

PEACE REGIONAL MENTAL HEALTH TASK FORCE TERMS OF REFERENCE

GENERAL STATEMENT

The mental health of the population affects everyone's quality of life. Recognizing that there is strength in community, the Peace Regional Mental Health Task Force (the "Task Force") believes that collaborative leadership is essential to cultivating wellbeing across the membership boundaries.

PURPOSE

The purpose of the Task Force is to support our local communities to identify priorities and create potential solutions around mental health/addiction and to advocate to all levels of government – municipal, provincial, and federal- for possible solutions for addressing mental health.

MEMBERSHIP

The Task Force committee will consist of the following:

1. One Councillor from each of the following municipalities:
 - a. County of Northern Lights
 - b. MD of Peace No. 135
 - c. Northern Sunrise County
 - d. Town of Grimshaw
 - e. Town of Peace River
 - f. Village of Berwyn
2. One member from the Royal Canadian Mounted Police (RCMP)
3. One staff member from Recovery Alberta
4. One member from the Canadian Mental Health Association
5. One member from the Peace Regional Women's Shelter
6. One staff member from the Sagitawa Friendship Society
7. One member at Large
8. One member from a First Nations Community
9. One member from a Metis Community

PARTICIPATION BY OTHERS

The Committee may invite resource people to provide expertise on specific topics, assisting and coordinating efforts among various interested parties, including different levels of government, law enforcement, non-profits, and private and community organizations.

TERMS OF MEMBERSHIP

The term of membership for municipal councillors is four years. The respective Councils will re-appoint them annually at their organizational meetings for a four-year term. Other members will serve on the Task Force at the discretion of their employer.

A member will be removed from the Task Force if they miss three consecutive meetings without approval. For municipal councillors, the Task Force will send a letter to the respective Council requesting the removal of the councillor and the appointment of a new one.

ROLES AND RESPONSIBILITIES

Chairperson: To lead the Task Force, organize meetings, promote collaboration, and ensure the development of an agreed-upon action plan.

Members: To actively participate in the meetings, contribute to discussions, share knowledge and data, and support the development and implementation of an action plan.

Secretariat: To provide administrative support, including scheduling meetings, preparing agendas in collaboration with the Chairperson, and documenting and distributing meeting minutes.

MEETINGS AND REPORTING

The chairperson, vice chair and secretary will be chosen by way of consensus of the committee at the annual organizational meeting held in November. If additional support is required, member municipalities may provide additional administrative support to assist the secretary.

A simple majority of members will constitute a quorum for meetings. Decisions will be made by consensus or, if necessary, by a majority vote.

The Task Force will meet a minimum of nine (9) times per year, typically on the last Thursday of the month, except for July, August, and December, or as determined by the Task Force. The organizational meeting, held in November, will be used to agree upon and ratify the annual meeting dates. All meetings will be held at the Peace River RCMP detachment beginning at 5:00 p.m., with the option for members to attend virtually if they are unable to attend in person.

The chairperson will collaborate with the secretary to prepare the agenda for each Task Force meeting and circulate copies to attendees. The secretary will take meeting notes that will be circulated to the Task Force members.

The Task Force will adopt the approved meeting minutes, and the secretary will distribute the minutes to the member municipalities and respective groups as required.

CONFIDENTIALITY

The Task Force may receive confidential information, so meetings are closed to the public. Members are prohibited from discussing this information outside of meetings. If necessary, the Council member on the Task Force will provide a summary of the discussions to their respective Councils during a Closed session.

REVIEW AND AMENDMENTS

The Terms of Reference will be reviewed and confirmed at the onset of the Task Force and annually thereafter. The document may be amended as necessary to reflect changing circumstances and priorities.

Peace Region Mental Health Task Force

Meeting Minutes

Meeting Date: August 28, 2025 **Time:** 5:00 pm

Location: Virtual Meeting via MS Teams & RCMP Meeting Room Peace River

Minute Taker: Kayln Schug

Attendees: Marc Boychuk, Mental Health/Addictions/Homelessness Advocate, Chair
Carolyn Kolebaba, Northern Sunrise County, Councillor
Kayln Schug, County of Northern Lights, Councillor
Theresa Johnson, MD of Peace, Councillor
Brad Carr, Town of Peace River, Councillor
Stacey Messner, Town of Grimshaw, Councillor
Jane Weber, Village of Berwyn, Councillor
Sgt. Lacey Blair, RCMP, Vice Chair
Caroline Velie, Recovery Alberta
Randy Arsenault, Executive Director at Canadian Mental Health Association
Marissa Geldart, Sagitawa Friendship Society

Called to Order: 5:03 pm

1. Civil Summit (Kayln):

Kayln shared the feedback from her meeting with the MLA Constituency Manager from Medicine Hat. This meeting was brought forward from the Workshop held in May and was a key follow-up task. The group reviewed how Medicine Hat created its Mental Health Task Force, and our workshop modelled very similar formatting. The Terms of Reference for the Medicine Hat Committee were of key interest and were discussed at length.

2. Transitional Housing Update (Marc):

Marc shared about the PRWS and Metis Housing Partnership, as well as provided the committee with the provincial rural homelessness subcommittee update. Marc will be meeting with the Calgary Homeless Foundation CEO in September.

3. Sagitawa Update (Marissa):

Sagitawa continues to see consistent numbers of clients accessing their services, including meals, showers, and laundry. The numbers are remaining steady with no significant decrease due to the closing of the shelter for the summer months. There has been no confirmation of funding for winter as of yet from the GoA, with the opening tentatively scheduled for November 1st.

4. Pop-Up Navigation Center (Lacey):

Lacey shared about the opportunity to get our name forward to be the next community that could potentially host the next Navigation Pop Up. She explained the pilot project and that Peace River might be a great fit. The group determined that we would be interested and could send in letters of support if needed to be considered.

5. Workshop Feedback and Next Steps (Marc/Brad):

Marc and Brad shared the report that the Town of Peace River wrote to address the concerns brought forward as actionable items for the Town of Peace River from the workshop hosted in May. Councillors Carr, Good and Boychuck developed the report. It was discussed that the report that the Task Force sent out following our workshop will require a working group to be formed after the organizational meeting and elections to dive into it further and provide an actionable list for the Task Force to move forward on.

6. Taskforce Committee Feedback from Councils/Next Four Years:

The councils were in favour of the continuation of the committee with accountability and transparency moving forward. It was determined that meeting minutes will be adopted and shared with the membership for the topics that can be openly shared. The other concerns relating to structure will be addressed in the updated Terms of Reference.

7. Terms of Reference:

A robust conversation was had relating to updating the Terms of Reference; the amended draft will be brought forward to the next meeting to be ratified.

8. Recovery Alberta Update (Caroline):

Recovery Alberta continues to provide Mental Health and Addiction supports and services to the Peace River and area. Attached are the brochures for some of our services. All services are available Monday through Friday, 8:00 am-4:30 pm, with some programs offering extended hours. Increased services for the next several months include Group interventions- focusing on:

1. Addiction

- Matrix program treatment and supporting the Corrections Health team to develop a Matrix program to run concurrently for individuals transitioning to the community from PRCC.
- Let's talk Friday
- One Day treatment (last Friday of the month)
- Planning for a Gambling program to launch this fall

2. Child and Youth

- Therapeutic groups targeting children between the ages of 4 -12
- The Child and Youth team continues to work collaboratively with the local schools to support and collaborate to ensure student needs are supported with guardian consents.

3. Adult

- DBT group to be running soon
- Regional Police and Crisis Team – (RPACT) – is currently operational with a Mental Health Therapist supporting the RCMP to respond to reports and concerns. The team Peace Regional Mental Health Task Force – August 28, 2025 (Mental Health Therapist and RCMP member) are engaging with the different

detachments and supporting referrals that come their way

4. Psychiatry

- *Dr. Prince Nwaubani has started with the clinic and will be addressing the current waitlist of clients referred to psychiatry.*
- *Accessing Dr. Nwaubani requires a referral from a doctor, nurse practitioner or a Mental Health/ Addictions Counsellor.*

1. Action Items:

- a. Kayln will update the Terms of Reference changes as discussed by the group and have them ready to be approved at the next meeting.
- b. Marissa and Caroline will email Kayln approved notes to submit as their report.
- c. Lacey will get the information needed for support letters out to the members and their councils to send in.

Next Meeting Date: Scheduled for September 25, 2025

The meeting adjourned at 6:50 pm.