terms of Reference

Meeting Schedule:

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

External – Core / Advocacy

Wembley Health & Wellness Society

Purpose:

To oversee the strategic direction, financial management, and operational effectiveness of the society, ensuring alignment with its mission to provide health and wellness services.

Committee Structure:

The Board of Directors shall consist of up to seven (7) members, appointed or elected as follows:

- Two (2) representatives from the Town of Wembley
- One (1) representative from the County of Grande Prairie
- Four (4) community members-at-large, residing in the Town of Wembley or County of Grande Prairie.

Term:

- Executive positions (Chair, Vice Chair, Treasurer, Secretary) shall be elected for a term of two (2) years, with eligibility to serve up to two consecutive terms.
- Member-at-Large positions shall initially be elected for a one (1) year term. Subsequent terms shall be for two (2) years, with eligibility for re-election. Municipal representatives shall be appointed by their respective councils or designated bodies.

Quorum

A quorum shall consist of a majority of current board members, including at least one municipal representative

Authority:

The Board of Directors shall have the authority to:

1. Govern the Organization: Establish and oversee the strategic direction, mission, and policies of the organization.
2. Financial Oversight: Approve annual budgets and financial statements. Authorize expenditures and financial commitments.
3. Personnel Oversight: Hire, evaluate, and, if necessary, terminate the Executive Director or equivalent senior staff.
4. Legal and Ethical Compliance: Ensure the organization complies with all applicable laws, regulations, and ethical standards.
5. Risk Management: Identify and mitigate organizational risks.

6. Amend Bylaws: Propose and vote on amendments to the bylaws.
7. Appoint Officers and Committees: Elect officers and establish committees as needed to carry out board functions.
8. Meetings: Call regular and special meetings of the board and members.

Supporting Documents:

Society Bylaw.

Meeting Schedule:

The Board shall meet at least quarterly, with additional meetings as needed. Special meetings may be called by the President or any two directors.

External – Optional

Alberta Rural Industrial Caucus (ARIC)

Purpose:

A Committee comprised of Rural Municipalities of Alberta (RMA) member municipalities, with similar, significant industrial bases and/or large non-residential assessment bases, that is established to identify items of mutual interest for the purposes of rural advocacy, strategies, and joint opportunities.

The Committee may identify advocacy strategies to be utilized by Counties, Municipal Districts, and Specialized Municipalities regarding issues, trends opportunities, and priorities related to industrial development and large assessment bases.

The Committee also serves as a forum for information sharing and advancing a unified rural voice regarding issues, trends, and opportunities pertaining to joint interests.

Committee Structure:

The Committee shall be comprised of the Mayor or Reeve of any RMA member municipality.

In the event a Mayor/Reeve is unable to attend, an alternate representative of Council a (typically the Deputy Mayor/Reeve) is requested to attend in their place.

Each member municipality will appoint the Mayor/Reeve to serve as its primary representative.

Each member municipality may be accompanied by its Chief Administrative Officer (CAO) and administrative staff.

Term:

Not applicable.

Terms of Reference or Other Supporting Documents:

Terms of reference.

Meeting Schedule:

The Committee shall endeavor to meet bimonthly, virtually between RMA conventions, with in-person meetings held corresponding with RMA Spring and Fall Conventions.

External – Optional

Canfor Grande Prairie Forest Management Advisory Committee (FMAC)

Purpose:

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

Committee Structure:

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

In addition to the above members, advisors from the following will assist the group:

Canfor, Government of Alberta, Tolko Industries, Norbord Inc. and others as identified by the FMAC.

Term:

Bi-annual

Terms of Reference or Other Supporting Documents:

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

Meeting Schedule:

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

External - Optional

Global Cellulose Fibres / Weyerhaeuser Environmental Advisory Committee

Purpose:

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

Meeting Schedule:

The committee meets quarterly.

External – Optional

Grande Prairie Regional Sport Connection

Purpose:

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

Committee Structure:

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

Administrative Resources:

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

Quorum:

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

Term:

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

Authority:

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

Supporting Documents:

Not applicable.

Meeting Schedule:

External - Optional

Grande Prairie Regional Tourism Association

May be referred to as GPRTAS or 'The Society'

Established under the Provincial Act

Purpose:

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

Committee Structure:

Voting Members:

Board of Directors

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

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

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

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

Administrative Resources:

Not applicable.

Quorum:

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

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

Term:

Members - annual

Board of Directors - Two (2) years

Supporting Documents:

Grande Prairie Regional Tourism Association Bylaws, The Society Act

Meeting Schedule:

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

External - Optional

Northern Alberta Elected Leaders

Purpose

The Northern Alberta Elected Leaders (NAEL) offers a venue for northwestern municipal leaders to gather and share current practices and seek opportunities to collaborate NAEL advocates for change on numerous issues of common interest in the northwest. NADC is the secretariat for the Northern Alberta Elected Leaders since the group's formation in 2004.

Committee Structure:

Members of the group are located within the constituencies of Peace River, Dunvegan-Central Peace-Notley, Grande Prairie-Wapiti, Grande Prairie-Smoky, West Yellowhead, and Lesser Slave Lake.

Administrative Resources:

Not applicable.

Quorum:

Not applicable.

Term:

Not applicable.

Supporting Documents:

Northern Alberta Elected Leaders (NAEL) Terms of Reference.

Meeting Schedule:

Not applicable.

External - Optional

Peace Airshed Zone Association (PAZA)

Purpose:

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

Supporting Documents:

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

Meeting Schedule:

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

External - Optional

South Peace Regional Archives

Purpose:

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

Committee Structure:

The Board consists of Directors to include the following:

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

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

Quorum:

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

Supporting Documents:

Society Bylaws

Meeting Schedule:

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

External - Optional

Spring Lake Ski Hill Association Board of Directors

Purpose:

The purpose of the Spring Lake Ski Hill Association is to manage and operate the Spring Lake Ski Hill.

Supporting Documents:

Meeting Schedule:

External - Optional

Wapiti Area Synergy Partnership

Purpose:

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

Committee Structure:

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

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

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

Authority:

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

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

Supporting Documents:

Terms of Reference

Meeting Schedule:

Monthly

Remaining External – Optional

Wembley & Sexsmith Seed Cleaning Plant

Wetland Centre at Evergreen Park Advisory Group

West Fraser Public Advisory Committee

Collapsed or Disbanded

Board or Committee	Status
Clairmont Detachment Building Committee	Disbanded as the Committee is no longer able to fulfill its mandate
Mountview Health Complex	Dissolution of the Committee
Staff Accommodation Needs Analysis Committee	Disbanded as the Committee has filled its mandate
Vital Signs Leadership Committee	Inactive
Wapiti Corridor Recreation & Trail Management Plan Advisory Committee	Disbanded as the Committee has filled its mandate

Summary of Decision Makers

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

Intermunicipal or Regional			
Name	**Councillor**	**Administration**	**Public**
City of Grande Prairie Library Board	✓		✓
Grande Prairie Regional Emergency Management Committee	✓	✓	
Grande Prairie Regional Recreation Committee (GPRRC)	✓		✓
Intermunicipal Collaboration Framework Committee (ICF)	✓		
Intermunicipal Subdivision and Development Appeal Board			✓
Local and Composite (Joint) Assessment Review Board	✓		✓
Mountview Health Complex Committee	✓		
Invest NW Committee	✓		✓
Wapiti Corridor Recreation & Trail Management Plan Advisory Committee	✓	✓	
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	✓		
Hythe & District Pioneer Homes Advisory Committee	✓		
La Glace Regional Recreation Centre Building Committee	✓	✓	✓
Peace Library System Board	✓		
River of Death and Discovery Dinosaur Museum Society	✓		✓

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

External - Optional			
Name	**Councillor**	**Administration**	**Public**
Alberta Rural Industrial Caucus (ARIC)	✓	✓	
Canfor Grande Prairie Forest Management Advisory Committee	✓		
Global Cellulose Fibres/ Weyerhaeuser Environmental Advisory Committee	✓		
Grande Prairie Regional Tourism Association	✓		
Grande Prairie Sport Connection	✓		✓
Peace Airshed Zone Association (PAZA)	✓		
South Peace Regional Archives	✓		✓
Spring Lake Ski Hill Association Board of Directors	✓		✓

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