



Department <b>Council</b>	Policy No. <b>CC(3)</b>	<b>Page 1 of 16</b>
Policy Title <b>DUTIES OF COMMITTEES, COMMISSIONS &amp; BOARDS</b>	Date: <b>October 23, 2018</b>	Resolution No. <b>C/593/18</b>

Council recognizes that there are circumstances where it may be advantageous to delegate tasks and responsibilities to Committees of Council to deal with matters that may not require the attention of the entire Council.

**1. TYPES OF COMMITTEES, COMMISSIONS AND BOARDS**

(a) Ad Hoc Committees

Ad Hoc Committees may be established from time to time by the County Council for a specific purpose or function.

The term of appointment shall end upon conclusion of the appointed purpose or function, or at the pleasure of the Council.

(b) Standing Committees

Standing Committees shall normally be established at the annual organizational meeting of the Council.

The term of appointment shall end at the date of the next annual organizational meeting.

(c) Other Commissions and Boards

Shall normally be established at the annual organizational meeting of the Council.

The term of appointment shall end at the date of the next organizational meeting unless otherwise provided by resolution.

**2. AUTHORITY OF COMMITTEES, COMMISSIONS AND BOARDS**

Unless otherwise authorized by bylaw the authority of Committees established pursuant to this policy are limited to providing recommendations back to Council.

Commissions and Boards have authority in accordance with the terms of appointment or particular legislation.

**3. MEETINGS**

Meeting dates and times will normally be established at regular meetings of the Council or called at other times by the ~~County Commissioner~~ **County Manager** or designate through consultation with the Chairman of the respective committee, commission or board.

Regular meeting dates may be established.

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#### 4. **MINUTES**

Minutes of all meetings will normally be submitted to the next regular meeting of the County Council.

### **COMMITTEES AND BOARDS OF COUNCIL**

#### 1. **Local and Composite Assessment Review Boards (LARB and CARB)**

(a) Terms of Reference:

To hear and make decisions on property assessment complaints pursuant to Bylaw No. 1284/18.

Members are authorized to participate in the training programs required to maintain their eligibility as LARB and CARB members.

(b) Membership:

LARB – Minimum of 5 Citizens at Large

CARB – Minimum of 5 Citizens at Large

#### 2. **Municipal Planning Commission (MPC)**

(a) Terms of Reference:

The MPC carries out duties required under the County Land Use Bylaw with principle duties being:

- deciding on development permits for discretionary uses under the by-law.

(b) Membership:

All Councillors - Chairperson to be selected by Council at the organizational meeting.

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**3. Public Relations Committee**

(a) Terms of Reference:

The Public Relations Committee shall be responsible to the County Council for developing and recommending policies, practices and activities which will result in greater understanding, support and public confidence for the County.

(b) The Committee will:

- organize employee and Council recognition and appreciation activities as required
- meet as necessary to develop and implement appropriate public relations programs
- recommend to Council policies related to public relations activities, in accordance with long range plans
- make an annual presentation to Council regarding the year's programs and activities
- undertake such other duties as may be assigned from time to time by Council.

(c) Membership:

Two Councillors - Chairperson to be selected by the membership at the first meeting following the organizational meeting.

When a particular division is holding a special event or has a public relations request the Councillor from that division will participate in the event or provide input into other requests.

**4. Emergency Services Committee**

(a) Terms of Reference:

The purpose of this Committee is to carry out the duties required under Bylaw No. 1271/18.

(b) Membership:

Three Councillors - Chairperson to be selected by Council at the organizational meeting

(c) The Emergency Services Committee shall meet twice a year to review the Emergency Services Plan.

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**5. Salary and Wage Review Committee - (All Council)**

(a) Terms of Reference:

The purpose of this Committee is to annually review all County salary and wage schedules.

(b) Membership:

All Councillors.

Reeve will Chair the Committee

**6. Subdivision and Development Appeal Board**

(a) Terms of Reference:

The SDAB carries out duties required under County Bylaw No. 1212/15 to hear subdivision and development appeals.

The following criteria shall be used as the basis for changes to the term of office for SDAB members:

- 1) Members of the Subdivision and Development Appeal Board shall be appointed at the pleasure of Council ~~for a term of one (1) year~~ **for a term of two (2) years** and may be reappointed upon the expiry of the term at the pleasure of Council.
- 2) The alternate member of the Subdivision and Development Appeal Board will be appointed on a yearly basis.

(b) Professional Development

Members are authorized to attend the annual Alberta Community Planning Conference or appropriate courses offered by the Alberta Foundation of Administrative Justice.

(c) Membership:

Four members from the public the public at large.

Council may appoint up to six members from the public at large annually to serve on the Subdivision and Development Appeal Board.

The Secretary of the SDAB may select any combination of the appointed members to form a Board for the purpose of convening a hearing.

The Chairperson and Vice-chairperson shall be selected by the members at the first meeting of each year.

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## 7. **Weed Control Appeal Board and Pest Control Appeal Board**

### (a) Terms of Reference

The Subdivision and Development Appeal Board will hear appeals brought forward under the Weed Control Act as per Section 19(1) of the Act and under the Pest Control Act as per Section 14(5).

## 8. **Agricultural Service Board**

### (a) Terms of Reference

- 1) To act as an advisory body and to assist the council and the Minister of matters of mutual concern.
- 2) To advise on and to help organize and direct weed control and soil and water conservation programs.
- 3) To assist in the control of animal diseases under the Animal Health Act.
- 4) To promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the producer.
- 5) To promote and develop agricultural policies to meet the needs of the municipality.

### (c) Membership

All Councillors - Reeve to Serve as Chair

## **OTHER BOARDS, COMMISSIONS, COMMITTEES AND ORGANIZATIONS REQUIRING COUNTY REPRESENTATION ARE:**

### **Gull Lake Stabilization Advisory Committee**

#### (a) Terms of Reference

- 1) Act as a liaison between the Host Municipality, Alberta Environment and the Municipalities.
- 2) Review of pumping volumes, water levels, water quality on an annual basis.
- 3) Investigate alternative energy sources and/or arrangement that may assist in minimizing pumping costs.

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- 4) Monitor annual pumping costs and requisitions and make recommendations to the Municipalities on changes to the annual requisition.
  - 5) Assist the Host Municipality with respect to determining the extent of pumping that may be needed or preferred in any given year.
  - 6) Authorize additional funding for energy costs in accordance with Item 4.6 (as per the Funding Agreement dated January 2012).
  - 7) Authorize a supplemental requisition to fund an over expenditure for energy costs in accordance with Item 4.8 (as per the Funding Agreement dated January 2012).
  - 8) Authorize that an over expenditure for energy costs in a given year be funded from the annual requisition for a subsequent year in accordance with Item 4.8 (as per the Funding Agreement dated January 2012).
- (b) Membership
- Representation from all member municipalities – one Councillor and one alternate

### **Lacombe Regional Waste Services Commission**

- (a) Establishment and Objectives
    - 1) Established in 2013 under Alberta Regulation 105/2013
    - 2) Members:
      - City of Lacombe
      - Lacombe County
      - Town of Bentley
      - Town of Eckville
      - Village of Alix
    - 3) To provide solid waste management services to its members.
  - (b) Membership
- Representation from all member municipalities – two Councillors

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### **Clive Seed Cleaning Plant Association**

(a) Establishment and Objectives

- 1) Seed cleaning member owned cooperative that offers seed cleaning services to its members and other customers.

(b) Membership

Two Lacombe County Councillors and four cooperative members.  
 Policy indicates that the Board is to be comprised of five members.

### **Central Rural Municipalities Association**

(a) Establishment and Objectives

- 1) Consists of 13 counties and municipal districts and the Special Areas board, generally located north of Calgary and south of Wetaskiwin.
- 2) Members District 2: Central
  - Ponoka County
  - Red Deer County
  - Rocky View County
  - Special Areas Board
  - Starland County
  - County of Stettler
  - Wheatland County
- 3) Resolutions from member municipalities are vetted through the Association.
- 4) Education and discussion on current issues of interest to municipalities.
- 5) Updates from Executive and staff from AAMDC

(b) Membership

Representation from all member municipalities – All of Council  
 One Councillor elected to serve as a Director

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**Parkland Regional Library Board**

## (a) Establishment and Objectives

- 1) Parkland was the first regional library in Alberta, formed in 1959.
- 2) Originally created to provide library service to area school divisions, Parkland Regional Library is now a cooperative network of 50 public and 32 school libraries serving over 200,000 residents of central Alberta by sharing of material, resources and expertise.
- 3) Parkland Regional Library is a leader in assisting its member libraries to achieve excellence in service.

## (b) Membership

57 municipalities  
3 school authorities  
Representation from all member municipalities – one Councillor & one alternate

**North Red Deer River Water Services Commission (NRDRWSC)**

## (a) Establishment and Objectives

- 1) Established in 2004 under Alberta Regulation 105/2004.
- 2) Members:
  - City of Lacombe
  - Town of Ponoka
  - Town of Blackfalds
  - Lacombe County
  - Ponoka County
- 3) To provide and operate a water supply system.

## (b) Membership

Representation from all member municipalities – one Councillor & one alternate

**North Red Deer Regional Wastewater Services Commission (NRDRWWSC)**

## (a) Establishment and Objectives



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- 1) Established in 2008 under Order in Council 471/2008
  - 2) Members:
    - City of Lacombe
    - Town of Blackfalds
    - Lacombe County
  - 3) To provide and operate a wastewater supply system.
  - 4) Currently does not own or operate any facilities.
  - 5) Manage the pipeline from Lacombe to the Red Deer River Sewage Treatment Plant.
- (b) Membership
- Representation from all member municipalities – one Councillor & one alternate

### **Highway 12/21 Regional Water Services Commission**

- (a) Establishment and Objectives
- 1) Established in 2006 under Alberta Regulation 195/2006
  - 2) Expanded in 2007 under Alberta Regulation 335/2007
  - 3) Members:
    - Village of Clive
    - Town of Bashaw
    - Village of Alix
    - Lacombe County
    - Village of Edberg
    - Village of Ferintosh
    - Camrose County
  - 4) To provide wholesale treated water services to its members
  - 5) To provide water services to other customers on such terms and conditions as the Commission may determine
- (b) Membership
- Representation from all member municipalities - two Councillors & one alternate

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### **Sylvan Lake Regional Water Services Commission**

(a) Establishment and Objectives

- 1) Established in 2008 by Alberta Regulation 54/2008
- 2) Members:
  - Summer Village of Birchcliff
  - Summer Village of Half Moon Bay
  - Summer Village of Norglenwold
  - Summer Village of Sunbreaker Cove
  - Summer Village of Jarvis Bay
  - Town of Sylvan Lake
  - Lacombe County
  - Red Deer County
- 3) To provide and operate a water supply system.
- 4) Do not currently own or operate a water supply system.

(b) Membership

Representation from all member municipalities - one Councillor & one alternate

### **Sylvan Lake Regional Wastewater Services Commission**

(a) Establishment and Objectives

- 1) Established in 2008 by Alberta Regulation 53/2008
- 2) Members:
  - Summer Village of Birchcliff
  - Summer Village of Half Moon Bay
  - Summer Village of Norglenwold
  - Summer Village of Sunbreaker Cove
  - Summer Village of Jarvis Bay
  - Town of Sylvan Lake
  - Lacombe County
  - Red Deer County
- 3) To provide and operate a wastewater supply system.
- 4) Own and operate a sewer line and septage receiving station on the east side of Sylvan Lake.
- 5) Recently constructed a lift station near the Summer Village of Birchcliff.

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6) To have all development within the lake development area connected to the regional sewer line.

(b) Membership

Representation from all member municipalities - one Councillor & one alternate

**Central Alberta Economic Partnership Committee (CAEP)**

(a) Establishment and Objectives

- 1) CAEP is a regional economic development alliance consisting of 42 members and 14 associate members. CAEP serves as a model for collaborative community economic development.
- 2) Primary goal is to cultivate, advocate and market the collective voice of the region.
- 3) For Central Alberta to be recognized as the most innovative and prosperous region in Canada through CAEP operating as the most innovative and successful regional economic alliance in Canada.
- 4) To enhance sustainable economic prosperity across Central Alberta by facilitating collaboration between communities, business and government and by providing tools to assist member communities in economic development.

(b) Membership

Representation from all member municipalities – one Councillor

**Parkland Air Management Zone (PAMZ)**

(a) Establishment and Objectives

- 1) Established in 1997 PAMZ is a non-profit group who is responsible to identify air quality concerns within the zone and to implement management strategies to address those concerns.
- 2) PAMZ undertakes air quality monitoring and monitors 42,000 square kilometers from the eastern slopes of the Rockies to the rolling prairies just east of Highway 2 including villages, towns and the City of Red Deer.
- 3) Vision is that air is clean, clear, fresh and free from emissions that affect humans, animals or the environment.

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- 4) Mission is that we lead in monitoring air quality and applying innovative strategies to manage the air we breathe.

(b) Membership

Representation from all member municipalities – one Councillor

**Red Deer River Watershed Alliance (RDRWA)**

(a) Establishment and Objectives

- 1) Formally established on June 15, 2005. The Alliance was incorporated as a Society on August 25, 2005
- 2) RDRWA is a multi-sector, non-profit organization that promotes the good use and proper management of water within the Red Deer River watershed.
- 3) Vision is that the Red Deer River watershed will be healthy, dynamic and sustainable through the efforts of the entire community.
- 4) The RDRWA is an inclusive, collaborative partnership that promotes a healthy watershed to ensure a legacy of the ecological integrity and economic sustainability.

(b) Membership

Representation from all member municipalities –one Councillor & one alternate

**Red Deer River Municipal Users Group (RDRMUG)**

(a) Establishment and Objectives

- 1) RDRMUG is an association of rural and urban municipalities. The group membership is composed of municipalities within the Red Deer River Basin and communities who receive water from the Red Deer River.
- 2) Establish and maintain a comprehensive information base that will provide consistent and current information pertaining to water issues.
- 3) Provide a forum for municipalities to discuss water supply, water use and water quality.
- 4) Serves as an advocate of municipal interests in the supply, use, delivery and quality of water.

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- 5) Insure that reliable quality water supplies are available for a sustainable and growing economy in each of our municipalities.
- 6) Continually work toward a healthy and balanced aquatic ecosystem.
- (b) Membership  
Representation from all member municipalities – one Councillor & one alternate

**Bradley Ditch Management Committee**

- (a) Establishment and Objectives
  - 1) Established as part of the approval and funding process for the drainage ditch.
  - 2) Responsible for monitoring the operation of the drainage plan and maintenance of the ditch.
  - 3) Lacombe County administers the maintenance fund
  - 4) By agreement the participating landowners must replenish the fund when required.
- (b) Membership  
Four members of participating landowners or their successor  
Two Councillors

**Andrew Ditch Management Committee**

- (a) Establishment and Objectives
  - 1) Established as part of the approval and funding process for the drainage ditch.
  - 2) Responsible for monitoring the operation of the drainage plan and maintenance of the ditch.
  - 3) Lacombe County administers the maintenance fund
  - 4) By agreement the participating landowners must replenish the fund when required.
- (b) Membership  
Three members of participating landowners or their successor  
Two Councillors

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**OTHER APPOINTMENTS:**

Municipal Government Board Hearings - Chair of the MPC

Lacombe Foundation – one Councillor, one alternate

Battle River Watershed Alliance – two Councillors

Lacombe Regional Emergency Advisory Committee – one Councillor, one alternate

Lacombe County Fire Services Committee – one Councillor, one alternate

Lacombe & District Recreation, Parks & Culture Board – one Councillors, one alternate

Blackfalds & District Recreation, Parks & Culture Board – one Councillors, one alternate

Battle River Rural Crime Watch - one Councillor

Benalto Rural Crime Watch - one Councillor

Burnt Lake Rural Crime Watch – one Councillor

Ponoka Rural Crime Watch - one Councillor

Red Deer/Lacombe Rural Crime Watch - two Councillors

Rimbey Rural Crime Watch - one Councillor

Alix Intermunicipal Development Plan – two Councillors

Bentley Intermunicipal Development Plan Committee - two Councillors

Blackfalds Intermunicipal Development Plan Committee - two Councillors\

Clive Intermunicipal Development Plan Committee – two Councillors

Eckville Intermunicipal Development Plan Committee - two Councillors

Lacombe Intermunicipal Development Plan Committee - two Councillors

Buffalo Lake Intermunicipal Development Plan - one Councillor & one alternate

Sylvan Lake Management Plan- one Councillor & one alternate

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- Gull Lake Intermunicipal Development Plan - one Councillor & one alternate
- Lacombe Regional Tourism Marketing Association - one Councillor
- CPR Community Advisory Board - one Councillor, one alternate
- CNR Community Advisory Board – one Councillor, one alternate
- Ellis Bird Farm - one Councillor
- Buffalo Lake Water Management Team - one Councillor
- Boom Town Trail Committee – one Councillor, one alternate
- Village of Alix Economic Development Board - one Councillor
- Village of Clive Economic Development Board - one Councillor
- Town of Blackfalds Economic Development Board - one Councillor
- Mirror & District Community Group – one Councillor
- Central Alberta Trails Society - one Councillor
- Bashaw RCMP Consultation Group - two Councillors
- Alix and District Chamber of Commerce - one Councillors
- Blackfalds and District Chamber of Commerce – one Councillor
- Eckville and District Chamber of Commerce - one Councillor
- Lacombe and District Chamber of Commerce - one Councillor & one alternate
- Calumet Synergy Association – one Councillor
- Rimbey Synergy Association – one Councillor
- Lacombe Area Synergy Association – two Councillors
- ALUS – Partnership Advisory Committee – one Councillor
- Alix Library Board – one Councillor
- Bentley Library Board – one Councillor

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Eckville Library Board – one Councillor

Lacombe Library Board – one Councillor

Mirror Library Board – one Councillor

Lacombe Municipal Airport Review Committee – one Councillor, one alternate

### **AD HOC COMMITTEES**

Environmental Management Plan Committee – two Councillors

Clubroot of Canola Committee – all Councillors, Appoint Chair

Alix Arena/AG Society Recreational Facility Committee – two Councillors

Revised: October 18, 2006

Revised: April 12, 2007

Revised: November 8, 2007

Revised: February 25, 2010

Revised: October 13, 2011

Revised: October 23, 2012

Revised: October 31, 2013

Revised: October 28, 2015

Revised: October 24, 2017

Revised: October 23, 2018