

<b>VULCAN COUNTY POLICY NO. 12-1007</b>	<b>External Boards and Committees Policy</b>
Effective: October 16, 2024	Amended: December 17, 2025
Cross Reference: CC 2024-10-16-14    CC 2025-12-17-16	Page <b>1</b> of <b>7</b>
Review Date: Annually	



## **EXTERNAL BOARDS & COMMITTEES**

### **1) PURPOSE**

One of the duties of a councillor is to participate in various committees established by Council and meetings of external boards and committees.

This policy will provide guidance in managing councillor appointments on external boards and commissions. Councillors shall represent Vulcan County's interests when participating in the work of external organizations (*with the exception of the County Library Board*), and report back to Council with information about the external boards and committees.

### **2) APPOINTMENTS**

Councillor representation on external boards and committees is established at the discretion of Council, and appointments shall be made at the Organizational Meeting of Council.

When reviewing or considering a councillor's appointment on an external board or committee, the following shall be used as guidance:

- Vulcan County provides annual funding to the board or committee; or,
- Vulcan County is mandated to appoint a councillor by an Act or agreement; or,
- It represents the interests of Vulcan County, its residents, and landowners; or,
- It facilitates the exchange of information on matters of mutual concern: or,
- It provides Vulcan County Council with information, advice, or recommendations regarding local issues and topics.

The level of resources should also be considered when reviewing appointments, including councillors time and travel, and staff support.

### **3) REVIEW**

Vulcan County Council shall review this policy and the external board and committee appointment listing annually at its Organizational Meeting and ensure the listing aligns with this policy.

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#### 4) **EXTERNAL BOARD AND COMMITTEE SUMMARY**

The following is a brief description of the external boards or committees of which Vulcan County is a member, or that a councillor sits on.

##### **County Library Board**

Description: To ensure the provision of comprehensive and effective library services to the residents of Vulcan County. Established as per Vulcan County Bylaw 1093, the *Libraries Act*, and the *Alberta Libraries Regulation*.

Meeting Frequency: 4-6x per year (*as per the Libraries Act*)

Members required: between 0-2 councillors + 8-10 members-at-large (total of 10)

Term: 1 – 3 years

***IMPORTANT:*** *As per the Alberta Libraries Regulation, the councillor appointed to the County Library Board is expected to act in the best interests of the library board and the delivery of public library service. They should not act as a representative of the County.*

##### **Chinook Arch Regional Library Board**

Description: Provides a cost-effective way for municipalities in southwestern Alberta to collaborate with neighbouring communities to ensure that all area residents can experience the life-changing power of public libraries. A member driven regional services organization made up of 41 member municipalities, Chinook Arch's mission is to support thriving libraries and thriving communities.

Established as per the *Libraries Act*, and the Chinook Arch Agreement

Meeting Frequency: 3x per year (April, August, December) (*as per the Libraries Act*)

Members required: 1 councillor

Term: 2 years

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Description: The Claresholm & District Transportation Society is a not-for-profit society that provides affordable and accessible transportation for seniors and those with disabilities.

Meeting Frequency: 1x per month

Members required: 1 councillor

Term: 1 year

**Vulcan & Region Family and Community Support Services (FCSS)**

Description: Provides preventative social services to promote and enhance well-being among individuals and families and promote the development of stronger communities. Formed through joint agreement with the Town of Vulcan, and Villages of Arrowwood, Carmangay, Champion, Lomond, and Milo.

Meeting Frequency: 1x per month (except July & August)

Members required: 1 councillor

Term: 1 year

**Foothills Little Bow Association**

Description: An association comprised of 13 rural municipalities in southern Alberta established to advocate for municipal issues.

Meeting Frequency: 2x per year (January and September)

Members required: all councillors can attend the meetings as long as Vulcan County is a member of the association.

Term: 4 years (municipal term)

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Description: The commission is authorized to provide emergency medical services and an emergency services communication system. The Foothills Regional 911 Commission is responsible for 911 services and emergency response dispatch for 26 municipalities, 43 fire departments, and 16 municipal enforcement agencies in southern Alberta, covering a geographic area that extends from Banff to the Crowsnest Pass.

Meeting Frequency: quarterly

Members required: 1 councillor

Term: 1 year

**Marquis Foundation**

Description: The governing body that operates the Peter Dawson Lodge in Vulcan and the seniors Self-Contained Housing Units located throughout Vulcan County. The Board provides oversight and makes decision regarding the long-term growth and care for seniors in our communities.

Meeting Frequency: 1x per month

Members required: 2 councillors

Term: 2 years

**Oldman River Regional Services Commission (ORRSC)**

Description: The service commission is a cooperative effort of its member municipalities in southwestern Alberta who have created an organization to provide municipal planning advice to its members. ORRSC is contracted by its member municipalities and provides advice to administration and Council regarding land use planning matters. ORRSC is available as a resource to landowners as well but does not engage in the preparation of any statutory plans, such as area structure plans, for the private sector.

Meeting Frequency: quarterly

Members required: 1 councillor + 1 alternate

Term: 2 years

**Rainbow Literacy & Learning Society**

Description: A non-profit society that provides literacy support and education through accessible programs and services to improve the quality of life for everyone in Vulcan County.

Meeting Frequency: 1x per month

Members required: 1 councillor

Term: 2 years

**SouthGrow Regional Initiative**

Description: A member driven, non-profit regional economic development alliance in south central Alberta. Their focus is on working with member communities, industry/business, government and others to achieve common purpose in the area of economic development and shared services opportunities.

Meeting Frequency: quarterly (*the Executive meets 1x per month*)

Members required: 1 councillor + 1 alternate

Term: 2 years

**Twin Valley Regional Water Commission (TVRWC)**

Description: Formed in 2011 to provide water services to Vulcan County, the Town of Vulcan, Village of Champion, and Village of Carmangay.

Meeting Frequency: approximately 4-6x per year (as needed)

Members required: 2 councillors

Term: 2 years

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Description: Financially supported by their industry members, enabling community residents and government representatives to participate free of charge. The group attempts to build relations and share information regarding the petroleum industry within Vulcan County.

Meeting Frequency: 4 – 6x per year

Members required: 1 councillor

Term: 1 year

**Vulcan County Health & Wellness Foundation**

Description: The foundation was formed in response to local concerns about the scope of health services at the Vulcan Community Health Centre. They strive to support the enhancement of healthcare facilities in Vulcan County, supplement wellness programs, and offer bursaries for professional healthcare workers and first responders.

Meeting Frequency: 6x per year

Members required: 1 councillor

Term: 2 years

**Vulcan District Waste Commission**

Description: Established by regulation, with membership from Vulcan County, Town of Vulcan, Villages of Arrowwood, Carmangay, Champion, Lomond, and Milo. Authorized to provide solid waste management services.

Meeting Frequency: 6 – 8 per year

Members required: 2 councillors

Term: 2 years

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Description: Established by Agreement, in partnership with the Town of Vulcan and Villages of Arrowwood, Champion, and Milo. To support the Vulcan Medical Clinic and the Arrowwood Medical Clinic.

The purpose of the committee is to review the clinic subsidy agreement, budget, financials, and programming, for recommendation to the member municipalities.

Meeting Frequency: as required

Members required: 1 councillor

Term: 1 year

**Doctor Attraction and Retention Committee**

Description: Partnership between the County, Town of Vulcan, Vulcan Chamber of Commerce, Vulcan Kinettes, and the Vulcan Hospital.

Meeting Frequency: bi-monthly

Members required: 1 councillor (*same – Regional Clinic Subsidy & Locum Committee*)

**Vulcan Senior Protect**

Description: Dedicated to creating a coordinated response model leveraging local support services to find solutions to elder abuse.

Meeting Frequency: 1x per month

Members required: 1 councillor

Term: 1 year

**Vulcan Flying Club (Airport Committee)**

Description: Established by agreement, dedicated to fostering the development and continued operation of the Vulcan Airport for the purpose of providing aircraft and flight service opportunities for the benefit and enjoyment of the public.

Meeting Frequency: 1x per month

Members required: 1 councillor

Term: 1 year