

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-962

THE PROCEDURE BYLAW

**(As Amended by Bylaw C-962A, C-962B, C-962C, C-962D,
C-962E, C-962F, C-962G, C-962H, C-962I, C-962J, C-962K
C-962L, C-962M, C-962N, C-962 O, C-962P, C-962Q, C-962R,
C-962S, C-962T and C-962U)**

The Council of the City of Grande Prairie enacts the following:

PART 1 - PURPOSE AND DEFINITIONS

- PURPOSE**
1. The purpose of this by-law is to establish rules to follow in governing the City of Grande Prairie.
- DEFINITIONS**
2. The following words and phrases mean:
 - (1) Administrative an inquiry made at a meeting by a Council Member Inquiry relating to the business of the City;
 - (2) Chair the person who has been given authority to direct the conduct of a meeting including the appointed head of a Committee;
 - (3) Challenge an appeal of a ruling of the Chair;
 - (4) City the City of Grande Prairie;
 - (5) City Official an official appointed by Council, including the City Manager, any designated officers appointed under the Municipal Government Act or any of their delegates;
 - (6) Committee a committee of Council that is either a Standing Committee, Special Committee, or a Council Committee, that is carrying out a power, duty or function delegated to it by Council, but excluding Committee of the Whole;
 - (7) Committee of the Whole a procedural device that permits Council greater freedom of debate;
 - (8) Council the municipal Council of the City;
 - (9) Council Committee any committee, board or other body established by Council under the Municipal Government Act, unless Council decides that this by-law does not apply to any particular Council Committee;
 - (9.1) Deputy Mayor the deputy chief elected official appointed by Council as provided for in the Municipal Government Act;
(Bylaw C-962K - November 22, 2004)
 - (9.2) Electronic Meetings Council and Standing Committees may conduct meetings by means of electronic or other communication facilities according to the procedures outlined in Schedule "C".
(Bylaw C-962S - April 6, 2015)

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- (10) General Municipal Election an election held in the City to elect the members of Council as described in the Local Authorities Elections Act;
- (11) Mayor the chief elected representative of the City whether elected or appointed as described in the Municipal Government Act;
- (12) Member a member of Council;
- (13) Orders of the Day the order of business and time schedule for a meeting of Council or a Standing Committee as set out in the appropriate part of Schedule "A";
- (14) Organizational Meeting the meeting held as described in Section 7;
- (15) Person includes a corporation;
- (16) Point of Order a demand that the Chair enforce the rules of procedure;
- (17) Point (or Question) of Privilege a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual Council Members which include the:
- (a) organization or existence of Council;
 - (b) comfort of Council Members;
 - (c) conduct of City Officials, employees or members of the public in attendance at the meeting;
 - (d) accuracy of the reports of Council's proceedings; and
 - (e) reputation of Council Members or Council;
- (18) Postpone to delay the consideration of any matter either to a definite time, for example when further information is likely to be obtained, or indefinitely;
- (19) Presiding Officer the Mayor, or in the absence of the Mayor, the Deputy Mayor;
(Bylaw C-962K - November 22, 2004)
- (20) Previous Question a motion to end debate and vote on the motion under debate;
- (21) Public Hearing Meeting a Council meeting held for statutory hearings;
- (22) RCMP Royal Canadian Mounted Police;
- (23) Special Resolution a resolution passed by a two-thirds majority of all Council Members or two-thirds of all members of a Committee;
- (24) Table a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;
- (25) Terms of Reference a written statement that defines the composition, term, objectives and mode of operation of a Committee or Task Force;
- (26) Two-Thirds Vote a vote by two-thirds of Council Members present at the meeting and entitled to vote on the motion.

PART 2 - INTERPRETATION AND APPLICATION

- RULES FOR INTERPRETATION** 3. The marginal notes and headings in this By-law are for reference purposes only.

- REFERENCE SOURCE** 4. If a question relating to the procedures of Council or Committees is not answered by this By-law, the answer to the question is to be determined by referring to the most recent revision of Robert's Rules of Order Newly Revised.

- SUSPENSION OF RULES** 5. Council may suspend any provision of this By-law by Special Resolution except:
 - (1) the provisions about statutory hearings; and
 - (2) the provisions for amending or repealing this by-law.

- PARAMOUNT RULES** 6. If the provisions in any other by-law conflict with the rules in this By-law, this By-law will prevail.

PART 3 - ORGANIZATION OF COUNCIL

- ORGANIZATIONAL MEETINGS** 7. An Organizational Meeting must be held in October in each year. At this meeting
 - (1) Council must:
 - (a) appoint each Councillor to the position of Deputy Mayor on an annual rotation schedule; **(Bylaw C-962Q - June 25, 2012)**
 - (b) establish the dates, times and places for regularly scheduled Council and Standing Committee meetings provided all Council Members are present;
 - (c) appoint Council Members to Committees; and

(Bylaw C-962K - November 22, 2004)
 - (2) In the case of the first meeting following a General Municipal Election:
 - (a) every member of Council must take the Oath of Office;
 - (b) the Returning Officer must report.
 - (3) If at any time the Council Member scheduled to be Deputy Mayor is unavailable to perform the duties of Mayor, the next Council Member scheduled to be Deputy Mayor will act in his or her place.

In the case of further unavailability, the process of substitution will continue in the order shown in the rotation schedule.

(Bylaw C-962K - November 22, 2004)

PART 4 - MEETINGS

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| TIME, DATE AND LOCATION OF MEETINGS | 8. | Council will hold regular meetings on the dates established at the Organizational Meeting. If a regular Council meeting falls on a statutory holiday, the meeting will take place on the next business day. |
| REGULAR MEETINGS | 9. | Regular Council Meetings will begin at 6:30 p.m. and adjourn by 11:00 p.m., unless Council passes a motion to extend the meeting by a Two-Thirds Vote. (Bylaw C-962P - October 17, 2011) |
| MEETING PLACE | 10. | Regular Council Meetings and Public Hearing Meetings will be held in the Council Chambers. |
| CHANGING TIME, DATE, LOCATION | 11. | Council may change the time, date or location of any meeting by Special Resolution and a Committee may change the time, date or location of any of its meetings if at least 24 hours notice of the change is given: <ul style="list-style-type: none"> (1) in writing to all Council Members, and (2) to members of the public by posting a notice of the change at the entrance to the meeting's original location and in any other manner directed by resolution of Council. |
| CANCELLATION | 12. | Council may cancel any meeting and a Committee may cancel any of its meetings if notice is given as set out in Section 11. |
| NOTICE OF COMMITTEE MEETINGS | 13. | The Corporate Services Director will post, in a place in City Hall which is accessible to the public, a monthly schedule of Committee meetings as scheduled at the Organizational Meeting, and will give any other notice of these meetings as directed by Council. (Bylaw C-962Q - June 25, 2012) |
| SPECIAL MEETINGS | 14. | The Mayor may call a special Council meeting at any time and must do so if a majority of Council Members so request by a written notice which includes a statement of the purpose of the meeting. A special meeting requested by Council Members must be held within 14 days after the request is received by the Mayor. |
| NOTICE OF COMMITTEE MEETINGS AND CANCELLATION | 15. | Notice of the Committee meetings scheduled by Council at the Organizational Meeting need not be provided to any Council Member. Subject to Section 16, any standing committee may schedule additional meetings by resolution, but must give notice in writing to all Council Members. Any Committee may cancel a meeting by Special Resolution but must give notice of the cancellation as set out in Section 11. |

NOTICE OF SPECIAL MEETINGS

16. Notice in writing specifying the time, date, location and purpose of a special meeting must be delivered or telefaxed to each Council Member at least twenty-four hours before the special meeting. At least twenty-four hours before the special meeting, the Corporate Services Director will post a notice of the meeting in a place in City Hall which is accessible to the public and give any other notice to the public as directed by Council.
(Bylaw C-962Q - June 25, 2012)

17. Special Council meetings will be held on the date and at the time and location specified in the notice of the special meeting. If a matter is not specified in the notice of the Special Council Meeting, it may not be dealt with unless all Council Members are present and Council passes a motion, by majority vote, to deal with the matter.

SHORTER NOTICE OF SPECIAL MEETINGS

18. Despite Section 14, the Mayor may call a Council meeting on shorter notice and without providing notice to the public provided all Council Members are notified of the meeting and two-thirds of Council Members give written consent to holding the meeting before the meeting begins.

QUORUM REQUIREMENTS

19. Quorum is a majority of Council Members.

COMMENCEMENT PROCEEDINGS

20. As soon as there is a quorum after the time for commencement of a Council meeting:

- (1) the Presiding Officer must take the chair and begin the meeting; or
- (2) **(Bylaw C-962K - November 22, 2004)**

WHEN NO QUORUM

21. If there is no quorum within half an hour after the time set for the meeting, the Corporate Services Director will record the names of the Council Members present and the meeting will be adjourned to the time of the next regular Council meeting. The agenda for the adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called before or after the next regular Council meeting to deal with the business of the adjourned meeting.
(Bylaw C-962Q - June 25, 2012)

ORDER OF BUSINESS

22. The order of business at a meeting is the order of the items on the agenda **except:**

- (1) when a previous meeting has been adjourned for lack of a quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda;
- (2) when Council alters the order of business for the convenience of the meeting by a Two-Thirds Vote; and

- (3) when the same subject matter appears in more than one place on an agenda and Council decides, on motion, to deal with all items related to the matter at the same time.

Council need not deal with any item on the agenda if no motion is made about it.

SPECIAL ORDERS OF THE DAY (ESTABLISHED TIMES FOR ITEMS)

- 23. Council may establish a specific time for debate on any matter by Special Resolution when the agenda is adopted by Council and that matter will be a "Special Order of the Day". Any Council Member may call for the Special Order of the Day at the time established, which postpones all other matters until after the Special Order of the Day is completed, unless a motion is passed by a Two-Thirds Vote allowing a matter under discussion at that time to be completed first.

CALL FOR ORDERS OF THE DAY

- 24. A motion calling for Orders of the Day (requiring Council to adhere to its schedule) is not debatable or amendable.

PART 5 - AGENDAS AND RECORDS OF MEETINGS

AGENDA FORMAT

- 25. The agenda orders the business for a meeting and will follow the appropriate Order of Business set out in Schedule "A".

AGENDA DISTRIBUTION

- 26. The Corporate Services Director will deliver copies of the agenda and reports to Council Members' offices, businesses, or residences, as requested, at least 48 hours before each regular Council or Standing or Special Committee meeting. Agendas, reports and supplementary materials that are received too late to be included with the agenda or that are intended for special Council meetings will be made available as soon as reasonably possible.
(Bylaw C-962Q - June 25, 2012)

- 27. The Corporate Services Director will make copies of the agenda and all reports and supplementary materials (unless they must or may be withheld under the Municipal Government Act or any by-law dealing with access to information) available to all City Officials, Department heads, media representatives and the general public, but only after they have been delivered to the Council Members.
(Bylaw C-962Q - June 25, 2012)

ADOPTION OF AGENDA

- 28. Council must vote to adopt the agenda prior to transacting other business and may:
 - (1) add new items to the agenda by Special Resolution; or
 - (2) delete any matter from the agenda by unanimous vote.

PREPARATION OF MINUTES

- 29. The Corporate Services Director must prepare all Council and Standing and Special Committee minutes which will include:

- (1) all decisions and other proceedings;
 - (2) the names of the Council Members present at and absent from the meeting;
 - (3) the names of the Council Members voting for and against all motions and of those who are absent for the vote;
 - (4) any abstention pursuant to a declaration of pecuniary interest made under the Municipal Government Act by any Council Member and any other abstention permitted by statute; and
 - (5) the signatures of the Presiding Officer, and the Corporate Services Director or designate.
- (Bylaw C-962Q - June 25, 2012)**

ADOPTION OF MINUTES

- 30. The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If there are errors or omissions, Council must:
 - (1) pass a motion to amend the minutes; and
 - (2) adopt the minutes as amended,
 and if there are no errors or omissions, Council must adopt the minutes as circulated.

RECORDINGS OF MEETINGS

- 31. Except for meetings or portions of meetings held in private, the Corporate Services Director will make a replayable audio-recording of all Council meetings.
(Bylaw C-962Q - June 25, 2012)

ACCESS TO RECORDINGS OF MEETINGS

- 32. The Corporate Services Director or delegate will supervise access to the recordings. No one will be entitled to make any changes to the recordings. Recordings may only be transcribed by resolution of Council unless they are required by the Office of the City Solicitor in connection with litigation.
(Bylaw C-962Q - June 25, 2012)

TRANSCRIPTS

- 33. Any transcript of the recordings authorized by Council must be prepared under the direction of the Corporate Services Director. Anyone other than a Council Member requesting a transcript will be required to pay a fee established by the Corporate Services Director unless transcripts are required by the Office of the City Solicitor in connection with litigation.
(Bylaw C-962Q - June 25, 2012)

RETENTION OF RECORDINGS

- 34. The Corporate Services Director must retain all audio-recordings of meetings for at least two (2) years from the date of the meeting.
(Bylaw C-962Q - June 25, 2012)

PART 6 - INQUIRIES AND RESPONSES

Division 1 - Inquiries at Council

ADMINISTRATIVE INQUIRY

35. Any Council Member may make an Administrative Inquiry through the Presiding Officer to any City Official.

DIRECTION TO ABANDON INQUIRY

36. If a City Official reports that the financial or other resources required to answer the Administrative Inquiry are substantial and will affect that City Official's budget, Council may by a Two-Thirds Vote direct the Administration to abandon the inquiry.

Division 2 - Inquiries at Standing Committees

INQUIRY AT APPROPRIATE COMMITTEE

37. An Administrative Inquiry may only be made at a Standing Committee if it primarily relates to the business dealt with by that Standing Committee.

ANY COUNCIL MEMBER MAY ATTEND

38. Any Council Member may attend any Standing Committee meeting to make an Administrative Inquiry to any City Official related to the business dealt with by that Standing Committee. If a Council Member is unable to attend the appropriate Standing Committee meeting, he or she may submit an Administrative Inquiry in writing to the Chair of that Standing Committee who must then read it into the record of the meeting.

VERBAL RESPONSE

39. A City Official may verbally answer an Administrative Inquiry at the Standing Committee meeting at which it is made. Any Council Member may request that the response be submitted to the Standing Committee in writing.

Division 3 - Instructions to Employees

INTERFERENCE BY COUNCIL MEMBERS

40. Council Members must not direct or interfere with the performance of any work for the City without specific direction from Council or a Standing or Special Committee.

ORDERS TO EMPLOYEES

41. Council or a Standing or Special Committee may give instructions to any City employee through the City Manager, but Council Members must not give direct instructions to City employees without a specific direction from Council or a Standing or Special Committee.

PART 7 - MOTIONS

NOTICE OF MOTION

42. A Council Member may make a motion introducing any new matter only if:

- (1) notice is given at a previous regular Council meeting; or

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- (2) a legible copy of the content of the notice is made available to the Corporate Services Director by 12:00 noon of the fifth day preceding a regular Council Meeting; or
(Bylaw C-962Q - June 25, 2012)
- (3) Council passes a Special Resolution dispensing with notice.
- DETAILED NOTICE OF MOTION** 43. A notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.
- DELAY IN PRESENTING MOTION** 44. If a motion is not made at the meeting indicated in the notice, it will appear on the agenda for, and may be made at any of, the next two regular meetings. After the third regular meeting, it will be removed from the agenda and may only be made by a new notice of motion.
- STYLE AND PRESENTATION OF MOTIONS** 45. All motions must be concise and unambiguous and must either be given in writing or dictated to the Corporate Services Director.
(Bylaw C-962Q - June 25, 2012)
46. No motion bringing a new matter before Council may be made while any other motion is pending.
- RECOMMENDATIONS ARE NOT MOTIONS** 47. A motion must be made on any agenda item before it is discussed. A recommendation in a report does not constitute a motion until a Council Member has expressly moved it.
- STATING MOTIONS** 48. All motions must be stated by the chair prior to debate unless the motion appeared in the agenda.
- WITHDRAWAL** 49. Once a motion has been moved and stated by the Chair, it is in the possession of Council, and may not be withdrawn without unanimous consent of all Council Members present at the meeting.
- REPEATING MOTIONS** 50. A motion which has been superseded or withdrawn has not been in the possession of Council and may be repeated unless it has been ruled out of order because it is improper.
- PUT BY THE CHAIR** 51. All motions must be put by the Chair before a vote is taken.
- POSTPONE INDEFINITELY** 52. A motion to postpone indefinitely is debatable and debate may deal with the merits of the motion being postponed.
53. A motion postponed indefinitely may only be brought back after:
- (1) more than one(1) year from the date of the postponement;
- (2) a General Municipal Election; or

- (3) a Special Resolution is passed allowing it to be brought back.
- POSTPONE TO A DEFINITE TIME**
 - 54. A motion to postpone to a definite time may be made at any time during debate. The motion to postpone to a definite time is only debatable as to advisability of the postponement and is amendable only as to the time specified.
 - 55. If a motion is postponed to a definite time, it will take priority over all other unfinished business at that time, but it may not be brought back before that time without a Special Resolution.
- AMENDMENTS**
 - 56. An amendment proposed to a motion must be relevant to its subject matter and must not propose a direct negative of the motion.
- AMENDMENTS TO AMENDMENTS**
 - 57. Only one amendment to a motion may be before the meeting at any time, but an amendment to the amendment may be before the meeting at the same time. The amendment to the amendment must be voted on before the amendment.
 - 58. An amendment to an amendment must be relevant to the amendment.
 - 59. Despite Section 57, when an amendment is made to change numbers, the longest time, largest sum or largest quantity must be put first.
- DEBATABILITY OF AMENDMENTS**
 - 60. Council Members may debate the merits only of the amendment, not the merits of the motion it is applied to.
- CANNOT AMEND OWN MOTION**
 - 61. A Council Member may not amend his or her own motion.
- REFERRAL MOTIONS**
 - 62. A Council Member may move to refer any motion to the appropriate Council Committee or the administration for investigation and report, and the motion to refer:
 - (1) will preclude all further amendments to the motion;
 - (2) is debatable; and
 - (3) may be amended only as to the body or membership of the body to which the motion is referred and the instructions on the referral.
- REPORT FROM REFERRAL**
 - 63. When a response to a referral is before Council, the motion under consideration will be the motion which was referred, including any amendments made prior to the referral.
- REFERRALS REFUSED BY THE CHAIR**
 - 64. The Chair may refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies (for example, due to time constraints).

LIMITING OR ENDING DEBATE

65. Any motion to limit or end debate, including a motion for the Previous Question:
- (1) cannot be debated
 - (2) must be passed by a Two-Thirds Vote; and
 - (3) may only be amended as to the limit to be placed on debate.

MOTION FOR THE PREVIOUS QUESTION

66. If the Previous Question is moved, the Chair must state that the Previous Question has been moved and immediately take the vote on the motion for the Previous Question.
67. Unless a motion to Table is made, when a motion for the Previous Question is carried, the motion to which it applies must be put without further debate or amendment.

MOTION TO TABLE

68. A motion may be tabled to enable Council to deal with other more pressing matters. A motion that has been tabled may be brought back at any time by a majority vote and when brought back, it will take precedence over other new motions.

ALL CONNECTED MOTIONS

69. A motion to Table is not debatable and takes precedence over all other motions connected with the motion being tabled, which are tabled along with the motion.

TAKE FROM THE TABLE

70. Any Council Member may move to take a motion from the table, provided no other motion is on the floor.
71. A tabled motion is brought back with all of the motions connected with it, exactly as it was when laid on the table.
72. The motion to take from the table is not debatable or amendable and requires only a majority vote.
73. If a motion to take a motion from the table is defeated, it may only be made again after other business has intervened.
74. A motion may be taken from the table at any regular meeting, but not at a special meeting unless prior notice was given.
75. If a question is not taken from the table:
- (1) within one (1) year after the date that it was tabled; or
 - (2) prior to the General Municipal Election held after it was tabled,

it may not be taken from the table but may be made only as a new motion.

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- MOTIONS DISALLOWED** 76. If a motion is contrary to the rules and privileges of Council, the Chair may refuse to accept it and must cite the rule or authority applicable without other comment.
- PRIVILEGED MOTIONS** 77. The following motions are privileged motions and may, if the Chair determines that they are of overriding importance, interrupt the debate on another motion:
- (1) a call for Orders of the Day;
 - (2) a Point of Privilege;
 - (3) a motion to recess;
 - (4) a motion to adjourn; and
 - (5) a motion to fix the time to adjourn.
- POINT OF PRIVILEGE** 78. A Council Member may raise a Point of Privilege to remedy any pressing situation at any time. The Chair must immediately decide whether to accept the Point of Privilege. If accepted, it must be dealt with immediately.
- MOTION ON POINT OF PRIVILEGE** 79. A motion is made resulting from an accepted Point of Privilege, it is not debatable or amendable.
- RECESS** 80. Any Council Member may move that Council recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker.
81. A motion to recess may be amended only as to length of time, but neither the motion nor the amendment are debatable.
- ADJOURNMENT** 82. A motion to adjourn is not debatable or amendable.
83. Council will take up a motion pending at the time of adjournment as the first item under unfinished business at the next meeting.
- NOTICES OF MOTION GIVEN PRIOR TO ADJOURNMENT** 84. Before putting the motion for adjournment, the Chair must allow an opportunity for any notices of motion to be given.
- ADJOURNMENT OF REGULAR MEETING** 85. A motion to adjourn a regular meeting or a Public Hearing Meeting requires a majority vote, unless the Order of Business provides for a later adjournment and business remains unfinished, in which case a Two-Thirds Vote is required.
- ADJOURNMENT OF SPECIAL MEETING** 86. A motion to adjourn a special meeting of Council requires a majority vote. If the motion fails, another motion to adjourn may only be made after further business has intervened.

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- CHAIR MAY ADJOURN** 87. The Chair may adjourn a meeting without a motion to adjourn.
- POINT OF ORDER** 88. A Point of Order which requires immediate attention may interrupt a speaker and is not debatable or amendable. The Chair must rule on a Point of Order and no vote will be taken unless there is a Challenge.
- MOTION TO CHALLENGE** 89. Any ruling of the Chair on Parliamentary procedure may be challenged.
90. A motion to Challenge may be made only at the time of the ruling, whether or not another speaker has the floor.
91. A motion to Challenge is debatable unless it relates to decorum, the priority of business or an undebatable pending motion.
92. If a motion is made to Challenge, the Chair must state the question “Is the ruling of the Chair upheld?”, and may participate in debate on the Challenge without leaving the chair.
93. If the Chair refuses to put the question on a Challenge, the person who would preside if the individual occupying the chair were absent must put the question to Council.
94. Unless there is a Two-Thirds Vote against it, the ruling of the Chair will be upheld.
- OBJECTION TO CONSIDERATION OF A MOTION** 95. A Council Member may move to object to the consideration of a motion prior to any debate on the motion and the Chair must state the question “Will the motion be considered?”
96. A motion to object to the consideration of a motion is not debatable or amendable. The motion objected to will be heard unless there is a Two-Thirds Vote against hearing it.
97. If Council passes a motion to object to the consideration of a motion, the motion objected to may be brought before Council only by renewal in accordance with Section 103 of this By-law.
- DIVIDING MOTIONS INTO PARTS** 98. A Council member may request that a motion be divided if it contains parts which stand as complete propositions. Council must then vote separately on each proposition.
- MOTIONS PREVIOUSLY CONSIDERED** 99. Subject to Sections 100 to 105, once Council has dealt with any matter, a motion that would have a similar result may not be made.
- RECONSIDERING MOTIONS** 100. A Council Member who voted with the prevailing side may move a motion to reconsider at the same meeting or during any continuation of the meeting at which the motion proposed to be reconsidered was passed.

101. A motion to reconsider may not be applied to:
 - (1) any vote which has caused an irrevocable action; or
 - (2) a motion to reconsider.
102. A motion to reconsider is only debatable when the motion proposed to be reconsidered was debatable.
103. A motion reconsidering a previous motion may be offered subsequent to the meeting at which the previous motion was passed or defeated without specifying that the previous motion is being reconsidered.
104. Notice of a motion which reconsiders a previous motion must be given or dispensed with pursuant to the provisions of this By-law.
105. For the purposes of Sections 101 to 104, a “motion to reconsider” means any motion to alter, rescind or renew a previous motion.

PART 8 - VOTING

MOTION CARRIED

106. A motion will be carried when a majority of Council Members present at a meeting vote in favour of the motion, unless otherwise specified in this By-Law.

TIE VOTE

107. A motion is lost when the vote is tied.

LOSS OF QUORUM (ABSTENTION)

108. If a motion cannot be voted on because there would be no quorum due to any abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council. If Council is unable to achieve quorum at any meeting on an issue due to allowable abstentions, then Council must ask the Minister of Municipal Affairs for an order under the Municipal Government Act.

VOTING PROCEDURES

109. Votes on all motions must be taken as follows:
 - (1) Council Members must be in their designated Council seat when the motion is put;
 - (2) the Chair must put the motion;
 - (3) Council Members must:
 - (a) use the electronic or computerized voting system if it is available;
 - (b) vote by show of hands if the electronic or computerized voting system is not available;

(Bylaw C-962L - June 20, 2005)
 - (4) the Chair must declare the result of the vote.

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- NO CHANGE TO VOTE** 110. After the Chair declares the result of a vote, Council Members may not change their vote for any reason.
- SILENCE ONCE QUESTION IS PUT** 111. From the time the question is put by the Chair until the result of the vote is declared, Council Members must be silent and must not leave their seats.

PART 9 - RULES GOVERNING DEBATE

- ORDER OF SPEAKERS** 112. The Chair will determine the speaking order when two or more Council Members wish to speak, subject to a Challenge.
- ADDRESS PRESIDING OFFICER** 113. Council Members must address the Chair when speaking.
- INTERRUPTIONS** 114. Council Members who have been assigned their turn to speak may only be interrupted by other Council Members including the Chair:
- (1) when a Council Member is discussing a subject and no motion is on the floor;
 - (2) when a Council Member has exceeded the time limit to speak;
 - (3) by a call for Orders of the Day;
 - (4) by a Point of Privilege;
 - (5) by a Point of Order;
 - (6) by an objection to the consideration of a motion; or
 - (7) by a Challenge.
- COUNCIL MEMBER CALLED TO ORDER** 115. A Council Member who is called to order must immediately stop talking, but must be given an opportunity to Challenge before debate is closed. Council will decide the Challenge without debate.
- PROHIBITED ACTS** 116. Council Members must not:
- (1) speak disrespectfully of the Sovereign or any of the Royal Family, or of the Governor General or of the Lieutenant Governor, or of any member of any other governing body in Canada or Council;
 - (2) use offensive words in Council Chambers, or against Council or any Council Member;
 - (3) discuss a vote of Council, unless to move to reconsider, renew or rescind;

- (4) break the rules of Council or disturb the proceedings; or
- (5) disobey the decision of the Chair or of the Council on any question of order, practice or interpretation.

REQUEST TO HAVE MOTION CONSIDERED

117. A Council Member may require that the motion being considered be read at any time during debate, but must not interrupt a speaker.

NUMBER OF SPEECHES

118. Unless otherwise provided in the By-Law, Council Members may speak only twice on any motion, once in debate and once to ask questions; however, Council may give permission to speak again.

TIME LIMITS

119. Each Council Member may speak for only five minutes:

- (1) by asking questions on a motion;
- (2) in debate on a motion;
- (3) by asking questions on an amendment;
- (4) in debate on an amendment; and
- (5) in reply, when the Council Member is the mover of the motion.

unless Council gives permission, by a Two-Thirds Vote, to speak for an additional five minutes.

OPPORTUNITY TO BE HEARD

120. Each Council Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit or end debate.

PARTICIPATION BY CHAIR

121. The Presiding Officer must leave the chair to participate in debate, unless debate from the chair is expressly permitted by this By-Law.

PART 10 - DUTIES OF THE CHAIR

CHAIR TO MAINTAIN ORDER

122. The Chair must preserve order and decorum and decide all questions of procedure.

CITING REASONS FOR DECISIONS

123. When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, he or she must provide a reason for the decision.

LEAVING CHAIR

124. If the Chair wishes to leave the chair for any reason, he or she must call on the Deputy Mayor to preside.
(Bylaw C-962K - November 22, 2004)

GRANTING PERMISSION TO APPROACH COUNCIL

125. Anyone who is not a Council Member is not allowed to approach or to speak to any Council Member without the Chair's permission.

PART 11 - DISCIPLINARY PROCEDURES

- CALLING COUNCIL MEMBER TO ORDER** 126. The Chair may call to order any Council Member who is out of order.
- NAMING A COUNCIL MEMBER FOR AN OFFENCE** 127. When a Council Member has been warned about breaches of order but continues to engage in them, the Chair may name the Council Member by stating his or her name and declaring the offence. The Corporate Services Director must note the offence in the minutes.
(Bylaw C-962Q - June 25, 2012)
- EFFECT OF NAMING COUNCIL MEMBER** 128. If a Council Member who has been named:
- (1) apologizes and withdraws any objectionable statements, then
 - (a) that Council Member may remain and continue participating in the meeting, and
 - (b) the Chair may direct that the notation of the offence be removed from the minutes;
 - (2) if that Council Member fails or refuses to apologize, then that Council Member must immediately leave Council Chambers and Council must vote on a motion to expel that Council Member.
- A motion to expel must be decided without debate.
- REMOVAL OF COUNCIL** 129. If a Council Member has been expelled pursuant to Section 128, that Council Member must leave Council Chambers immediately. The Chair may order the RCMP to remove an expelled Council Member if that Council Member does not leave voluntarily.
- DISTURBANCE BY PUBLIC** 130. The Chair may order any member of the public who disturbs the proceedings of Council by words or actions to be expelled. A person who refuses to leave is guilty of an offence and liable to the penalties set out in The General Penalty By-Law and the Chair may order the RCMP to remove the person.

PART 12 - PUBLIC AND PRIVATE MEETINGS

- PUBLIC MEETINGS** 131. Council and Council Committee meetings will be held in public and no person may be excluded except for improper conduct.
- PRIVATE MEETINGS** 132. Council or a Committee may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.
(Bylaw C-962L - June 20, 2005)
- NO RESOLUTIONS IN PRIVATE** 133. The only resolution that can be passed in a private Council or Committee meeting is a resolution to revert to a public meeting.

PART 13 - COMMITTEE OF THE WHOLE

- MOTION TO FORM COMMITTEE OF THE WHOLE** 134. Any Council Member may move that Council resolve into Committee of the Whole to consider any matter.
- CHAIR OF COMMITTEE OF THE WHOLE** 135. The Mayor will chair the Committee of the Whole.
- QUORUM** 136. Quorum of Committee of the Whole is a majority of Council Members.
- RULES OF PROCEDURE IN COMMITTEE OF THE WHOLE** 137. Procedures in Committee of the Whole only differ from Council's in that:
- (1) Council Members may speak more than once, provided that all Council Members who wish to speak to the matter have been permitted to speak;
 - (2) the proceedings will not be recorded except the report to Council;
 - (3) the only motions permitted are:
 - (a) to adopt reports or recommendations and to recommend amendments,
 - (b) to amend its own reports or recommendations,
 - (c) to rise without reporting,
 - (d) to rise and report, or
 - (e) to revert from a private meeting to a public meeting.
- RISE AND REPORT** 138. A motion to rise and report may be made at any time and must be decided without debate. Any matter which has not been decided will be considered lost.
- RISE WITHOUT REPORTING** 139. A motion to rise without reporting is always in order and takes precedence over any other motion when Council is in Committee of the Whole. Debate is allowed and if the motion to rise without reporting is passed by a Two-Thirds Vote, the motion that was on the floor is lost, the Presiding Officer will take the chair and the Council meeting will resume.
- ADOPTING RECOMMENDATIONS** 140. Any Council Member may move to adopt the recommendations of the Committee of the Whole and debate will only be allowed on any amendments proposed by Committee of the Whole.

PART 14 - COUNCIL COMMITTEES
Division 1 - General

- | | | |
|--|------|--|
| STANDING COMMITTEES | 141. | The standing committees of Council are established as provided in Schedule "B". |
| APPOINTING SPECIAL COMMITTEES | 142. | Council may appoint special committees of one or more Council Members to undertake specific tasks. |
| APPOINTING COUNCIL COMMITTEES | 143. | Council may appoint Council Committees comprised of Council Members, City employees or any other individuals to investigate and report to Council or a Standing Committee about any matter. |
| COUNCIL RESPONSIBILITIES ON APPOINTING COMMITTEES TASK FORCES | 144. | When any Special Committee or Council Committee is appointed, Council must: <ol style="list-style-type: none"> (1) name it; (2) establish Terms of Reference; (3) establish the term of appointment, or direct that the special committee or Task Force exists at the pleasure of Council; (4) establish requirements for reporting to Council or a Standing Committee; and (5) allocate any necessary budget or other resources. |
| MEMBERSHIP OF STANDING COMMITTEES | 145. | The Terms of Reference of the Standing Committees of Council are as stated in Schedule "B". |
| | 146. | All Council Members may attend any meeting of any Standing or Special Committee and participate in debate, but may not make motions or vote. |
| QUORUM | 147. | Quorum of any Committee is a majority of members. |
| MAYOR EX OFFICIO MEMBER | 148. | The Mayor is a member by virtue of office, of all Committees, unless Council has decided that the Mayor is an actual member of a particular Committee. If the Mayor is a member by virtue of office and is present at a Committee meeting, the Mayor must be counted to determine quorum and has all of the rights and privileges of the other Committee members including the right to make motions and vote. |
| AUTHORITY OF STANDING COMMITTEES | 149. | All Committees are advisory to Council unless authority to exercise or perform any power or duty is specifically delegated by Council. |

149.1 Council Committees:

- (1) may refer matters to other Council Committees.
- (2) may refer matters to Administration, through the City Manager, for a report and may provide direction on the preparation of the report.
- (3) may receive reports for information purposes. Reports received for information may be forwarded to Council at the discretion of the Committee and must be forwarded to Council if required by any other By-law, Policy or Statute.
- (4) will submit recommendations to Council on any action or decision recommended on any matter within the jurisdiction of the Committee.
- (5) may not appropriate, expend or direct the expenditure of any money not provided for in the budget approved by Council.

(By-law C-962D - May 25, 1999)

150. Committees have the responsibility of analyzing all matters placed before them and submitting recommendations to Council on ways and means of dealing with these matters. In appropriate cases, Committees may submit matters to Council without recommendation.
151. Committee actions are not binding on the City unless power to take such action has been specifically delegated to a Committee by Council.

Division 2 - Committee Appointments

152. A member of Council may be appointed to a Committee even if the member is absent from the meeting at which the appointment is made.
153. The first named member on any committee will be its Chairman and the second named member will be its vice-chairman unless otherwise specified.
154. The Mayor will recommend to Council appointments to Committees and appointments of representatives to external organizations, unless otherwise specified in this By-law.
155. The Mayor will base recommendations for appointments on the following considerations in the order listed:
 - (1) the best interests of the City

- (2) the convenience of members
- (3) the competence of members
- (4) willingness to serve
- (5) the desires expressed by members

156. The Mayor's recommendations will be in the form of a nominating list which will be considered by Council Committee of the Whole in private. The nominating list may be amended by a majority vote. The nominating list, as amended, will be submitted to Council in public session for approval.

156.1 The Mayor and the Chair (or one Councillor) of the Committee with vacancies of public members may conduct interviews of applicants for appointment.
(Bylaw C-962Q - June 25, 2012)

156.2 A member may resign from a Committee at any time by giving written notice to the Legislative Services Manager.

(By-law C-962 O - September 20, 2010)

157. The Mayor may appoint any member to take the place of any member of a Committee who is unable to attend a meeting of that Committee.

Division 3 - Procedural Rules for Committees

**RULES GOVERNING
DEBATE IN COMMITTEE**

158. Unless otherwise stated, the following rules apply to Committees:
- (1) there is no limit to the number of times a member may speak to a question;
 - (2) a motion for the Previous Question will not be allowed;
 - (3) informal discussion of a subject is permitted when no motion has been made; and

**COUNCIL RULES
TO SUPPLEMENT
COMMITTEE RULES**

159. Unless specific rules for Committee procedures exist, Committees must follow the procedural rules of Council.

PART 15 - BY-LAWS

**TITLE AND BY-LAW
NUMBER**

160. All proposed by-laws must have a by-law number assigned by the Corporate Services Director and a concise title indicating the purpose of the by-law.
(Bylaw C-962Q - June 25, 2012)

NOTICE OF PROPOSED BY-LAW

161. The by-law number and the short title of a proposed by-law must be included on the agenda, and the Corporate Services Director must provide all Council Members with a copy of the proposed by-law prior to any motion for first reading.
(Bylaw C-962Q - June 25, 2012)

FIRST READING

162. A proposed by-law must be introduced at a Council meeting by a motion that “By-law Number (specify the number assigned by the Corporate Services Director) be read for a first time”. Council may hear an introduction of the proposed by-law from the administration.
(Bylaw C-962Q - June 25, 2012)

Council will vote on the motion for first reading without amendment or debate.

SECOND READING

163. After first reading has been given, any Council Member may move that “By-law Number (specifying the proposed by-law number) be read a second time”.
164. After a motion for second reading has been made, Council may:
- (1) debate the substance of the by-law
 - (2) propose and consider amendments to the by-law.

THIRD READING

165. After second reading has been given, any Council Member may move that “By-law Number (specifying the by-law number) be read a third time and passed”.
166. When a By-law is being considered for third reading and the By-law received first and second reading at a previous meeting or meetings, after a motion for third reading, Council may:
- (1) debate the substance of the by-law
 - (2) propose and consider amendments to the by-law.

AMENDMENT PRIOR TO THIRD READING

167. Any amendments to the by-law which are carried prior to the motion for third reading being put will be considered to have been given first and second reading and will be incorporated into the proposed by-law. If amendments to the proposed by-law have been carried:
- (1) all Council Members must be given an opportunity to review the full text of the amendments, and
 - (2) the Chair must put the question that “By-law Number (specify the by-law number), as amended, be given third reading”.

-
- NUMBER OF READINGS ALLOWED AT A MEETING** 168. Council may not give a by-law more than two readings at a meeting unless all Council Members present at the meeting vote in favour of allowing a third reading at that meeting.
- FAILURE OF A READING** 169. If any reading of a proposed by-law fails:
- (1) any previous readings are rescinded, and
 - (2) first reading of a proposed by-law may not be dealt with again except in accordance with Sections 100 to 105. Subject to the Land Use By-law, failure of any reading of a proposed by-law will not preclude the introduction of another proposed by-law with similar terms and effect.
- EFFECTIVE DATE** 170. A by-law is effective from the beginning of the day it is given third reading and signed, unless the by-law or any applicable statute provides for another effective date.
- SIGNING AND SEALING BY-LAWS** 171. The Mayor or Presiding Officer must sign and the Corporate Services Director or person acting as Corporate Services Director at the meeting must sign and seal the by-law as soon as reasonably possible after third reading is given.
(Bylaw C-962Q - June 25, 2012)
- AMENDMENT AND REPEAL** 172. Once a by-law has been passed, it may only be amended or repealed by another by-law made in the same way as the original by-law, unless another method is specifically authorized by statute.

PART 16 - STATUTORY AND NON-STATUTORY HEARINGS

Division 1 - Non-Statutory Hearings

- PERSONS WISHING TO ADDRESS COUNCIL** 173. If a person wishes to speak to Council or a Committee on any matter for which a hearing is not required by statute, that person must notify the Corporate Services Director in writing and must state the reason for the request to speak. After receiving the request to speak, the Corporate Services Director will place the matter on the Council or appropriate Committee Agenda under the delegation portion of the agenda.
(Bylaw C-962Q - June 25, 2012)
174. A person may only address Council at any other time during a meeting if the Councillors present unanimously agree.
- COUNCIL CONSIDERATION OF REQUEST** 175. Council may:
- (1) determine whether to hear the person or an individual authorized to speak for the person pursuant to Section 186.

- (2) hear the person and refer the matter to a Committee or Administration; or
- (3) consider a motion on the subject matter of the presentation in accordance with the Order of Business.

COMMITTEE CONSIDERATION OF REQUEST

176. A Committee must hear any person referred to it by Council. A Committee may refuse to hear a person making a direct request to be heard by that Committee.

PROCEDURAL RULES FOR NON-STATUTORY HEARINGS

177. The following procedures will apply to non-statutory hearings before Council or any Committee:

- (1) a person will be allowed five minutes to speak to the matter;
- (2) no more than two spokespersons will be heard on behalf of any delegation;
- (3) the time allowed to speak may be extended:
 - (a) to 10 minutes by the Chair
 - (b) beyond 10 minutes by majority vote
- (4) after a person has spoken, any Council or Committee Member may ask that speaker relevant questions; and
- (5) any Council or Committee Member may ask the administration relevant questions after all persons granted permission to speak have spoken.

Division 2 - Statutory Hearings

STATUTORY HEARINGS

178. All statutory hearings must be conducted during a regular or special Council meeting.

179. **Deleted by Bylaw C-962T - October 19, 2015**

TIME FOR A STATUTORY HEARING ON A BY-LAW

180. The statutory hearing on any proposed by-law or resolution must be held before;

- (1) second reading of the by-law, or
- (2) Council votes on the resolution.

RULES FOR STATUTORY HEARINGS

181. To begin a statutory hearing, the Chair must ask if anyone is present to speak to the proposed by-law or resolution.

WHEN SPEAKER PRESENT

182. If a person indicates that he or she is present to speak to the proposed by-law or resolution, the following procedures will apply:

- (1) the administration will introduce the proposed by-law or resolution;
- (2) the Chair will inform Council on the number and nature of written submissions;
- (3) persons will be allowed five minutes to speak, those in favour speaking first, followed by those opposed;
- (4) after a person has spoken, any Council Member may ask that speaker relevant questions;
- (5) any Council Member may ask the administration relevant questions after all persons who wish to speak have been heard;
- (6) Council must allow an opportunity to all persons to respond to any new information that has arisen; and
- (7) the Chair may then close the hearing.

WHEN NO SPEAKER PRESENT

183. If no one is present to speak to a proposed by-law which requires a statutory hearing;
- (1) Council may hear an introduction of the matter from the administration,
 - (2) the Chair will inform Council on the number and nature of written submissions,
 - (3) any Council member may ask administration relevant questions, and
 - (4) the Chair may close the hearing.
184. After the close of the statutory hearing, Council may debate the proposed by-law or resolution in accordance with the Order of Business, and may:
- (1) pass the by-law or resolution, or
 - (2) make any necessary amendments to the by-law or resolution and pass it without further advertisement or hearing.

ABSTENTION

185. A Council Member who was absent for all of a public statutory hearing on a proposed by-law or resolution must not vote. A Council Member who was absent for part of a statutory hearing may choose not to vote. If a Council Member does not vote, the abstention must be recorded under Section 29.

Division 3 - Representatives

**WRITTEN
AUTHORIZATION
TO SPEAK FOR ANOTHER**

186. If a person is unable to attend a hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:

- (1) be in writing;
- (2) name the individual authorized to speak;
- (3) indicate the proposed by-law to be spoken to; and
- (4) be signed by the person giving the authorization.

**STATEMENT OF
AUTHORIZATION**

187. The authorized speaker must state the name of the person that the speaker represents and must present the written authorization to the Corporate Services Director.

(Bylaw C-962Q - June 25, 2012)

**REPRESENTING MORE
THAN ONE PERSON**

188. Notwithstanding that an authorized speaker represents more than one person, he or she will be allowed only five minutes to speak. The time allowed to speak may be extended:

- (1) to ten (10) minutes by the Chair
- (2) beyond ten (10) minutes by majority vote.

PART 17 - COMMUNICATIONS

**REQUIREMENTS
FOR WRITTEN
COMMUNICATIONS**

189. Any written communication intended for Council or a Committee which reaches the Corporate Services Director must:

(Bylaw C-962Q - June 25, 2012)

- (1) be legible and coherent;
- (2) be signed by at least one person who provides a printed name and address;
- (3) be on paper; and
- (4) not be libelous, impertinent or improper.

**CORPORATE SERVICES
DIRECTOR TO PROCESS
COMMUNICATIONS**

190. If the requirements of Section 189 are met, the Corporate Services Director must:

(Bylaw C-962Q - June 25, 2012)

- (1) refer the communication to the administration for a report or a direct response, and inform the Council Members and City Manager of the referral;

- (2) if it relates to an item already on an agenda, deliver a copy of the communication to Council Members with the agenda or at the meeting;
- (3) send a copy of the communication or a summary of it to all Council Members and the City Manager for information; or
- (4) take any other appropriate action on the communication.

DISPOSAL OF COMMUNICATIONS

- 191. If the requirements of Section 189 are not met the Corporate Services Director may file the communication, or dispose of it, unless the Corporate Services Director determines the communication to be libelous, impertinent or improper, in which case the Corporate Services Director must summarize the communication and inform Council that it is being withheld.
(Bylaw C-962Q - June 25, 2012)

ADVISE COMMUNICATOR

- 192. The Corporate Services Director must make reasonable efforts to respond to the person sending the communication and to advise that person of any action taken on the subject of the communication.
(Bylaw C-962Q - June 25, 2012)

DEBATE ON COMMUNICATIONS

- 193. Council may:
 - (1) direct that any communication being withheld under Section 191 be forwarded to Council;
 - (2) refer any communication to the administration or a Committee for a report or recommendation; or
 - (3) give other instructions on the communication,
 - (4) consider motions on the substance of the communication

PETITIONS

- 194. Any matter required to be brought to Council by way of petition must be supported by a petition that complies with the Municipal Government Act or other applicable legislation.

PART 18 - AMENDMENT AND REPEAL

AMENDING OR REPEALING THIS BY-LAW

- 195. To amend or repeal this By-law, Council must:
 - (1) unanimously pass a by-law at a regular or special meeting of Council at which all Council Members are present, or
 - (2) pass a by-law at a regular meeting of council following written notice of motion openly announced at a meeting of Council held at least five days prior to presentation of the by-law for first reading.

**OTHER BY-LAWS
REPEALED OR AMENDED**

196. By-laws C-608E, C-933 and C-935 are repealed.

197. This By-law will come into force on the date of third and final reading.

READ a first time this 23rd day of October, 1995.

“G. Graydon” (Signed)
MAYOR

“J. Ferguson” (Signed)
CITY CLERK

READ a second time this 23rd day of October, 1995.

READ a third time and finally passed this 23rd day of October, 1995.

“G. Graydon” (Signed)
MAYOR

“J. Ferguson” (Signed)
CITY CLERK

CITY OF GRANDE PRAIRIE

BYLAW C-962

THE PROCEDURE BYLAW

SCHEDULE "A"

ORDERS OF THE DAY

(Bylaw C-962M - January 29, 2007)

Regular Council Meeting

1. Call to Order
2. National Anthem
3. Adoption of Previous Council Meeting Minutes
4. Adoption of Agenda
5. Delegations
6. Public Hearings
 1. Call to Order
 2. Introduction by Administration
 3. Presentations/Submissions
 4. Close Public Hearing
 5. Business Arising from the Hearing
7. Unfinished Business
8. Reports
9. Committee Business
10. Correspondence
11. Delegation Business
12. Notices of Motion
13. Council Member Reports
14. Adjournment

CITY OF GRANDE PRAIRIE

BYLAW C-962

THE PROCEDURE BYLAW

SCHEDULE "B"

STANDING COMMITTEES

(Bylaw C-962U - September 18, 2017)

1 - STANDING COMMITTEES OF COUNCIL

1. Infrastructure and Protective Services Committee
2. Community Living Committee
3. Corporate Services Committee

2 - AUTHORITY

1. Standing Committees will study all matters placed before them and make recommendations to Council on ways and means of dealing with these matters.

3 - MEMBERSHIP AND DUTIES OF STANDING COMMITTEES

1. INFRASTRUCTURE AND PROTECTIVE SERVICES COMMITTEE

Membership

1. The Infrastructure and Protective Services Committee will consist of three (3) members of Council and the Mayor.

Duties

2. The Infrastructure and Protective Services Committee:

1. The Committee has responsibility for policy matters and programs relating to:

Crime Prevention
Development Approval Authority
Economic Development
Enforcement Services
Engineering
Environmental Stewardship
Fire Department
Geographic Information Systems (GIS)
GPREP (Emergency and Disaster Planning)
Inspection Services
Planning and Development
RCMP
Subdivision Approving Authority
Transportation

2. Deals with any other matters referred to it by Council.

2. COMMUNITY LIVING COMMITTEE

Membership

1. The Community Living Committee will consist of three (3) members of Council.

Duties

2. The Community Living Committee:

1. The Committee has responsibility for policy matters and programs relating too:

- Community Social Development (CSD)
- Culture and Heritage
- Eastlink
- Fleet
- Parks
- Recreation and Sports
- Revolution Place
- Transit

2. Deals with any other matters referred to it by Council.

3. CORPORATE SERVICES COMMITTEE

Membership

1. The Corporate Services Committee will consist of three (3) members of Council.

Duties

2. The Corporate Services Committee:

1. The Committee has responsibility for policy matters and programs relating too:

- Assessment and Taxation
- Budget and Planning
- Facility Management
- Finance
- Human Resources/Health and Safety
- Information Technology Services (ITS)
- Legislative Services
- Organizational Design/Quality Assurance
- Procurement (Purchasing)
- Strategic Communication and Intergovernmental Affairs

2. Deals with any other matters referred to it by Council.

CITY OF GRANDE PRAIRIE

BYLAW C-962

THE PROCEDURE BYLAW

SCHEDULE "C"

**PARTICIPATING IN COUNCIL OR STANDING
COMMITTEE MEETINGS FROM REMOTE LOCATIONS**

(Bylaw C-962S - April 6, 2015)

Acceptable Circumstances for Use:

1. A Member of Council may participate in a specific item(s) at a Council or Standing Committee meeting by using a communication facility if:
 - (a) The Member of Council is in a location outside Grande Prairie for any reason;
 - (b) The Member of Council is in a location within the City of Grande Prairie, but is unable to attend a meeting for medical reasons of himself or herself, or an immediate family member;
 - (c) There is a quorum of other Members of Council situated in the actual meeting place to ensure the meeting could continue if the communication facility failed.

Notice of Proposed Use:

2. Any Member of Council who wants to use a communication facility must:
 - (a) Notify, in writing or by email, the Mayor, Chair for Standing Committee, and City Manager or designate that he or she intends to participate on a specific item(s) by means of a communication facility with a request that this item be made time specific; and
 - (b) Advise the City Manager or designate of the phone number at which he or she will be available throughout the meeting.
3. In the event a Member of Council is out of Grande Prairie at the time a Special Meeting of Council is called, the City Manager or designate will use best efforts to contact the Councillor, at the phone number(s) or email address left with the City Manager or designate at the time of the Councillor's departure, to notify him or her of the meeting. Opportunity will be given to the Member of Council to participate in the meeting as provided in this Schedule.

Initiating Use of a Communication Facility:

4. The City Manager or designate will telephone the person at the pre-arranged number when the item actually comes up for discussion or at the beginning of the meeting, depending on the request in the notice.

Voting:

5. When a vote is called on a motion, the Member of Council who is participating in the meeting by means of a communication facility will vote verbally. If the meeting is a meeting of Council occurring in Council Chamber, the vote will be stated for all to hear and then registered in the meeting minutes. The Councillor who is not in the meeting location will indicate his or her vote only after all other Councillors have voted electronically.

Exceptions:

6. Council or Standing Committee may consider requests for exceptions from this procedure when exceptional circumstances exist.