

County of Newell

Boards, Committees & Commissions



10/3/2016

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Introduction

This booklet is intended for elected officials as information and includes functions and duties for each board, commission, and committee where Council has appointed elected officials and members-at-large to organize County programs and projects and address community concerns.

Appointments to the various boards, commissions, and committees are done annually at the County's Organizational Meeting. The Organizational Meeting must be held no later than two (2) weeks after the third Monday in October.

Appointed Council members provide reports on the activities of the boards, committees, and commissions at the second Council meeting of every month. This process allows for Submission of a written report for inclusion in the agenda package is encouraged, but not necessary.

Procedural Guidelines

The following guidelines govern procedure for Council members appointed to various boards, commissions, and committees.

- All boards, committees, and commissions are advisory to Council unless otherwise stated in the bylaw or resolution governing that board, committee, or commission
- Unless specifically granted the power to do so, no board, committee, or commission has the power to pledge the credit of the municipality or commit the municipality to any particular action.
- Minutes are to be taken at all meetings which are not general discussion or information-gathering meetings and shall be forwarded to the Executive Assistant to be considered for action or information at the next Council meeting and filed according to the County's Records Retention & Disposition Bylaw.
- Board, committee, and commission minutes shall be recorded in sufficient detail to enable Council members to be reasonably conversant with the action required.
- When Council has a clear policy position on an issue, the Council representative on the board, committee, or commission will communicate and support Council's position.
- Council may appoint special ad hoc committees from time to time to undertake a review of a special issue or short term project. Ad hoc committees of Council will not be established unless they are governed by clear terms of reference and a clause indicating when the committee will cease to exist.
- Council representation on boards, committees, and commissions should be rotated annually. Appointments will be made during the annual Organizational meeting, unless the appointment is required sooner.

Council

Function & Duties:	Council has the final say on recommendations by the other Committees or any other Boards and Commissions. Examples of items presented to Council include bylaws, land use changes, policies, agreements, leases, financial statements, annual budgets, funding requests, capital purchases, and Committee reports.
Term of Office:	Councillors – four-year term
Voting Members:	10 Councillors
Non-Voting Members:	Chief Administrative Officer Director of Corporate Services Executive Assistant (recording secretary) Manager of Planning & Development County Planner Director of Agricultural Services Director of Municipal Services (other staff members are included as required)
Meeting Times:	Council meets twice per month on Thursday of the first full week of the month and on the third Thursday. The Council meeting begins immediately following the adjournment of the Municipal Planning Commission meeting.
Contact:	Ariana Nielsen, Executive Assistant 403-794-2319 nielsena@newellmail.ca

Other Information:

- Agenda packages are distributed by Friday the week before the meeting via newell.allnetmeetings.com
- The Reeve and Deputy Reeve are appointed at the annual Organizational Meeting

Municipal Planning Commission (MPC)

Function & Duties:	The Municipal Planning Commission deals with planning and development within the County. Examples of items presented to the Municipal Planning Commission include development permit applications, subdivision applications, home occupation permits, agricultural support service permits and area structure plans.
Term of Office:	Councillors – four-year term
Voting Members:	10 Councillors
Non-Voting Members:	Chief Administrative Officer Director of Corporate Services Manager of Planning & Development County Planner Development Officer Administrative Assistant – Planning (recording secretary)
Meeting Times:	Meets twice per month at 10:00 a.m. on Thursday of the first full week of the month and on the third Thursday of the month.
Contact:	Pam Elliott, Administrative Assistant – Planning & Development 403-794-2320 elliottp@newellmail.ca

Other Information:

- Agenda packages are distributed by Friday the week before the meeting via newell.allnetmeetings.com
- The Chair and Vice Chair of the MPC are elected at the first MPC Meeting after the annual Organizational Meeting
- The Chair of the MPC is automatically appointed as the representative for the County on the Oldman River Regional Services Commission (ORRSC).

Foothills Little Bow Municipal Association

Function & Duties:	The Foothills Little Bow Municipal Association meets twice per year and consists of representatives from various municipal districts and counties in southern Alberta and deals with the matters facing these groups, including agricultural issues, obtaining funding for projects, and meetings with the AAMD&C.
Term of Office:	Councillors – four-year term
Voting Members:	10 Councillors
Non-Voting Members:	Chief Administrative Officer
Meeting Times:	Meetings are held twice per year in September and January.
Contact:	Candice Robison, Administrative Clerk – M.D. of Taber crobison@mdtaber.ab.ca

Other Information:

- <http://www.aamdc.com/about/members>
- Resolutions to be submitted to the AAMDC for consideration are reviewed by this group first

Agricultural Pests Act/Weed Control Act Appeal Committee

Function & Duties:	This committee is responsible for reviewing appeals of weed or pest notices and determining whether or not these notices are justified and suitable for the situation.
Term of Office:	Members at Large – four-year term
Voting Members:	4 Members-at-Large
Non-Voting Members:	Director of Agricultural Services Manager of Agricultural Services
Meeting Times:	This committee meets as needed in the event of an appeal under the Agricultural Pests Act or the Weed Control Act
Contact:	Todd Green, Director of Agricultural Services 403-794-2336 greent@newellmail.ca

Other Information:

- Agricultural Pests Act & Regulation - [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/acts6008](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/acts6008)
- Weed Control Act & Regulation - [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/acts6156](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/acts6156)

Airport Commission

Function & Duties:	The Airport Commission is responsible for overseeing the operations of the Brooks Regional Airport, which is owned and jointly operated by the City of Brooks and the County of Newell.
Term of Office:	Councillors – one-year term Members at Large – four-year term
Voting Members:	1 Member of Council 2 Members at Large The City of Brooks also appoints 1 member of Council and two members at large.
Meeting Times:	Meetings are arranged as needed by the Manager of Public Works & Utilities of the City of Brooks and are held at the City Office or the Airport.
Contact:	Don Saari, City of Brooks 403-362-3333 brooksworks@brooks.ca

Other Information:

Art & Visual Display Committee

Function & Duties:	The Art & Visual Display Committee is responsible for installing, hanging, and/or displaying artwork and other visual art items in the County of Newell Building.
Term of Office:	Councillors – one-year term
Voting Members:	1 Councillor Manager of Planning & Development Records Management Clerk Administrative Assistant – Planning & Development Approvals Officer
Meeting Times:	This committee meets on an as-needed basis.
Contact:	Alyce Wickert, Manager of Planning & Development 403-794-2313 wickerta@newellmail.ca

Other Information:

- [Policy 2014-PAD-071 \(Art & Visual Displays in the County Building\)](#)

Assessment Review Board

Function & Duties:	The Assessment Review Board reviews appeals of property assessments. This is a regional board that also hears assessment appeals that may be launched in the urban communities within the County.
Term of Office:	Members are appointed to a “Regional Pool” for three-year terms
Voting Members:	4 – 6 (Training required – see below)
Non-Voting Members:	Chief Administrative Officer Land Assessment & Taxation Clerk
Meeting Times:	Meetings are held between July and November as needed depending on the number of assessment complaints and are coordinated by the Land Assessment & Taxation Clerk.
Contact:	Else Hansen, Land Assessment/Taxation Clerk 403-794-2306 hansene@newellmail.ca

Other Information:

- Assessment Complaints & Appeals
http://www.municipalaffairs.alberta.ca/mc_assessment_complaints_and_appeals.cfm
- Members are required to take “Principles of Assessment” and “Administrative Law II” training through Municipal Affairs.
<http://www.municipalaffairs.alberta.ca/assessment-review-board-member-and-clerk-training>
- A person may not be a member of an Assessment Review Board if they are an assessor, an employee of the municipality for which the Assessment Review Board is established, or an agent as defined in *Matters relating to assessment Complaints Regulation*

Bow River Basin Council

Function & Duties:	The Bow River Basin Council is a charitable organization dedicated to conducting activities for the improvement and protection of the waters of the Bow River Basin, considering riparian zones, aquatic ecosystems, quality and quantity of water, and effects of land use on surface and groundwater.
Term of Office:	Councillors – one-year term
Voting Members:	1 Councillor
Meeting Times:	Meetings are held on a quarterly basis in Calgary. Various seminars and workshops are also held throughout the year.
Contact:	Mark Bennett, Executive Director 403-268-4596 mark.bennett@calgary.ca

Other Information:

- Web Site: www.brbc.ab.ca

Canadian Badlands

Function & Duties:	Canadian Badlands Ltd. is a not-for-profit Alberta Corporation providing a new and innovative approach to creating an integrated, destination-based tourism industry in South-Eastern Alberta. The shareholders are 62 municipal governments recognizing the power of co-operative efforts to develop and implement a strategic regional tourism development plan.
Term of Office:	Councillors – one-year term
Voting Members:	Reeve 2 Councillors
Meeting Times:	Board meetings are held every other month starting in January. An Annual General Meeting is also held.
Contact:	Lonna Hoggan, Administrative Manager admin@canadianbadlands.com

Other Information:

- Web Site: www.canadianbadlands.com
- Web Site: partners.canadianbadlands.com
- Depending on representative involvement, it may be possible that some committee work may be required.

City of Brooks Recreation, Parks, & Culture Committee

Function & Duties:	To determine future direction and development of recreational facilities, park facilities, recreational programming, cultural events and programs within the City of Brooks.
Term of Office:	Councillors – one-year term
Voting Members:	2 City Councillors 2 County Councillors (Division 5 & 10) 1 Member-at-Large (must reside within the County) 1 Representative from Christ the Redeemer School Division 1 representative from Grasslands Regional Division #6 7 public members appointed by City Council
Meeting Times:	Meetings are held the third Wednesday of every month starting at 7:00 p.m. in the Don Bruce Board Room at the Centennial Regional Arena
Contact:	Russ Tanner 403-362-0135 rtanner@brooks.ca

Other Information:

- Web Site: <http://www.brooks.ca/309/District-Recreation-Parks-Culture-Board>

Councillor Compensation Review Committee

Function & Duties:	This Committee is responsible for reviewing the Councillor Payment Sheets each month and providing Council with recommendations on any changes required to be approved during the first Council meeting of each month.
Term of Office:	Councillors – one-year term
Voting Members:	3 Councillors
Meeting Times:	The Committee will review Councillor Payment Sheets on a monthly basis and provide Council with recommendations on any changes required to the Councillor Payment Sheets. These recommendations should be prepared in time to be circulated with the Council meeting agenda package.
Contact:	Jackie Frances, Payroll & Finance Support Clerk 403-794-2332 francesj@newellmail.ca

Other Information:

- [Policy 2012-PLG-013 \(Councillor Compensation Review Committee\)](#)
- [Policy 2015-PLG-014 \(Councillor's Compensation & Expenses\)](#)

County of Newell Library Board

Function & Duties:	The County of Newell Library Board cooperates with the other library boards within the County of Newell consists of 1 Member-at-Large for each area of the County of Newell plus one Councillor.
Term of Office:	Councillors – one-year term Members-at-Large – four-year term
Voting Members:	1 Councillor Member-at-Large (Division 1) Member-at-Large (Division 2) Member-at-Large (Division 3) Member-at-Large (Division 4) Member-at-Large (Division 5 & 10) Member-at-Large (Division 6) Member-at-Large (Division 7) Member-at-Large (Division 8) Member-at-Large (Division 9)
Meeting Times:	The County of Newell Library Board meets four times per year. Meetings usually start at 5:00 p.m. and are held at one of the libraries.
Contact:	Kimberley Fletcher, Secretary Treasurer 403-964-3640 kimberley.fletcher@grasslands.ab.ca Johnene Amulung, Chairperson 403-964-3640 johnene.amulung@gmail.com

Other Information:

County of Newell Water Project (CNWP)

Function & Duties:	This Committee discusses matters related to the County of Newell Water Project, the goal of which is to provide potable water to rural residents in the County of Newell via a trickle system.
Term of Office:	Councillors – one-year term
Voting Members:	3 Councillors
Meeting Times:	This committee meets on an as-needed basis (approximately once every 3-4 months)
Contact:	Geoff Tiffin, Manager of Engineering Services tiffing@newellmail.ca

Other Information:

- Web Site: <http://www.countyofnewell.ab.ca/about-county-of-newell/projects/county-of-newell-water-project>

Crime Stoppers Board
Rural Crime Watch
Safe Communities Committee

Function & Duties:	<p>The Brooks & District Crime Stoppers is a non-profit organization staffed by local volunteers, and it covers crimes that occur in Brooks, Bassano, Rosemary, Tilley, Duchess, and the County of Newell.</p> <p>The Rural Crime Watch focuses on preventing crime in the rural areas and includes landowner representation.</p> <p>The Safe Communities Committee's function is to promote a safe and secure community.</p>
Term of Office:	Councillors – one-year term
Voting Members:	<p>1 Councillor</p> <p>The City of Brooks also appoints one Councillor and 12 members-at-large to this committee.</p>
Meeting Times:	<p>Rural Crime Watch meets the first Monday of every other month starting in September (no meetings during the summer)</p> <p>Safe Communities Committee meets the 2nd Wednesday of each month at 7:00 p.m. at the Fire Hall. Contact Jody Attwell</p>
Contact:	<p>Rural Crime Watch - Ryan Andrews 403-793-7860</p> <p>Or Peter Neu 403-376-5275</p> <p>Safe Communities Committee – Jody Attwell jattwell@brooks.ca</p>

Other Information:

- Web Site: www.brookscrimestoppers.com
- Web Site: [Safe Communities Committee](#)

Emergency Management Committee

Function & Duties:	The Emergency Management Committee shall: a) Review the Municipal Emergency Plan and related plans and programs on a regular basis; and b) advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once per year.
Term of Office:	Councillors – one-year term
Voting Members:	Reeve 2 Councillors
Non-Voting Members:	Director (Manager of Fire & Emergency Services) Deputy Director (Municipal Enforcement Supervisor) Deputy Director (Fire Chief – City of Brooks)
Meeting Times:	Twice per year for County of Newell Business only. There is also usually a training session once per year.
Contact:	Keith Martin, Manager of Fire & Emergency Services 403-794-2297 martink@newellmail.ca

Other Information:

- [Bylaw 1733-11 \(Municipal Emergency Management Bylaw\)](#)

Fire Area Committee – Bassano & Rural

Function & Duties:	The Bassano & Rural Fire Area Committee deals with fire and emergency services matters for the Bassano & Rural Fire area.
Term of Office:	Councillors – four-year term Members-at-Large – four-year term
Voting Members:	1 Councillor (Division 6) 1 Councillor from another division
Non-Voting Members:	Manager of Fire &Emergency Services
Meeting Times:	At least twice per year
Contact:	Keith Martin, Manager of Fire & Emergency Services 403-794-2297 martink@newellmail.ca

Other Information:

Fire Area Committee – Rosemary & Rural

Function & Duties:	The Rosemary & Rural Fire Area Committee deals with fire and emergency services matters for the Rosemary & Rural Fire area.
Term of Office:	Councillors – four-year term Members-at-Large – two-year term
Voting Members:	1 Councillor (Division 7 or alternate) 1 Member-at-Large (must reside in Division 7)
Non-Voting Members:	Manager of Fire & Emergency Services
Meeting Times:	Twice per year in November and May. Additional meetings may be called as required.
Contact:	Keith Martin, Manager of Fire & Emergency Services 403-794-2297 martink@newellmail.ca

Other Information:

Grasslands Regional FCSS

Function & Duties:	This Board is responsible for reviewing and operating family and community support services, soliciting submissions for funding requests, and making recommendations to Council regarding additional services and programs for the County and the allocation of funds for these programs and services.
Term of Office:	Councillors – one-year term Members-at-Large – four-year terms
Voting Members:	1 Councillor 1 Member-at-Large
Meeting Times:	At least six meetings will be held per year with the times and locations of those meetings to be determined during the annual organizational meeting. Special meetings may be called by the Chairman or by a majority of the Board provided that members have received 24-hours' notice.
Contact:	Lynn Pye-Matheson, Director 403-362-4549 grasslands.fcss@telus.net

Other Information:

- Web Site: [Grasslands Regional FCSS](#)

Grievance/Salary Negotiating/CAO Performance Evaluation Committee

Function & Duties:	This committee deals with grievances under the CUPE agreement, recommends to Council the CUPE contract and, for non-union employees, recommends to Council cost-of-living adjustments and pay ranges. It is also responsible for reviewing and evaluating the performance of the Chief Administrative Officer.
Term of Office:	Councillors – four-year term
Voting Members:	Reeve or designate Deputy Reeve or designate 1 Councillor
Non-Voting Members:	Chief Administrative Officer (not involved in the CAO Performance Evaluation)
Meeting Times:	As required
Contact:	Grievance/Salary Negotiating Committee – Mark Harbicht, Director of Municipal Services 403-794-2311 harbichtm@newellmail.ca CAO Performance Evaluation Committee – Reeve, County of Newell

Other Information:

- [Policy 2009-PLG-005 \(Salary Negotiating Committee\)](#)

Inter-Municipal Development Plan Committee (Bassano)

Function & Duties:	This Committee consists of members from both the County of Newell and the Town of Bassano and deals with issues pertaining to subdivision and development within that IMDP area.
Term of Office:	Councillors – four-year term
Voting Members:	Councillor (Division 6) 2 Other Councillors
Non-Voting Members:	Manager of Planning & Development County Planner - ORRSC
Meeting Times:	This committee meets on an as-needed basis.
Contact:	Alyce Wickert, Manager of Planning & Development 403-794-2313 wickerta@newellmail.ca

Other Information:

- [Bylaw 1820-15 – Inter Municipal Development Plan \(Bassano\)](#)

Inter-Municipal Development Plan Committee (Duchess)

Function & Duties:	This Committee consists of members from both the County of Newell and the Village of Duchess and deals with issues pertaining to subdivision and development within that IMDP area.
Term of Office:	Councillors – one-year term
Voting Members:	Councillor (Division 8) 2 Other Councillors
Non-Voting Members:	Manager of Planning & Development County Planner - ORRSC
Meeting Times:	This committee meets on an as-needed basis.
Contact:	Alyce Wickert, Manager of Planning & Development 403-794-2313 wickerta@newellmail.ca

Other Information:

- [Bylaw 1780-13 – Inter Municipal Development Plan \(Duchess\)](#)

Inter-Municipal Development Plan Committee (Vulcan County)

Function & Duties:	This Committee consists of members from both the County of Newell and Vulcan County and deals with issues pertaining to subdivision and development within that IMDP area.
Term of Office:	Councillors – one-year term
Voting Members:	2 Councillors
Non-Voting Members:	Manager of Planning & Development County Planner - ORRSC
Meeting Times:	This committee meets on an as-needed basis.
Contact:	Alyce Wickert, Manager of Planning & Development 403-794-2313 wickerta@newellmail.ca

Other Information:

- [Bylaw 1829-15 – Inter Municipal Development Plan \(Vulcan County\)](#)

Inter-Municipal Development Plan Committee (Wheatland County)

Function & Duties:	This Committee consists of members from both the County of Newell and Wheatland County and deals with issues pertaining to subdivision and development within that IMDP area.
Term of Office:	Councillors – one-year term
Voting Members:	2 Councillors
Non-Voting Members:	Manager of Planning & Development County Planner - ORRSC
Meeting Times:	This committee meets on an as-needed basis.
Contact:	Alyce Wickert, Manager of Planning & Development 403-794-2313 wickerta@newellmail.ca

Other Information:

- [Bylaw 1830-15 – Inter Municipal Development Plan \(Wheatland County\)](#)

Joint Services Committee Inter-Municipal Development Plan (IMDP) Committee

Function & Duties:	This Committee consists of members from both the County of Newell and the City of Brooks and deals with issues pertaining to the services that could be shared by both parties, such as economic development, fire protection, road work, funding requests for these shared services, and development within the IMDP area.
Term of Office:	Councillors – one-year term
Voting Members:	3 Councillors 3 City Councillors 1 EID 1 Grasslands Regional Schools.
Non-Voting Members:	Chief Administrative Officer Manager of Planning & Development (IMDP Committee only) County Planner – ORRSC (IMDP Committee only) Development Officer (IMDP Committee only) Administrative Assistant – Planning & Development (IMDP Committee only) City of Brooks CAO Recording Secretary
Meeting Times:	Meetings are held the second Tuesday of every month at City Hall beginning with IMDP Committee at 12:00 p.m. Joint Services Committee meeting begins when IMDP Committee meeting adjourns.
Contact:	Joint Services Committee – Stacey Hadley shadley@brooks.ca IMDP Committee – Pam Elliott 403-794-2320 elliottp@newellmail.ca

Other Information:

- Agendas and minutes for IMDP Committee are created by County Staff
- Agendas and minutes for Joint Services Committee are created by City Staff
- [Bylaw 1656-09 – Inter Municipal Development Plan \(Brooks\)](#)

Mayors & Reeves Association of Southeast Alberta Mayors & Reeves of Southwest Alberta

Function & Duties:	These Committees consist of the Mayors and Reeves of various municipalities and deal with issues pertaining to municipalities as a whole, such as water issues, sustainability, meetings with government officials, and obtaining grant funding.
Term of Office:	Councillors – one-year term
Voting Members:	Reeve
Meeting Times:	Meetings are held 3-4 times per year and are hosted by member municipalities.
Contact:	Ariana Nielsen, Executive Assistant 403-794-2319 nielsena@newellmail.ca

Other Information:

- Members of Parliament and Members of Legislative Assembly are also invited to the meetings
- The Reeve will occasionally attend meetings of the Mayors & Reeves of Southwest Alberta
- Both groups have joint meetings from time to time

Newell 9-1-1 Dispatch Association

Function & Duties:	This committee deals with aspects of the 9-1-1 service in the County of Newell, including communications issues, fees, and billing.
Term of Office:	Councillors – one-year term
Voting Members:	1 Councillor Representatives from other member municipalities are also appointed.
Meeting Times:	Meetings are held the fourth Wednesday of each month beginning at 5:00 p.m. at the Fire Hall.
Contact:	Jody Atwell 403-362-2331 jattwell@brooks.ca Kevin Swanson, Fire Chief 403-362-2331 brooksfire@brooks.ca

Other Information:

Newell Foundation

Function & Duties:	The Newell Foundation is a non-profit organization which supplies subsidized housing to functionally independent, healthy senior citizens. It is a member of the Alberta Senior Citizens' Housing Association (ASCHA), a not-for-profit association representing the seniors' housing industry in Alberta.
Term of Office:	Councillors – one-year term
Voting Members:	2 Councillors Councillors from neighbouring municipalities are also appointed.
Meeting Times:	Meetings are held on the second Tuesday of every month.
Contact:	Cathy Stephenson, Executive Director 403-363-2406 cathy@newbrooklodge.com

Other Information:

- Web Site: www.newbrooklodge.com
www.playfairlodge.com
- Newell Foundation is the managing body, governed by Provincial legislation to manage the senior lodges within the City of Brooks and the County of Newell

Newell Housing Association

Function & Duties:	Newell Housing Association was established as a Management Body by Ministerial Order under the Alberta Housing Act effective January 1, 1995. Newell Housing is overseen by a Board of Directors consisting of 2 representatives from the City of Brooks, and one from Tilley, one from Duchess, and one from Rosemary.
Term of Office:	Members-at-Large – Three-year term Can serve two consecutive terms.
Voting Members:	1 Member-at Large residing in Division 2 Other members include 2 representatives from Brooks, one from Duchess, and one from Rosemary.
Meeting Times:	Meetings are held on the third Wednesday of each month beginning at 9:00 a.m. at Pioneer Villa (426 – 4 th Ave. W, Brooks, AB)
Contact:	Sasha Loewen, Chief Administrative Officer 403-362-5472 caonhab@telus.net

Other Information:

- Web Site: www.newellhousingassociation.ca

Newell Recycling Association
Newell Regional Solid Waste Management Authority (NRSWMA)
Southern Alberta Energy from Waste Association (SAEWA)

Function & Duties:	<p>The Newell Recycling Association discusses matters involving recycling within the County of Newell. The NRSWMA operates landfills within the County and meets on the third Tuesday of every month. The Southern Alberta Energy from Waste Association (SAEWA) is an organization that is focused on developing an energy-from-waste facility that will convert municipal and other solid waste into energy.</p>
Term of Office:	Councillors – one-year term
Voting Members:	<p>1 Councillor</p> <p>Representatives from each municipality within the County of Newell are also appointed.</p>
Meeting Times:	<p>Newell Recycling Association are held the 1st Tuesday of every month starting at 7:00 p.m. at the Newell Recycling Depot.</p> <p>NRSWMA meets on the fourth Thursday of every month at the County of Newell Office beginning at 7:00 p.m.</p> <p>SAEWA Board meets on the fourth Friday of every month and the location rotates among the member locations. An executive meeting is held via teleconference the second Friday of every month.</p>
Contact:	<p>Newell Recycling – Doug Shanks 403-362-2132 newellra@telus.net</p> <p>NRSWMA – Ray Juska 403-362-9567 nrswma@telus.net</p> <p>SAEWA – Sherry Poole, Administrative Manager 403-563-5759 sherry@saewa.ca</p>

Other Information:

- Newell Recycling Web Site - <http://newellrecycling.ca/>
- NRSWMA Web Site: <http://newellwastemanagement.com/>
- SAEWA Web Site: <http://www.saewa.ca/>

Newell Regional Services Corporation

Function & Duties:	The Newell Regional Services Corporation is responsible for providing all water and wastewater services for the member municipalities.
Term of Office:	Councillors – one-year term
Voting Members:	2 Councillors Councillors from neighbouring municipalities are also appointed.
Meeting Times:	Meetings are held monthly at 7:00 p.m. at the Regional Water Treatment Plant (330 Canal Street).
Contact:	Ralph Havinga 403-794-4000 rhavinga@nrsc.ca

Other Information:

- Web Site: www.nrsc.ca

Oldman River Regional Services Commission

Function & Duties:	ORRSC is a municipal cooperative professional planning organization that provides urban and rural municipal planning advice to 38 municipalities in southwestern Alberta.
Term of Office:	Councillors – one-year term
Voting Members:	1 Councillor (Chair of the MPC) Representatives from all municipalities that are a member of ORRSC are also appointed.
Meeting Times:	Meetings are held quarterly (March, June, September, and December) on the first Thursday of the month.
Contact:	Lenze Kuiper 1-403-329-1344 lenzekuiper@orrsc.com

Other Information:

- Web Site: www.orrsc.com

Palliser Economic Partnership

Function & Duties:	The Palliser Economic Partnership is a not-for-profit company working with Alberta Employment, Industry and Immigration. They are committed to improving and expanding economic development in Southeast Alberta. The business representative has typically been the Economic Development Coordinator.
Term of Office:	Councillors – one-year term
Voting Members:	1 Councillor 1 Business Representative (Manager of Economic Development) Representatives are also appointed by each of the member municipalities.
Meeting Times:	Board meetings are held bi-monthly on the fourth Friday of each month except during summer. The meetings usually start at 9:30 a.m. and typically take 2.5 – 3 hours.
Contact:	Walter Valentini 403-526-3140 walter@palliseralberta.com

Other Information:

- Web Site: www.palliseralberta.com

Recreation Board (Divisions 5 & 10)

Function & Duties:	The Division 5 & 10 Recreation Board meets as required during the year to review recreation funding applications from Divisions 5 & 10.
Term of Office:	Councillors – four-year term
Voting Members:	Councillor (Division 5) Councillor (Division 10) Member-at-Large (Division 5) Member-at-Large (Division 10) Member-at-Large (Division 5 or 10)
Meeting Times:	This board meets at least once every year to review funding requests submitted for the upcoming year.
Contact:	Layne Johnson, Director of Corporate Services 403-794-2326 johnsonl@newellmail.ca

Other Information:

Recreation Board (Division 6)

Function & Duties:	The Division 6 Recreation Board meets as required during the year to review recreation funding applications from Division 6.
Term of Office:	Councillors – four-year term
Voting Members:	1 Councillor (division 6) 4 Members-at-Large (Must reside in Division 6)
Meeting Times:	This board meets at least once every year to review funding requests submitted for the upcoming year.
Contact:	Layne Johnson, Director of Corporate Services 403-794-2319 johnsonl@newellmail.ca

Other Information:

Red Deer River Municipal Users Group (RDRMUG)

Function & Duties:	The Red Deer River Municipal Users Group consists of municipalities within the Red Deer River Basin and communities that receive water from the Red Deer River. Some of their objectives include providing information pertaining to water issues, providing a forum for municipalities to discuss water issues, and ensure reliable water supplies are available for a sustainable and growing economy.
Term of Office:	Councillors – one-year term
Voting Members:	1 Councillor
Meeting Times:	Meetings are held bi-monthly starting in January on the third Thursday in Drumheller, AB. The group confirms the meeting dates, times, and locations annually.
Contact:	Keith Ryder, Executive Director kryder@telus.net

Other Information:

- Web Site: www.rdrmug.ca

Red Deer River Watershed Alliance Committee

Function & Duties:	The Red Deer River Watershed Alliance Committee is a partnership that promotes a healthy watershed for ecological integrity and economic sustainability.
Term of Office:	Councillors – one-year term
Voting Members:	1 Councillor
Meeting Times:	This committee meets at the call of the Chairperson or Executive director, but not less than four times per year.
Contact:	Kelly Dodds, Executive Assistant 403-340-RDRW (7379) info@rdrwa.ca

Other Information:

- Web Site: www.rdrwa.ca

Road Ban Committee

Function & Duties:	The Road Ban Committee consists of the Reeve, the Director of Municipal Services, and two additional Councillors. According to Bylaw 1848-15, this Committee meets as required to establish various maximum allowable weights for bridges and highways for periods of time which it deems appropriate.
Term of Office:	Councillors – one-year term
Voting Members:	Reeve 2 Councillors
Non-Voting Members:	Director of Municipal Services
Meeting Times:	The Road Ban Committee meets on an as-needed basis.
Contact:	Mark Harbicht, Director of Municipal Services 403-794-2311 harbichtm@newellmail.ca

Other Information:

- [Bylaw 1848-15 \(Road Ban Committee, Establishment of\)](#)

Shortgrass Library Board

Function & Duties:	The Shortgrass Library Board governs the operations of the Shortgrass Library System, which provides library services to many municipalities in the Southern Alberta region.
Term of Office:	Councillors – one-year term
Voting Members:	1 Councillor (the same Councillor is appointed to the County of Newell Library Board) Representatives from other member municipalities are also appointed.
Meeting Times:	Meetings are held every third Wednesday at 1:00 p.m. at the Shortgrass Library System Office in Medicine Hat, AB.
Contact:	Petra Mauerhoff, CEO petra@shortgrass.ca

Other Information:

- Web Site: <http://www.shortgrass.ca/>

Solid Waste & Recycling Collection Committee

Function & Duties:	The Solid Waste & Recycling Collection Committee discusses matters regarding the collection of solid waste and recycling for the various user groups (hamlet, multi-lot residential, acreage/farm, and commercial/industrial) of the County of Newell.
Term of Office:	Councillors – one-year term
Voting Members:	3 Councillors
Non-Voting Members:	Director of Municipal Services
Meeting Times:	Meetings are held on an as-needed basis.
Contact:	Mark Harbicht, Director of Municipal Services 403-794-2319 harbichtm@newellmail.ca

Other Information:

Subdivision & Development Appeal Board (SDAB)

Function & Duties:	This Board deals with appeals of decisions made on Subdivision and Development Permit applications. Each member-at-large appointed to the SDAB must reside in a different electoral division.
Term of Office:	Members-at-Large – four-year terms
Voting Members:	5 Members-at-Large
Meeting Times:	Meetings are scheduled when an official appeal has been received.
Contact:	Diane Horvath, County Planner – ORRSC dianehorvath@orrsc.com

Other Information:

Tourism Representative

Function & Duties:	The Tourism Representative is focused on promoting tourism within the County of Newell. The Councillor appointed to this position attends the meetings of the Brooks & District Chamber of Commerce, the Newell Regional Tourism Association, and Canadian Badlands Ltd.
Term of Office:	Councillors – one-year term
Voting Members:	1 Councillor
Meeting Times:	Brooks & District Chamber of Commerce meets the fourth Tuesday of every month beginning at 5:30 p.m. Newell Regional Tourism Association meets the third Thursday of every month beginning at 3:00 p.m.
Contact:	Brooks & District Chamber of Commerce – Karen Vogelaar 403-362-7641 manager@brookschamber.ab.ca Newell Regional Tourism Association – William Slenders, Market Researcher – County of Newell 403-794-2328 slendersw@newellmail.ca

Other Information:

- Brooks & District Chamber of Commerce www.brookschamber.ab.ca
- Newell Regional Tourism Association <http://www.visitnewell.com/>

Veteran's Memorial Highway Development Safety Association

Function & Duties:	The Veteran's Memorial Highway Development Safety Association was established to deal with safety issues on Veteran's Memorial Highway (Highway 36).
Term of Office:	Councillors – one-year term
Voting Members:	1 Councillor Representatives are also appointed from other municipalities.
Meeting Times:	Four zone meetings plus the Annual General Meeting are held each year. The zones are as follows: <ul style="list-style-type: none">• South Zone (south of the Red Deer River)• Central Zone (from the Red Deer River north to the County of Minburn)• North Zone District 1 (north of the County of Minburn to Lac la Biche County)• North Zone District 2 (Regional Municipality of Wood Buffalo) Board of Directors meetings are held immediately following the zone meetings. Additional Board Meetings may be held if the association is working on a project or having meetings with MLAs or the Minister or staff from Alberta Transportation.
Contact:	Michael Yakielashek mdyakie@telus.net

Other Information:

- <http://www.veteransmemorialhighway36.com/>