

**CITY OF GRANDE PRAIRIE**

**OFFICE CONSOLIDATION**

**BYLAW C-1422**

**A Bylaw for the purpose of establishing Boards and Committees**

**(As Amended by Bylaw C-1422A)**

**WHEREAS** pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended from time to time, a Council may by bylaw establish certain boards and committees and delegate duties and powers to these advisory bodies imposed upon a Council by the *Act*;

**WHEREAS** the City of Grande Prairie Council, in support of Policy 118 being the Citizen Engagement Policy, recognizes that decisions are improved by engaging citizens and other stakeholder groups, and is committed to transparent and inclusive processes that are responsive, accountable and achievable;

**AND WHEREAS** the City of Grande Prairie Council considers it a valuable mechanism to establish certain boards and committees to drive the strategic direction by utilizing external skills and expertise while collaborating with regional, provincial and community partners to advance issues of mutual interest.

**NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF GRANDE PRAIRIE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

**SHORT TITLE**

This Bylaw shall be called the “Boards and Committees Bylaw”.

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**PART 1 - DEFINITIONS**

1. In this Bylaw:

“**Act**” means the *Municipal Government Act (MGA)*, RSA 2000, Chapter M-26, as amended, or any statute enacted in its place.

“**Administration**” means Managers, Officers, Supervisors, or any other employee of the City.

“**Chair**” means the person who has been given authority to direct the conduct of a meeting.

“**City**” means the municipal corporation of the City of Grande Prairie having jurisdiction under the *Act* and other applicable legislation.

“**City Manager**” means the person appointed by Council to the position of Chief Administrative Officer (CAO) or their designate.

“**Committee(s)**” means a Committee, Commission, Board or other body established by Council.

“**Council**” means the duly elected municipal Council of the City.

“**Councillor(s)**” means a member of Council duly elected, excluding the Chief Elected Official.

“**Council Representative**” means a member of Council appointed annually to act as Council’s liaison to that Committee and not as an advocate for the Committee.

“**Ex-Officio Member**” means a member of a voting body who is not specifically appointed as a member, but who is a member by virtue of holding another office, such as the Mayor.

“**Mayor**” means the member duly elected in the City as the Chief Elected Official under the *Act* who continues to hold office.

“**Member(s)**” means all members of a Committee excluding Council Representatives.

“**Public Meeting**” means a meeting at which members of the public may attend and may be invited to make submissions.

**“Public Member”** means a person appointed by Council over the age of eighteen (18) years to represent the public at large.

**“Quorum”** means the number of Members entitled to vote who must be present in order to conduct a meeting and is a majority of the membership of the voting body.

**“Standing Committee(s)”** means a committee, established by a Council under the *Act*, and as set out in Schedule “B” of the [Procedure Bylaw](#).

**“Task Force”** means a Committee established for a specified period of time and for a specific purpose.

**“Terms of Reference”** means a written statement that defines the composition, term, objectives and mode of operation of a Committee.

**“Youth Member”** means a person appointed by Council between the ages of fourteen (14) and twenty-four (24) years who attends a local school.

## PART 2 - ESTABLISHMENT

### 2.1 Council hereby establishes the following Committees:

- 2.1.1 Assessment Review Board - established under the Assessment Review Board Bylaw;
- 2.1.2 Bylaw and Policy Review Committee (Schedule “A”);
- 2.1.3 Centre 2000 - established by Articles of Association;
- 2.1.4 Combative Sports Commission - established under the Combative Sports Commission Bylaw;
- 2.1.5 Community Knowledge Campus (CKC) Advisory Committee (Schedule “A”);
- 2.1.6 Community Advisory Committee (Schedule “A”);
- 2.1.7 Complaint Adjudication Committee - established under the Council Code of Conduct Bylaw;
- 2.1.8 Council Remuneration Review Committee (Schedule “A”);
- 2.1.9 Downtown Business Improvement Area (BIA) Board - established under the Downtown BIA Bylaw;
- 2.1.10 Economic Development Strategic Planning and Advisory Committee (Schedule “A”);
- 2.1.11 Grande Prairie Airport Commission - established by Articles of Association;
- 2.1.12 Grande Prairie Public Library Board - established under the Grande Prairie Public Library Bylaw;
- 2.1.13 Municipal Policing Advisory Committee (Schedule “A”);
- 2.1.14 Subdivision and Development Approving Authority - established by the Procedure Bylaw;
- 2.1.15 Subdivision and Development Appeal Board - established under the Subdivision and Development Appeal Board Bylaw; and
- 2.1.16 Youth Advisory Council (Schedule “A”).

### 2.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable to the appropriate Standing Committee of Council.

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- 2.3 The Committee Terms of Reference or bylaw shall be reviewed a minimum of once every 4 years following a municipal election to determine if:
- 2.3.1 there is a continued need for the Committee;
  - 2.3.2 the Terms of Reference or bylaw is appropriate and meets the objectives of Council;  
and
  - 2.3.3 the Committee is fulfilling its mandate.

### **Powers of Committees**

- 2.4 Except as otherwise specified in this or any other bylaw, no Committee Member has:
- 2.4.1 power to pledge the credit or course of action of the City or enter into any agreement on behalf of the Committee or the City;
  - 2.4.2 power to authorize any expenditure to be charged against the City;
  - 2.4.3 authority to act administratively (e.g. direct Administration or set mandates outside of assigned roles); and
  - 2.4.4 authority to amend or modify the mandate of the Committee.

### **Task Force**

- 2.5 The Mayor, or upon recommendation by the Mayor, Council may establish, by resolution, a Task Force for the purpose of reviewing a specific issue or issues within a specific timeline.
- 2.6 The membership composition of a Task Force is at the discretion of Council.
- 2.7 A Committee may make a recommendation to Council to establish a Task Force. Council will direct Administration to develop a Terms of Reference and a schedule along with Council reporting requirements for the Task Force.
- 2.8 A Task Force shall report to either the Committee that so established it or to Council as required.

### **Reporting to Council**

- 2.9 Councillors appointed to a Committee by Council shall be responsible to report Committee activities during a regular Council meeting in a timely manner.
- 2.10 Committee minutes may be submitted for inclusion in the regular Council agenda packages.

## **PART 3 - MEMBER APPOINTMENTS**

- 3.1 Unless otherwise legislated, the Mayor is an Ex-Officio Member of all Committees and can attend and vote as a Member if so desired.
- 3.2 Where a Committee has an appointed Council Representative, an alternate Councillor shall also be appointed. It is the Council Representative's responsibility to advise the alternate if not able to attend a meeting.

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- 3.3 Council will establish the membership composition of Committees including whether a Committee requires a:
- 3.3.1 Council Representative;
  - 3.3.2 Public Member; and/or
  - 3.3.3 Member of Administration.
- 3.4 The City Manager has sole discretion on the selection and appointment of Members of Administration.
- 3.5 Unless otherwise provided for in this Bylaw, Members are appointed by resolution of Council.
- 3.6 Unless otherwise provided for in this Bylaw, Members are appointed as follows:
- 3.6.1 Council Representatives are appointed for one (1) year terms;
  - 3.6.2 Council Representatives are entitled to vote on appointed Committees unless otherwise noted;
  - 3.6.3 Public Members are appointed in staggered terms of one (1) year, two (2) year or three (3) year terms to ensure there is a balance of experienced and new members;
  - 3.6.4 No Member shall serve on a Committee for more than a total of six consecutive years. Council may extend the term of a Member beyond six years in extraordinary circumstances, for a maximum of three (3) more years;
  - 3.6.5 Where a Public Member vacates their position prior to the expiration of their appointment, Council may appoint a replacement for the remainder of that term;
  - 3.6.6 A Public Member may resign from a Committee at any time by giving written notice to Council;
  - 3.6.7 By resolution of Council any Public Member may be removed from a Committee at any time;
  - 3.6.8 By resolution of Council any Public Member term of appointment can be altered;
  - 3.6.9 Any Public Member who is absent without notice from three consecutive regular meetings of a Committee ceases to be a Member as of the date of the third absence unless such absence is pre-authorized by resolution of the Committee; and
  - 3.6.10 Any Public Member who ceases to be a Member due to unauthorized absence is not eligible for re-appointment to the affected Committee, or eligible for appointment to any other Committee, for a period of one (1) year after the unexpired portion of the term which is forfeited.

### **Chair and Deputy Chair**

- 3.7 The Chair will:
- 3.7.1 be elected annually among the voting Members unless appointed by Council;
  - 3.7.2 preside over and be responsible for the conduct of Committee meetings;
  - 3.7.3 conduct meetings as set out in the [Procedure Bylaw](#);
  - 3.7.4 vote on matters submitted to the Committee unless otherwise disqualified;
  - 3.7.5 act as the sole spokesperson for the Committee unless this role is delegated to another Member; and

- 3.7.6 preferably be a Public Member, with the exception of the Bylaw and Policy Review Committee.
- 3.8 The Deputy Chair may be elected annually among the voting Members unless appointed by Council.

#### **PART 4 - COMMITTEE MEETINGS**

- 4.1 A Committee shall give at least 24 hours' notice of a Committee meeting or change in the location or time of a Committee meeting to the Members of the Committee.
- 4.2 All agendas and minutes of the Committee meetings will be made routinely available to the public upon request.
- 4.3 Quorum for Committee meetings shall be the majority of voting Members unless otherwise stated.
- 4.4 With the exception of the Assessment Review Board and the Subdivision and Development Appeal Board, and if otherwise required, notice to the public shall be deemed to have been properly given if posted for public viewing on the City's website.
- 4.5 All Members of the Committee, including the Chair, are required to vote on motions before the Committee and, in the event of a tie, the motion is defeated.
- 4.6 The [Procedure Bylaw](#) shall govern Committees and shall be binding upon all Committee Members including Council Representatives, except where otherwise provided in this Bylaw.

#### **PART 5 - ADMINISTRATIVE SUPPORT**

- 5.1 The City Manager may delegate Members of Administration to assist Committees to fulfill their mandate. Administration may include subject matter experts who have knowledge related to the Committee mandate, and who will provide administrative support such as:
- 5.1.1 attend all meetings for the Committee to which they are assigned or appoint a delegate as required;
  - 5.1.2 provide advice and expertise regarding municipal services, legislative, regulatory, industry best practices and policy to the issues being considered;
  - 5.1.3 coordinate the attendance of delegations;
  - 5.1.4 provide recommendations;
  - 5.1.5 develop an orientation for the Committee to which they are assigned;
  - 5.1.6 provide an orientation to new members upon appointment;
  - 5.1.7 provide advice and support for reporting to Council or the appropriate Standing Committee;
  - 5.1.8 record formal motions and action items;
  - 5.1.9 ensure compliance with meeting procedures as set out in the [Procedure Bylaw](#);
  - 5.1.10 preparation and distribution of minutes; and
  - 5.1.11 any other duties as required.

**PART 6 - DISSOLUTION**

6.1 Effective January 1, 2021, the following Committees are dissolved:

- 6.1.1 Arts Development Committee;
- 6.1.2 Community Enhancement Advisory Committee;
- 6.1.3 Pursuit of Excellence Committee; and
- 6.1.4 Revolution Place Advisory Committee.

**PART 7 - FORCE AND EFFECT**

7.1 This Bylaw shall take effect on the date it is passed.

**READ** a first time this   1   day of   June  , 2020.

**READ** a second time this   1   day of   June  , 2020

**READ** a third time and finally passed this   1   day of   June  , 2020

“B. Given” (signed) \_\_\_\_\_  
Mayor

“A. Karbasheski” (signed) \_\_\_\_\_  
City Clerk

# CITY OF GRANDE PRAIRIE

## BYLAW C-1422

### SCHEDULE “A”

#### ESTABLISHED COMMITTEES

##### 1. Assessment Review Board

**Committee Type:** Quasi-Judicial

**Mandate:** To hear and make decisions on complaints about any matter regarding an assessment notice or tax notice referred to in section 460(5) of the *Act*.

**Membership:** As set out in the Assessment Review Board Bylaw.

**Jurisdiction:** A Council must by bylaw establish a local assessment review board to hear complaints referred to in section 460.1(1) of the *Act*.

[M.G.A. s.454]

The Assessment Review Board Bylaw was passed on June 28, 2010.

**Term:** As set out in the bylaw.

**Meeting Frequency:** As set out in the bylaw.

##### 2. Bylaw and Policy Review Committee

**Committee Type:** Governance

**Mandate:** To review existing City bylaws, policies, procedures and processes in order to enhance the City as a business-friendly community. The Committee will consider, but not be limited to, such matters as compliance with current legislation, need, appropriateness and consistency.

**Membership:** The Committee will consist of three (3) members of Council and the Mayor (*ex officio*) as appointed by Council. The Chair will be established as the first member of Council appointed. Administration will act in an advisory role to the Committee.

**Authority:** The Committee will make recommendations on elimination, amendment or creation of bylaws, policies, procedures and processes to the appropriate authority (City Manager or Council).

**Term:** As set out in section 3.6.1 of this Bylaw.

**Meeting Frequency:** Meetings will be held once a month or at the call of the Chair.

**Reporting Requirements:** The Committee will determine a method of recording a summary of actions agreed upon at meetings for communication to Council and Administration.



### 3. Centre 2000 - Articles of Association

**Committee Type:** Governance

**Mandate:** To provide a tourist/trade, information and interpretive center through combining leading edge technologies and visual displays that will showcase the Peace region.

**Membership:** As set out in section 5 of the Articles of Association.

**Authority:** Incorporated in Alberta on May 26, 1999 as a "Not for Profit" company. Alberta Companies Act Corporate Access Number 518330899.

**Term:** As set out in section 5.16 of the Articles of Association.

**Meeting Frequency:** As set out in the Articles of Association.

### 4. Combative Sports Commission

**Committee Type:** Regulatory

**Purpose:** To control and regulate Combative Sports Events in accordance with an established bylaw.

**Membership:** As set out in the Combative Sports Commission Bylaw.

**Authority:** The Combative Sports Commission Bylaw was passed on April 5, 2010.

**Term:** As set out in the bylaw.

**Meeting Frequency:** As set out in the bylaw.

### 5. Community Knowledge Campus (CKC) Advisory Committee

**Committee Type:** Advisory

**Mandate:** The Committee will provide:

- a well-balanced approach in discussing recreational and sport development specific to CKC;
- advocacy for internal stakeholders and user groups;
- collaborative exploration of potential regional and provincial events, tournaments and tourism opportunities that can be brought to CKC;
- research and advise on future bid opportunities for potential growth in recreation and sport specifically related to CKC;
- advice in support of the administrative process related to Council's Strategic Plan, City directives, budget, renewal and capital planning processes in alignment with administrative procedures; and
- advice on specific CKC issues, future growth and development of facilities and campus stakeholder engagement opportunities.

**Membership:** Committee members, appointed by Council, will consist of up to eleven (11) Public Members representing various user groups from sport and recreation.

**Term:** As set out in section 3.6.3 of this Bylaw.

**Meeting Frequency:** The Committee will approve a regular quarterly meeting schedule. The Committee will meet a minimum of four (4) times annually.

**Reporting Requirements:** The Committee will report annually to the appropriate Standing Committee or as directed by Council.

## 6. Community Advisory Committee

**Committee Type:** Advisory

**Mandate:** To advise the City on significant recreation and cultural projects, ongoing engagement activities, beautification, community pride and events.

**Membership:** Membership to include eleven (11) Public Members appointed by Council. Administration will act in an advisory role to the Committee.

**Term:** Members shall hold a term for two (2) years as set out in section 3.6.3 of this Bylaw.

**Reporting Requirements:** Reports to the appropriate Standing Committee when required.

## 7. Complaint Adjudication Committee

**Committee Type:** Advisory

**Mandate:** To review complaints of breach of conduct under the [Council Code of Conduct Bylaw](#).

**Membership:** The Committee will consist of three (3) Public Members appointed by Council.

**Authority:** Established by bylaw - Code of Conduct for Elected Officials, the Committee has the authority to appoint an independent third-party adjudicator and/or an independent third-party investigator if the Committee determines that either is required to investigate a complaint. Investigations will be conducted as set out in [Policy 121 - Council Code of Conduct Complaints and Procedure 121.1 - Compliant Reporting and Investigation Process](#).

**Jurisdiction:** The Committee is established under the authority of section 146.1(1) of the *Act*.

**Term:** Members shall hold a term for three (3) years and may be re-appointed for a consecutive term of up to three (3) years as determined by Council.

**Meeting Frequency:** Meetings are scheduled upon receipt of complaints.

**Remuneration:** Members may claim a per diem rate of pay for meetings attended at a rate of \$200.00 for each full day (at least 4 hours) and \$100.00 for each half day (at least 2 hours).

**Reporting Requirements:** As set out in Policy 121 - Council Code of Conduct Complaints and Procedure 121.1 - Compliant Reporting and Investigation Process.

## 8. Council Remuneration Review Committee

**Committee Type:** Advisory

**Mandate:** To research, develop and present a report and recommendation of Council Remuneration for the next elected official term of office.

Areas to be addressed include:

- salary for Mayor, Deputy Mayor and Councillors, including methodology, comparators and frequency;
- per diem - amount and application;
- tax free levels, Benefits, Pension options, Expenses;
- Mayor's mileage allowance; and
- any other matter directly related to Council remuneration.

**Membership:** The Committee will consist of up to four (4) members of the Public appointed by Council and include Administration as an advisor appointed by the City Manager. Council will appoint members beginning January 1 in the year prior to a municipal election.

**Jurisdiction:** The Committee will function as an Ad-hoc Committee of Council, established by this bylaw, as authorized by section 145 of the *Act*.

**Term:** The Committee's mandate will expire once Council has approved the rate of remuneration for the next Council term of office.

**Meeting Frequency:** Meetings will be held at the call of the Chair as required.

**Reporting Requirements:** The Committee will present its report to the appropriate Standing Committee by September 30 in the year prior to a municipal election.

## 9. Downtown Business Improvement Area (BIA) Board

**Committee Type:** Governance

**Mandate:** To improve, beautify and maintain municipally owned lands, buildings and structures in the area, in addition to any improvement, beautification or maintenance that is provided at the expense of the municipality at large to:

- promote the area as a business or shopping area; and
- conduct any studies or prepare any designs that may be necessary.

**Membership:** As set out in the bylaw.

**Jurisdiction:** A Council may by bylaw establish a BIA governed by a board consisting of members appointed by Council under the BIA Bylaw.

*[M.G.A. s.50 and 51]*

The BIA Bylaw was passed on September 19, 1983.

**Term:** As set out in the bylaw.

**Meeting Frequency:** As set out in the bylaw.

## 10. Economic Development Strategic Planning and Advisory Committee

**Committee Type:** Advisory

**Mandate:** To provide an effective link between Administration, Council and the business community. The Committee provides the opportunity for input from the business community by engaging business leaders as advisors. Members will be encouraged to provide input on the standards and objectives necessary to attract and retain healthy economic development and to ensure the delivery of high quality, current, innovative and relevant service.

**Membership:** The Committee will consist of up to twelve (12) members including:

- seven (7) Public Members;
- one (1) Chamber of Commerce Representative;
- two (2) Councillors; and
- two (2) Administrations.

**(Bylaw C-1422A - January 11, 2021)**

**Authority:** The Committee will:

- participate in long and short-term business planning; to assist in determining appropriate goals and objectives and to contribute to follow up business plan performance review;
- advise on changes, deletions, or additions to services;
- assist in determining standards of service delivery;
- assist in identification of the City's strengths and weaknesses;
- provide input on issues directly affecting economic development, and on current business trends;
- encourage the development of positive public relations supporting City economic development and provide input on marketing and promotional efforts;
- research major economic and social issues that will ensure a diverse economic base and foster a healthy community;
- create specialized form-and-fold teams, as required, to recruit experts for initiatives;
- develop long-term economic development strategic plan;
- identify economic development opportunities and ways in which the City could be more business friendly;
- advise on regional economic development opportunities and perspectives; and
- adhere to the vision and values of the economic development strategic plan.

**Term:** Public Members will be based on a two (2) to three (3) year staggered renewal as set out in section 3.6.3 of this Bylaw.

**Meeting Frequency:** The Committee will approve a regular quarterly meeting schedule. The Committee will meet a minimum of four (4) times annually.

**Reporting Requirements:** The Committee will report quarterly on its activities to the appropriate Standing Committee, as well as have an informal meeting with Council at least annually.

## 11. Grande Prairie Airport Commission - Articles of Association

**Committee Type:** Governance

**Mandate:** To manage and operate the Grande Prairie Airport in a safe, secure and efficient manner while promoting and developing the Airport services to maximize revenue generation and thus, ensuring the commercial viability of the Airport in support of the overall economic development of the City.

**Membership:** Shall consist of 4-11 Directors as described in section 3 of the Articles of Association.

**Jurisdiction:** Established as a non-profit private company pursuant to the *Companies Act*, RSA 2000, chapter C-21 as amended from time to time.

The Articles of Association, as amended, came into effect on August 11, 2003.

**Term:** As set out in section 3.3 of the Articles of Association.

**Meeting Frequency:** As set out in section 4 of the Articles of Association.

## 12. Grande Prairie Public Library Board

**Committee Type:** Governance

**Mandate:** To manage and control the operation of the municipal library.

**Membership:** As set out in the bylaw.

**Jurisdiction:** Pursuant to Part 1 of the *Libraries Act*, RSA 2000, chapter L-11, as amended from time to time, a municipality may provide for the establishment of a municipal library board.

**Term:** As set out in the bylaw.

**Meeting Frequency:** As set out in the bylaw.

### 13. Municipal Policing Advisory Committee

**Committee Type:** Advisory

**Mandate:** The Committee shall:

- make recommendations to Council and Administration, through the appropriate Standing Committee, on policy matters relating to the maintenance of law and order within the City regarding the Royal Canadian Mounted Police (RCMP) and Grande Prairie Enforcement Services (GPES);
- provide community feedback to the RCMP, GPES and Administration on policing, strategies and activities;
- in consultation with the RCMP, GPES and Administration provide input with the development of respective yearly plans of priorities and strategies for municipal policing; and
- carry out any further duties and powers as Council may from time to time assign by resolution.

**Membership:** The Committee shall consist of a maximum of seven (7) voting members serving without remuneration who shall be appointed by resolution of Council as follows:

- two (2) Councillors; and
- five (5) Public Members, one (1) of which may be a youth representative.

The following individuals and/or their designate shall attend meetings in an advisory non-voting capacity and are not considered members of the Committee:

- Officer in Charge of the Grande Prairie RCMP;
- Manager of GPES; and
- Director of Protective and Social Services.

A Recording Secretary shall attend meetings in a non-voting capacity to provide administrative support services to the Committee. Minutes shall be prepared and submitted to the Committee for approval at the next meeting. The Recording Secretary shall forward a copy of these minutes to Council for information.

All persons appointed to the Committee shall:

- undertake a criminal records review and suitability screening through the RCMP at the City's expense;
- be a Canadian Citizen or landed immigrant and resident of the City for at least six (6) consecutive months immediately preceding the date of applying for a position as citizen member; and
- be of the full age of eighteen (18) years, except for a youth representative, who shall be at least sixteen (16) years of age.

**Terms:** As set out in section 3.6.3 of this Bylaw.

**Resignation/Removal:** Any Public Member may resign from the Committee at any time upon sending written notice to Council to that effect. The appointment of a Public Member to the Committee may be revoked by Council if the Public Member:

- fails to attend three (3) consecutive meetings of the Committee unless that absence is caused through illness or is authorized by resolution of the Committee;
- ceases to be a resident of the City; or
- is convicted of a crime under the Criminal Code of Canada.

**Meeting Frequency:** The Committee shall approve a regular schedule of meetings including a minimum of four (4) meetings held annually. The meetings will be conducted as set out in Part 4 of this Bylaw and the [Procedure Bylaw](#).

**Liability:** Members of the Committee shall not be held liable for any actions or claims arising out of the exercise of the powers granted to the Committee pursuant to this Bylaw.

#### 14. **Subdivision and Development Approving Authority**

**Committee Type:** Governance

**Mandate:** As set out in Schedule "B" of the [Procedure Bylaw](#).

**Membership:** As set out in the bylaw.

**Jurisdiction:** As established by the [Land Use Bylaw](#), the appropriate Standing Committee shall be the Subdivision and Development Authority.

*[M.G.A. s.624]*

#### 15. **Subdivision and Development Appeal Board**

**Committee Type:** Quasi-Judicial

**Mandate:** The Board shall hear appeals from any person affected by an order, decision or development permit issued by the Development Authority, who appeals within the time limitations and in the manner indicated in the *Act*.

**Membership:** As set out in the Subdivision and Development Appeal Board Bylaw.

**Jurisdiction:** Pursuant to section 627(1) of the *Act*, a council must by bylaw establish a subdivision and development appeal board.

The Subdivision and Development Appeal Board Bylaw was passed on December 18, 1995.

**Term:** As set out in the bylaw.

**Meeting Frequency:** As set out in the bylaw.

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**16. Youth Advisory Council**

**Committee Type:** Advisory

**Mandate:** To provide an effective link between community boards and Committees, Council, community agencies and Grande Prairie youth. The Committee provides an opportunity for youth to have input by engaging in community discussions around important events, policies, economic changes, infrastructure, etc. Members are encouraged to provide their input as well as organize community forums to promote engagement from the youth community on important issues.

**Membership:** The Committee will consist of up to fifteen (15) members between the ages of fourteen (14) and twenty-four (24) years including:

- twelve (12) Public Members;
- two (2) Councillors; and
- one (1) Community Social Development Administrator as a non-voting support resource to this Committee.

**Authority:** The Committee will:

- keep Council and community agencies informed of important matters affecting youth;
- coordinate community events that profile local youth issues;
- develop and maintain relationships with individuals and organizations addressing issues of concern for youth;
- receive direction from community boards and Committees on recommendations on work or reports as required on youth matters;
- act in an advisory capacity to Council, City residents, community boards and Committees, Administration and community partners on issues relevant to youth and the community; and
- provide the youth's viewpoint on issues such as community safety, health, recreation, employment and environment.

**Term:** Committee Members will be reviewed annually, and new members appointed as needed to fulfill the membership requirements.

**Meeting Frequency:** The Committee will approve a regular meeting schedule, with a minimum of four (4) meetings held annually. Meetings shall be scheduled to accommodate the availability of the Members.

**Reporting Requirements:** The Committee will report to Council on a quarterly basis as well as attend an informal meeting with Council at least annually.



# **CITY OF GRANDE PRAIRIE**

## **BYLAW C-1422**

### **SCHEDULE “B”**

#### **COUNCIL PARTICIPATION ON EXTERNAL COMMITTEES**

The following external Committees are approved for Council participation by appointment:

##### **ADVOCACY**

1. Alberta Bilingual Municipalities Association
2. ALERT Civilian Advisory Committee
3. AUMA Board of Directors
4. Community Advisory Board on Homelessness
5. Community Futures of Grande Prairie and Region
6. Francophone & Francophile Municipalities Network
7. Mid-Sized Cities Mayors
8. Northern Alberta Elected Leaders
9. Northern Alberta Mayors’ and Reeves’ Caucus
10. S.C.O.R.E.S.

##### **COUNCIL PRIORITY**

11. City/County Joint Recreation Committee
12. Grande Prairie & Area Recreation Board
13. Grande Prairie Regional Tourism Association
14. Grande Prairie Regional Sport Connection
15. Grande Prairie Storm Hockey Board of Directors
16. Grande Spirit Foundation
17. ICF Negotiating Committee
18. Inter-City Forum on Social Policy
19. Joint City/County Council Committee
20. Joint Regional Emergency Management Committee
21. Local Immigration Partnership
22. Mighty Peace Watershed Alliance
23. Nitehawk Recreation Area Board
24. Peace Library System
25. Regional School Sites Committee
26. South Peace Regional Archives Society Board
27. Tri-Municipal Industrial Partnership