



Saddle Hills County
Council Committee
Terms of Reference

Approved September 26, 2017

Next Review Date – August 28, 2018
(Regular Council Meeting)

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Governance & Leadership

AUDIT COMMITTEE

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:

- All members of Council (Reeve is the Chair)
- CAO
- Director of Corporate Services

Quorum:

Simple majority

Term:

NA

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:

NA

Approved External Activities:

NA

Governance & Leadership

CENTRAL PEACE ASSESSMENT REVIEW BOARD

Bylaw 188-2010

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 exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB).

Board Structure:

Five members, one from each member municipality:

- Saddle Hills County
- MD or Spirit River
- Town of Spirit River
- Birch Hills County
- Village of Rycroft

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.

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 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 decision in respect to assessment and taxation complaints.

Responsible for review of the following Bylaws/Documents:

NA

Approved External Activities:

Assessment Review Board Training

Governance & Leadership

POLICY AND BYLAW REVIEW COMMITTEE

Bylaw 245-2015

Purpose:

To review existing Policies and Bylaws and propose revisions for Council consideration.

Committee Structure:

- Three members of Council
- CAO
- ACAO

Council will annually appoint a Chair at the Organizational Meeting.

Quorum:

All appointed council members must be present.

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, reports directly to Council and make recommendations to Council.

Meeting Schedule:

Meetings to be held as required.

General Responsibilities:

The Committee will research and seek information, maintain a consistent format, prepare draft revisions and recommend to Council to rescind or replace policies or bylaws.

Responsible for review of the following Bylaws/Documents:

Policies and Bylaws

Approved External Activities:

NA

Governance & Leadership

STRATEGIC PLANNING COMMITTEE

Bylaw 246-2015

Purpose:

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

Committee Structure:

- All members of Council (Reeve is the Chair)
- CAO

Quorum:

Simple majority of council members must be present.

Term:

NA

Authority:

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

Meeting Schedule:

Meetings to take place two times per 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:

NA

Municipal Services

AUPE NEGOTIATING COMMITTEE

Bylaw 251-2005

Purpose:

To review and recommend changes to the AUPE Collective Agreement.

Committee Structure:

- Reeve (Chair)
- Deputy Reeve
- One alternate Council member
- CAO

Council will annually appoint a Chair at the Organizational Meeting.

Quorum:

All appointed council members must be present.

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, reports directly to Council and makes recommendations to Council.

Meeting Schedule:

Meetings to be held as required.

General Responsibilities:

To review, negotiate and recommend changes relative to the AUPE Collective Agreement. All final changes must be ratified by Council.

Responsible for review of the following Bylaws/Documents:

AUPE Agreement and relative human resource policies

Approved External Activities:

NA

Municipal Services

AGRICULTURAL SERVICE BOARD

Bylaw 265-2016

Purpose:

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

Committee Structure:

- Two members of Council
- Up to three members-at-large
- Agricultural Fieldman
- CAO or designate
- Other resources as required

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

Quorum:

All appointed council members must be present.

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 Fieldman

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 good public awareness of policies and programs;
- Ensure that public sees the ASB as a receptive, responsible, concerned board;
- Work with Council in a positive and productive manner by recommending effective bylaws 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

Municipal Services

AGRICULTURAL APPEAL COMMITTEE

Bylaw 272-2017

Purpose:

The Agricultural Appeal Committee is established to hear and make decisions regarding appeals under the Agricultural Pest Control and Weed Control Acts.

Committee Structure:

- One member of Council
- Five members-at-large
- CAO or designate
- Other resources as required

The Committee will appoint a Chair at per each hearing as required.

Quorum:

Three appointed members will 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:

Pursuant to the Agricultural Pest Control and Weed Control Acts

Meeting Schedule:

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

General Responsibilities:

The Board shall hear and determine appeals under the Agriculture Pests Act and the Week Control Act.

Responsible for review of the following Bylaws/Documents:

NA

Approved External Activities:

NA

Municipal Services

CENTRAL PEACE REGION EMERGENCY MANAGEMENT COMMITTEE

Bylaw 212-2012

Purpose:

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

Committee Structure:

Region Committee:

- One member of Council and one alternate from Central Peace Region municipalities
- 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 Region 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

Municipal Services

CENTRAL PEACE REGIONAL WASTE MANAGEMENT COMMISSION

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

Purpose:

To provide solid waste management services.

Committee Structure:

One member of Council from the Central Peace Region municipalities. The Chair and Vice-Chair shall be elected at the annual Organizational Meeting by the members of the Commission.

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 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 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:

NA

Approved External Activities:

Alberta Recycling Conference

Municipal Services

G5/CENTRAL PEACE MEDICAL CLINIC COMMITTEE

By Council Motion 17.06.12.07

Purpose:

To investigate, research and develop a plan for renovation or construction of the Central Peace Medical Clinic.

To oversee the development and construction of the new medical clinic funded through a partnership between the Central Peace Region municipalities.

Committee Structure:

One member of Council and one alternate from the Central Peace Region municipalities. The Chair and Vice-Chair shall be elected by the members of the Committee

Quorum:

A member from each municipality must be present.

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 authorized to make decisions related to the construction of the facility within the approved budget/tendered contract. The Committee is entrusted to work with the appointed construction supervisor and the architect towards successful completion of the medical clinic construction in the Town of Spirit River.

Meeting Schedule:

Meetings to be held at a call of the Chair or the construction supervisor as required.

General Responsibilities:

To oversee the development and construction of the new medical clinic in the Town of Spirit River.

Responsible for review of the following Bylaws/Documents:

NA

Approved External Activities:

NA

Municipal Services

CENTRAL PEACE MEDICAL SERVICES CORPORATION

Inc. Number 5119657681 (Part 9 Company), Inc. Date March 11, 2016

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 #133, Town of Spirit River, Village of Rycroft, and Birch Hills County.

Board Structure:

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.

Quorum:

Simple majority

Term:

Up to 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:

NA

Approved External Activities:

NA

Municipal Services

GRANDE SPIRIT FOUNDATION

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.)

Board Structure:

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

Quorum:

Simple majority

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:

NA

Approved External Activities:

NA

Municipal Services

PEACE LIBRARY SYSTEM BOARD

Est. 1986 under Alberta Libraries Act

Purpose:

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

Board Structure:

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.

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:

NA

Approved External Activities:

NA

Municipal Services

SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD

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:

- 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.

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;
- Reporting 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:

NA

Approved External Activities:

- Annual Alberta Library Conference
- Grande Prairie Regional Library Conference

Environmental Stewardship

MUNICIPAL PLANNING COMMISSION

(Subdivision and Development Authority)

Bylaw 291-2017

Purpose:

The purpose to establish a commission in accordance with the provisions of the Municipal Government Act.

Commission Structure:

- Five members of Council
- CAO or designate
- Development Officer

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

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:

NA

Approved External Activities:

Community Planning Association of Alberta - Annual Planning Conference

Environmental Stewardship

SUBDIVISION & DEVELOPMENT APPEAL BOARD

Bylaw 290-2017

Purpose:

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

Board Structure:

- One members of Council and an Alternate
- Four members-at-large and an alternate
- SDAB Clerk (non-voting)

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 MGA.

Meeting Schedule:

Meetings to be held as required.

General Responsibilities:

The Board shall decide upon appeals referred to it by the Secretary of the Board, including an:

- Appeal of a development permit decision issued by the development authority;
- Appeal of a stop order issues 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:

NA

Approved External Activities:

Subdivision and Appeal Board Training

Community Development

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Bylaw 283-2017

Purpose:

To provide advice and guidance on potential community and economic development opportunities and threats within the County.

Board Structure:

- One member of Council (voting member)
- Up to seven members-at-large (voting members)
- CAO or Designate
- ACAO/Director of Economic & Rural Development
- Other resources as required

Council will annually appoint a Chair at the Organizational Meeting.

Quorum:

All appointed council members must be present.

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, reports directly to Council and makes recommendations to Council, pursuant to Bylaw that establishes it.

Meeting Schedule:

Meetings to be held four times per year.

General Responsibilities:

The Community Development Committee shall:

- Provide support to Council in promoting services, facilities and other things that, in the opinion of Council, are necessary or desirable for all or a part of a municipality;
- Provide support to Council in developing and maintaining viable communities, set out in the goals and objectives as determined by Council from time to time.

Responsible for review of the following Bylaws/Documents:

NA

Approved External Activities:

Alberta Economic Development Annual Conference – one voting member per year

Community Development
OIL & GAS LIAISON COMMITTEE

Bylaw 250-2015

Purpose:

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

Committee Structure:

- Five members of Council (voting members)
- CAO or designate

Council will annually appoint a Chair at the Organizational Meeting.

Quorum:

All appointed council members must be present.

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 make recommendations to Council.

Meeting Schedule:

Meetings to be held a minimum once per year.

General Responsibilities:

To liaise with oil & gas industry.

Responsible for review of the following Bylaws/Documents:

NA

Approved External Activities:

NA