

## OVERVIEW OF BOARDS & COMMITTEES AND FREQUENCY OF MEETINGS

Not every councillor is appointed to every board, however you can expect to sit on an average of two or three committees. Each committee has a different time demand, and below is an overview of each of the boards.

Appointments to each are done at the organizational meeting held no later than 2 weeks after the third (3rd) Monday of October each year.

### **Alberta Bilingual Municipality Association (Previously Concerto)**

Town of Falher, as a Bilingual community is a member. The Board meets 4 times a year, 3 via teleconference and one actual. Since the MD of Smoky River and the Village of Donnelly are also members, our representative and alternate serve as a member-at-large.

### **Regional Assessment Review Board**

All Municipalities from the M.D. of Smoky River established a regional assessment review board that has jurisdiction in our municipalities. The purpose of this board is to hear complaints about any matter as shown on an assessment or tax notice, as noted in section 460(5) of the Municipal Government Act that is shown on an assessment notice for residential property with 3 or fewer dwelling units, or farm land, or a tax notice other than a property tax notice. The board meets when required. Members are "members-at-large"

### **Employee Relations Committee**

The committee is comprised of two Councillors. The Town of Falher implements an Employee complaint process by which Employees who are aggrieved by any terms or conditions of their employment have the option to have their concerns heard. The Town of Falher tries to foster an environment conducive to problem solving and issue resolution in a fair and timely manner.

The complaint process is set up in such a manner that certain steps and timelines should be followed for appropriate, fair, and efficient conflict resolution.

Employees are encouraged to voice their complaint with their Supervisor. The Supervisor is the primary contact as they have knowledge of the individual and circumstances which should assist in clarification and early resolution.

If the conflict/matter is not successfully resolved with the Supervisor within 7 days of the voicing of a concern, the Employee may file a written complaint with the Chief Administrative Officer (CAO) and request a meeting with the Employee Relations Committee.

The Committee will hear out the Employee's concerns and make a final decision on behalf of Council within 3 working-days from the date of appeal.

Note: "Complaint" in this article shall refer to any issue, conflict, or difference regarding the interpretation, application or operation of any policy, term or condition of employment, job related concern, or allegation of unjust or unfair treatment. Meetings are held on an as needed basis.

### **Falher Inter-municipal Library Bibliotheque Dentinger**

The Falher Inter-municipal Library, Bibliotheque Dentinger, is an Inter-municipal operation under the Town of Falher and the Village of Donnelly and operates under the direction of a Board. Approximately 10 meetings a year, (does not meet - July/August). Usually meets on the first Monday evening of the month at 7:00 p.m. via Zoom, or at the Falher Inter-municipal Library, Bibliotheque Dentinger.

### **Falher Recreation Committee**

Established in 2016, the committee comprised of two Councillors and the Director of Community Services meet with the users of the recreation facilities in the Town of Falher when required.

### **Heart River Housing**

Heart River Housing is the management body that looks after seniors and low income housing units in this portion of the province through the Alberta Housing Act. They provide subsidized social housing throughout the region. They service

all the municipalities within the boundaries of the MD of Greenview, MD of Big Lakes and MD of Smoky River. They administer the overall operation of the program that provides housing services in various forms (lodges, apartment, single family dwelling units). The (11) board members are appointed by the individual municipalities and meet monthly on the third Thursday of every month. There are no meetings during July and August. Meetings are in High Prairie in the evenings.

### **Honey Festival Committee**

The first Honey Festival was celebrated in 1991. Working with Community groups, businesses and the Town to co-ordinate a yearly Festival to celebrate the Honey industry. This committee meets once a month beginning in March and ending in August. Some years we have met more than once when it gets close to the date of the festival.

### **Mackenzie Municipal Services Agency**

The Mackenzie Municipal Services Agency (MMSA) was established by 14 municipalities in 1995 and is located in the Peace and Mackenzie Region of the Province of Alberta. The Agency is modelled on the previous Mackenzie Regional Planning Commission, which was established in 1983, and continues to provide planning and related services on an inter-municipal basis.

Member municipalities have supported the Agency over the last two decades and have helped maintain its reputation as one of the best planning agencies in the province. MMSA guides the development of its member municipalities through the provision of innovative, comprehensive, and collaborative planning services based on a co-operative and cost effective approach.

Falher rejoined the Agency in 2015. Each member municipality appoints one (1) of its elected officials to serve as a member of the Agency's Board of Directors. Three (3) General Board Meetings are held a year, and these meeting are co-hosted by the member municipalities.

### **Peace Library System (PLS)**

In 1986, 39 municipalities, including the Town of Falher, formed a partnership that created Peace Library System. They believed access to library services should be equal and universal. They wanted to ensure the patrons in small, rural libraries had the same high-quality library service enjoyed in larger, urban centres. Funding for the Peace Library System is provided by municipalities, member library boards, the province, and by contracts-for-service with a number of school authorities. The Peace Library System's service area covers over 88,000 square miles with a current member population of over 150,000 in 38 municipalities. The Peace Library System is working to ensure that its [member libraries](#) remain the essential information centers of their communities.

The mission of the Peace Library System is to assist municipalities in meeting the information, educational and cultural needs of their residents in the most cost-effective and efficient way possible by the sharing of resources and expertise among public and school libraries.

Peace Library System meets about 4 times a year. Meetings are held Saturdays beginning at 10:30 a.m. Lunch is provided and the meetings usually end by 2:00 p.m.

### **Peace Region Economic Development Alliance (PREDA)**

The Peace Region Economic Development Alliance (PREDA) is a membership owned non- profit society. PREDA is one of 11 regional economic development alliances in the province of Alberta. PREDA is a partnership of 51 municipalities, educational institutions, chambers of commerce, and Community Futures working together to guide regional economic development of Alberta's northwest – affectionately referred to as the Peace Region. PREDA was incorporated as a not for profit corporation under The Companies Act of Alberta in October 2000. A list of PREDA membership is attached.

Their mission is to continue to grow a vibrant economy that explores, promotes and facilitates new emerging opportunities, competitiveness and innovation. They envision a Peace Country that has planned and balanced growth; strong stewardship of its resources; and the ability to proactively manage economic change.

Each member of PREDA designates a representative to the general membership. Membership meetings are pre-scheduled during the Annual General Meeting. Held quarterly, Membership meetings are typically scheduled for the first Friday of November, February, May, and August. Motions are not passed at membership meetings unless predetermined as required at the Board of Directors level. Quarterly membership meetings are hosted across the region utilizing a member sponsor model (i.e... the member contributes funds and personnel to assist with the coordination of the meetings).

### **Policy Review Committee**

Meetings are held on an as needed basis. Two members of Council are appointed to review and recommend changes to the Policy and Procedures Manual for the Town of Falher. Typically this committee is only utilized for bulk policy review. Individual policy changes often make their way to regular meetings of council. The committee cannot approve changes, only make recommendations to the whole of council.

### **Smoky River Disaster Services**

Each municipality in Alberta must have a Municipal Emergency Plan that states how the community will respond during a large scale emergency (natural disaster, wildfire, wide spread power outage, etc.). All the municipalities in the MD of Smoky region have one joint plan that is administered by the Director of Disaster Services for the MD. The Disaster Services agency is a committee of Municipal CAO's, emergency responders, industry representatives and community members who update and work on the Municipal Emergency Plan to ensure that the municipalities are ready to respond. The meetings happen on a quarterly basis and take place at the MD of Smoky River council chambers. Meetings are held during the work day.

### **Smoky River Emergency Management Committee**

Purpose of this Committee is to ensure an emergency plan is up-to-date, and ensures Roles and Responsibilities of Council in an emergency/disaster. Two members of Council attend the annual meeting.

### **Smoky River Family and Community Support Services**

Smoky River Family and Community Support Services (FCSS) is a preventative social program that is unique to Alberta. It is a service that is municipally driven to meet the needs of our community. FCSS falls under the Children & Youth Services Ministry and 80% of the base budget for the local program is granted to the municipalities who match it with 20% funding. Our FCSS is a regional program that includes the M.D. of Smoky River and all the urban centres within their boundaries. Falher is the "host" municipality as it administers the financial for FCSS and signs the funding agreements on behalf of all five municipalities. The FCSS board is made up of members-at-large and two municipal councillors – one from Falher, and one representative from the other four, which changes each year in October. The FCSS board is a management board. There are two full time employees and two part-time/casual employee. Volunteers are also a core component of FCSS being able to offer a variety of programs to the region. The board meets monthly (except in July, August and December), usually on the last Wednesday of the month. Meetings are held in the Town of Falher Council Chambers. At the present time, FCSS is involved in over 40 programs and partnerships throughout the region. These are evening meetings.

### **Smoky River Regional Airport Committee**

Smoky River Regional Airport Committee meets once per year at night in at the M.D. of Smoky River No. 130 (MD) Council Chambers in Falher to approve a budget for the regional airport in Donnelly. The MD looks after the airport and comes up with a budget for approval.

### **Smoky River Regional Committee**

Board is comprised of the Mayor, 1 councillor and the CAO of each municipality, M.D. of Smoky River No. 130; Donnelly, Falher, Girouxville and McLennan. Dinner meetings are held at 5:00 p.m. once every three months, with the M.D. of Smoky River hosting all meetings, except for the December meeting which alternates between all 5 municipalities. There are no meetings over the summer. The Smoky River Regional Committee provides a forum for all 5 municipalities to share ideas. A place where we can cost share in different ventures, and be able to apply for grants that are specifically designed for group municipalities.

### **Smoky River Regional Economic Development**

The SRRED Board meets the last Tuesday of every month at 7:00 p.m. at the M.D. Building. The board is comprised of Councillors and members at large (1 each for the Town of Falher); a youth representative; and an additional council member from the M.D. of Smoky River. Mandate of the board is to develop and implement an Economic Development Action Plan for the Smoky River Region. Promote existing resources and encourage new commercial and industrial development; assist existing commercial and industrial businesses with proposed expansion; and develop marketing tools for the attraction of new economic ventures and promote existing programs and services. Usually only 10 meetings a year, with no meetings over the summer.

### **Smoky River Regional Physician Recruitment Committee**

This committee meets as needed (usually 6-8 times a year, first Monday of the month) to be aware and keep up to date on medical services in the region. The role of the committee is to be a liaison between the municipalities, Alberta Health

Services, physicians and the community to attract and retain physicians (and other health professionals) to the region. The committee works with the Rural Physician Action Plan to stay informed on what other communities are doing in their recruitment and retention activities and so that our region can compete. The committee assists with physician visits to show potential recruits our area and what it has to offer. The committee makes recommendations to the 5 regional councils for projects (such as attraction bonuses, appreciation events for health care staff etc). Meetings are in the evening.

#### **Smoky River Regional Waste & Water Commission**

Combined meeting held every second month on the last Monday at 7:00 at the Falher Town Office Council Chambers. Two members of Council from Girouxville, McLennan, Donnelly and Falher, for the Waste Commission. Two members from each Council from the M.D., the Water Co-op; Girouxville, Donnelly, McLennan and Falher for the Water Commission, and Marco Gervais as Administrative Manager. Purpose is to overview the operations. Town of Falher is contracted to do the financial administration and Public Works support.

#### **Smoky River Transportation Board**

Smoky River Transportation Board meets once per year to do a simple review of budget and address any policy concerns. A full revamp of the agreement and policies was completed at the end of 2020 so involvement minimal. SRTB exists to provide transportation to residents of the Smoky River Region to and from communities for medical, cultural, recreational, shopping or personal purposes. Priority is given to passengers travelling for medical appointments.

#### **Peace Region Economic Development Alliance (PREDA)**

The Peace Region Economic Development Alliance (PREDA) is one of 9 regional economic development alliances (aka..REDA) in the province of Alberta. PREDA is a partnership of 47 municipalities, educational institutions, business groups and Community Futures working together to guide regional economic development of Alberta's northwest – affectionately referred to as the Peace Region. PREDA was incorporated as a not for profit Corporation under The Companies Act of Alberta in October 2000. Their Mission is to continue to grow a vibrant economy that explores, promotes and facilitates new emerging opportunities, competitiveness and innovation. Their Vision is one where the Peace Country has: planned and balanced growth; strong stewardship of its resources; and the ability to proactively manage economic change.

#### **Peace Regional Subdivision and Development Appeal Board**

Membership is a maximum of 2, and a minimum of 1. Where the municipality provides 2 members, only one may be a councillor. Where the municipality provides 1 member, that member may not be a member of council. Members shall not be employees of the municipality, the subdivision authority or the development authority.

The Peace Regional Subdivision and Development Appeal Board has jurisdiction to hear an appeal of a decision from the Subdivision and Development Authorities of participating municipalities. Specifically, the PRSDAB may hear:

Appeals regarding Development Decisions:

A Development Permit decision that has been refused or approved

Conditions of an approved Development Permit

An order directing that either construction or the present use of a property be stopped

A Deemed Refusal (the Development Authority has not made a decision within 40 days of the receipt of an application)

Appeals regarding Subdivision Decisions:

A refused subdivision or an unacceptable condition(s) of an approved subdivision

A Deemed Refusal (The Subdivision Authority has not made a decision within 60 days of the receipt of an application)