

CITY OF GRANDE PRAIRIE

OFFICE CONSOLIDATION

BYLAW C-1299

**A Bylaw established to set the Procedures
of Council for the City of Grande Prairie.**

(As Amended by Bylaw C-1299A, C-1299B, C-1299C, C-1299D and C-1299E)

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26, Council may adopt bylaws in relation to the establishment and functions of council committees and the procedure and conduct of council and council committees;

AND WHEREAS, pursuant to Section 203 of the *Municipal Government Act*, Council may by bylaw delegate its powers, duties or functions to a council committee;

AND WHEREAS, the *Municipal Government Act* governs the conduct of Council, Councillors, council committees; municipal organization and administration; public participation; and the powers of a municipality;

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 “Procedure Bylaw”.

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PART 1 - DEFINITIONS

In this Bylaw:

- 1.1 “Act” means the *Municipal Government Act (MGA)*, RSA 2000, Chapter M-26, as amended, or any statute enacted in its place.
- 1.2 “Administration” means Managers, Officers, Supervisors, or any other employee of the City.
- 1.3 “Chair” means the person who has been given authority to direct the conduct of a meeting.
- 1.4 “Challenge” means an appeal of a ruling of the Chair.
- 1.5 “City” means the municipal corporation of the City of Grande Prairie having jurisdiction under the Act and other applicable legislation.

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- 1.6 “**City Clerk**” means the person appointed by Council to the designate officer position of City Clerk or their designate.
- 1.7 “**City Manager**” means the person appointed by Council to the position of Chief Administrative Officer (CAO) or their designate.
- 1.8 “**Council Committee(s)**” means a Special Committee, board or other body, that is carrying out a power, duty or function delegated to it by Council, but excluding Committee of the Whole.
(Bylaw C-1299B - May 31, 2021)
- 1.9 “**Committee of the Whole**” means a committee comprised of all Council which conducts itself as a Committee of Council.
- 1.10 “**Corporate Leadership Team**” (CLT) means the Senior management team responsible for the planning, organization, development, implementation and administration of the service areas of the City, including the City Manager.
(Bylaw C-1299E - October 17, 2022)
- 1.11 “**Corporate Record**” means the record of agendas, minutes and other related meeting material, which is dealt with by Council, Standing Committees or Council Committees. It also includes all documents to which the City’s corporate seal is affixed.
- 1.12 “**Council**” means the duly elected municipal Council of the City.
- 1.13 “**Councillor**” means a member of Council duly elected, excluding the Chief Elected Official.
- 1.14 “**Debate**”, “**Debatable**” or “**Debated**” means the act of formally discussing a particular topic in a meeting, in which opposing arguments are put forward.
- 1.15 “**Deputy Mayor**” means the deputy chief elected official appointed by Council as provided in the MGA.
- 1.16 “**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.
- 1.17 “**Freedom of Information and Protection of Privacy Act**” (*FOIP Act*) means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended, or any statute enacted in its place.
- 1.18 “**In Camera**” means a closed meeting at which only Council and any other persons specified by Council may attend.
- 1.19 “**Land Use Bylaw**” (LUB) means the Land Use Bylaw, as amended, or any bylaw enacted in its place.
- 1.20 “**Majority**” with respect to Quorum means more than half of the appointed Members.
- 1.21 “**Mayor**” means the member duly elected in the City as the Chief Elected Official under the MGA who continues to hold office.
- 1.22 “**Member**” means a member of Council duly elected who continues to hold office, or a Member of a Council Committee duly appointed by Council to that committee.

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- 1.23 **“Municipal Election”** means a general election or by-election held in the City to elect the member of Council as described in the *Local Authorities Elections Act*, RSA 2000, Chapter L-21, as amended, or any statute enacted in its place.
(Bylaw C-1299E - October 17, 2022)
- 1.24 **“Notice of Motion”** means by which a Councillor may bring a topic before Council.
- 1.25 **“Orders of the Day”** means the order of business for a Council meeting as set out in Schedule “A”.
- 1.26 **“Organizational Meeting”** means the meeting held as described in Part 3.
- 1.27 **“Peace Officer”** means any member of the Royal Canadian Mounted Police, a Peace Officer and a Bylaw Enforcement Officer of the City.
- 1.28 **“Person”** means without limiting the generality of the term, any individual, or any business entity including, but not limited to, a firm, partnership, association, corporation, society, or legal entity.
- 1.29 **“Point of Order”** means a demand by a Councillor that the Mayor enforce the rules of procedure.
- 1.30 **“Postpone”** means to delay the consideration of any matter, either:
a) to later in the meeting;
b) to a specified time and/or date;
c) until the occurrence of an event; or
d) indefinitely.
- 1.31 **“Public Hearing”** means a meeting or portion of a meeting that Council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions.
- 1.32 **“Public Meeting”** means a meeting of at which members of the public may attend and may be invited to make submissions.
- 1.33 **“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.
- 1.34 **“Reconsider”** means to bring forward for consideration of Council a motion that has already been brought before, and voted upon by Council, earlier in the same meeting.
- 1.35 **“Refer”, “Reference” or “Referred”** means Council can send a pending motion or agenda item to a Standing Committee, Council Committee or Administration for investigation and report.
- 1.36 **“Remote Location Meeting Attendance”** means meetings conducted by means of electronic or other communication facilities as set out in Schedule “C”. *[M.G.A. s. 199(1)]*
- 1.37 **“Rescind” or “Rescinded”** means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion.
- 1.38 **“Resolution”** means a motion made by Council.
- 1.39 **“Standing Committee(s)”** means a committee, established by a Council under the *Act*, as set out in Schedule “B”.

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- 1.40 “**Table**” means to set a matter aside until a Majority decides to address the item again by means of a motion to raise from the Table as set out in Schedule “D”.
- 1.41 “**Terms of Reference**” means a written statement that defines the composition, term, objectives and mode of operation of a Committee.
- 1.42 “**Two-Thirds Vote**” (2/3 vote) means a vote by two-thirds of Council Members present at the meeting and entitled to vote on the motion.
- 1.43 “**Urgent Business**” means a time sensitive matter that requires Council’s or a Standing Committee’s immediate and urgent consideration and where previous notice is not practical.

PART 2 - APPLICATION AND INTERPRETATION

- 2.1 This Bylaw must apply to all meetings of Council, Standing Committees and Committee of the Whole.
- 2.2 Council may make this Bylaw applicable to other Council Committees completely or in part.
- 2.3 To the extent that a matter or a definition is not dealt with in the *Act* or this Bylaw, Council must have regard to *Robert’s Rules of Order Newly Revised*.
- 2.4 The precedence of the rules governing the procedures of Council is:
- a) the *Act*;
 - b) other provincial legislation;
 - c) this Bylaw; and
 - d) *Robert’s Rules of Order Newly Revised*.

Suspension of Rules

- 2.5 Council may temporarily suspend all or part of the provisions of this Bylaw for a meeting, if the Members present at this meeting vote unanimously to do so.

Non-Suspendable Rules

- 2.6 Provisions of this Bylaw which contain a reference in square brackets, for example: [*M.G.A. s. 120*], originate in the *Municipal Government Act* or other governing legislation and these provisions may not be altered or suspended.

PART 3 - ORGANIZATION OF COUNCIL

Organizational Meetings

- 3.1 Council must hold an Organizational Meeting in October in each year.
- 3.2 At this meeting, Council must establish, by resolution:
- a) the position of Deputy Mayor on a rotation schedule that meets the needs of Mayor and Councillors;
 - b) the dates, times of commencement and location of the regular Council Meetings and Standing Committees;

- c) appoint Members of Standing Committees, Council Committees, and representatives to boards; and
 - d) conduct other business as identified within the Organizational Meeting agenda.
- 3.3 All Members must be present at the meeting in order to adopt the schedule of regular Council and Standing Committee meetings, being the Meeting Calendar. *[M.G.A. s. 193(1)]*
- 3.4 Notice for meetings scheduled in the Meeting Calendar, which has been adopted by Council, is not required to be given.

Inaugural and Oath of Office Meeting

- 3.5 The first meeting immediately following a General Municipal Election must be called the Inaugural meeting.
- 3.6 Each Councillor including the Mayor must take the prescribed oath of office as the first order of business at the Inaugural meeting.
- 3.7 In the event of a by-election a duly elected Mayor or Councillor must take the prescribed oath of office as the first order of business upon being elected to office.
- 3.8 Until the Mayor has taken the oath of office, the City Manager must be designated Chair.
- 3.9 Each Councillor including the Mayor must affirm the Council Code of Conduct Bylaw.
- 3.10 Orientation training will be provided for participation by each Councillor including the Mayor within 90 days of taking the oath of office.

[M.G.A. s. 201(1)]

(Bylaw C-1299E - October 17, 2022)

PART 4 - MEETINGS

- 4.1 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.
- 4.2 All regular and special Council meetings, Public Hearings, Standing Committee meetings and Committee of the Whole meetings will be held in Council Chambers, Main Floor, City Hall.
(Bylaw C-1299B - May 31, 2021)
- 4.3 Council and Standing Committee meeting dates and changes thereto, must be determined with input from the City Clerk, to minimize conflict between meetings and to ensure proper notification of the public.
- 4.4 Council and Standing Committees may cancel or revise their respective meetings, or schedule additional meeting dates or times as required, in consultation with the City Clerk. The City Clerk must provide notice of the changes or additions as noted in Section 4.7.
- 4.5 The Chair may cancel a scheduled meeting, in consultation with the City Clerk, if the deadline for agenda submissions has passed, and there is no time-sensitive business to bring to that meeting.

- 4.6 The Mayor, in consultation with the City Clerk:
- a) may call a Special Council meeting whenever the Mayor considers it appropriate to do so; and
[M.G.A. s. 194(1)(a)]
 - b) must call a Special Council meeting if the Mayor receives a written request for the meeting, stating its purpose, from a Majority of Members. Such meeting must be held within fourteen (14) days after the date that the Mayor receives the request. *[M.G.A. s. 194(1)(b)]*

Providing Notice of Meetings

- 4.7 Except for meetings scheduled on the adopted Meeting Calendar, the City Clerk must notify Council and the public as soon as possible, and no less than twenty-four (24) hours in advance, when meetings are scheduled, re-scheduled, Postponed or cancelled. Notice is deemed to be given by:
- a) notifying Council;
 - b) updating the City's website; and
 - c) posting the Meeting Calendar, and notifications of subsequent changes, in a place in City Hall which is accessible by the public. *[M.G.A. s. 193(3)]*

Notice of Special Meetings

- 4.8 The notice for a special meeting must describe the purpose of the meeting. *[M.G.A. s. 194(3)]*
- 4.9 Special Council meetings will be held on the date, time and in the location specified in the notice. If a matter is not specified in the notice of the Special Council meeting, it may not be dealt with unless all Councillors including the Mayor are present and passes a motion, by Majority vote, to deal with the matter. *[M.G.A. s. 194(5)]*
- 4.10 Waiving the notice of a matter to be discussed at a meeting must be kept to a minimum, supporting Council's preference to be as transparent and as accountable to the public as possible.

Quorum

- 4.11 Quorum of Council is a Majority of Council.
- 4.12 At the time set for the start of the meeting, if a Quorum is present, the Chair must call the meeting to order.
- 4.13 If Quorum is not achieved within thirty (30) minutes after the time the meeting is scheduled to begin, the City Clerk will document the names of those who are present, and the meeting will be adjourned and rescheduled.
- 4.14 If at any time during a meeting the Quorum is lost, the meeting must be recessed and if Quorum is not achieved again within fifteen (15) minutes, the meeting must be deemed to be adjourned.
- 4.15 The rules of Quorum shall apply to Standing Committees and Council Committees.

Adjourning the Meeting

- 4.16 When the Chair is satisfied that all the business and purposes of a meeting have been addressed, the Chair must adjourn the meeting or request a motion to adjourn the meeting.
- 4.17 Any Member may move to adjourn the meeting at any time.

Committee of the Whole

- 4.18 There must be a Committee of the Whole comprising all Members of Council.
- 4.19 The Mayor must be Chair of the Committee of the Whole meeting unless another individual is chosen by the Mayor to act as Chair. The Mayor may at any time resume the Chair.
- 4.20 The Mayor, in consultation with the City Clerk may call for a Committee of the Whole meeting at any time.
- 4.21 Subject to the *Act*, Committee of the Whole meeting may consider any matter, including but not limited to:
- a) the Budget;
 - b) the Audit;
 - c) transportation issues;
 - d) development issues;
 - e) strategic planning;
 - f) legislative reform;
 - g) policing matters; and
 - h) policy formulation.
- 4.22 Committee of the Whole may:
- a) conduct Public Meetings;
 - b) receive delegations and submissions;
 - c) meet with other municipalities and other levels of governments; and
 - d) recommend annual appointments of members of the public to Council Committees, and other bodies which the City is entitled to have representation.
- 4.23 In addition to the restrictions contained in Section 203(2) of the *Act*, the Committee of the Whole meeting must not hold Public Hearings.
- 4.24 Quorum of Committee of the Whole meetings is a Majority of Council.
- 4.25 The process of Council must be as follows:
- a) a Member may speak even though there is no motion on the floor, but if there is a motion on the floor a Member must only address that motion;
 - b) a Member may speak more than once, provided that each Member who wishes to speak to the matter has had the opportunity; and
 - c) The Mayor may make a motion on any matter without relinquishing the Chair.
- 4.26 Committee of the Whole may move In Camera in accordance with the *Act* and the *FOIP Act*.
- 4.27 No motions may be made when Committee of the Whole is sitting In Camera in accordance with the *FOIP Act* except motions to return to the public meeting.

In Camera/Closed Meetings

- 4.28 All meetings of Council and Standing Committees must be held in public, though a portion of a meeting may be closed to the public. *[M.G.A. s. 197 and 198]*
- 4.29 The only matters to be considered in an In Camera meeting must pertain to one (1) of the exceptions to disclosure in Part 1, Division 2 of the *FOIP Act*. *[M.G.A. s. 197(2)]*

- 4.30 Before holding an In Camera meeting, Council or a Standing Committee must adopt a motion in a Public Meeting, and the motion must include:
- the title or general subject of the item(s) to be discussed; and
 - a listing of specific sections under Part 1, Division 2 of the *FOIP Act*, which provides the legislative authority to discuss the matters in a closed meeting.
- 4.31 An In Camera meeting must include at a minimum, Council and the City Clerk. A Member attending an In Camera meeting via remote access must follow the procedures set out in Schedule “C”.
- (Bylaw C-1299C - August 23, 2021 and Bylaw C-1299D - January 24, 2022)**
- 4.32 Council or a Standing Committee must not make motions or vote at an In Camera meeting except on a motion to recess or to revert to a Public Meeting. *[M.G.A. s. 197(3)]*

Public Hearings

- 4.33 In rendering certain decisions related to land and planning and as required by the *Act*, Council must hear and consider the submissions of member of the public, including affected landowners.
- 4.34 Council must conduct the Public Hearing during a regular or special Council meeting. *[M.G.A. s. 230(2)(b)]*
- 4.35 In a Public Hearing, Council:
- must hear any person, group of persons, or a person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the Council; and *[M.G.A. s. 230(4)(a)]*
 - may hear from another person(s) who wish to make representations and from whom Council wishes to hear. *[M.G.A. s. 230(4)(b)]*
- 4.36 The Public Hearing on any proposed bylaw or resolution must be held before:
- second reading of the bylaw; or
 - before Council votes on the resolution. *[M.G.A. s. 230(1)]*
- 4.37 The proceedings of Public Hearings must be as follows:
- the Mayor opens the Public Hearing;
 - Administration introduces the bylaw;
 - if Administration and the applicant have worked together on the process, they may determine and effective and efficient approach to presenting the pertinent information to Council. Alternately, an applicant may have a maximum of ten (10) minutes to make a presentation to Council following Administration’s presentation;
 - Council may ask questions of Administration and of the applicant;
 - the Mayor invites members of the public to speak to the bylaw;
 - Council hears those in attendance who wish to speak to the bylaw. Individuals must be allotted a maximum of five (5) minutes to make their presentations. Those who register as groups must be allotted a maximum of ten (10) minutes. Council may vote to extend time limits;
 - an individual or group presentation shall not exceed the allotted time under Section 4.1 f) unless:
 - the Mayor, at their discretion, extends the among of time; or
 - Council, by resolution, extends the amount of time;
 - if requested by a Member of Council, a vote of Council must be taken to approve an extension of time given by the Mayor under Section 4.1g) i);
 - Council may ask questions of the members of the public who come forward to speak to the bylaw;

- j) Council may ask questions of Administration on any points raised by the public; and
- k) the Mayor closes the Public Hearing.

(Bylaw C-1299E - October 17, 2022)

- 4.38 Council may resolve to reopen a Public Hearing which has been concluded when it is determined that critical new information has arisen, provided that the Public Hearing is reopened at the same meeting of Council or is scheduled for another specific meeting of Council in the future.
- 4.39 The vote on an item for which a Public Hearing has been held must comply with the following:
 - a) Members who are absent for the whole of a Public Hearing on a matter, are not entitled to vote on the matter; and *[M.G.A. s. 184(a)]*
 - b) Members who are absent from part of a Public Hearing on a matter may choose to abstain from voting on the matter. *[M.G.A. s. 184(b)]*
- 4.40 If there is more than one (1) Public Hearing on the agenda, the Mayor must close one (1) Public Hearing before opening another Public Hearing.
- 4.41 All matters related to the same topic may be addressed in the same Public Hearing.

PART 5 - BYLAWS

- 5.1 All proposed bylaws must have:
 - a) a bylaw number assigned by Legislative Services; and
 - b) a concise title indicating the purpose of the bylaw.
- 5.2 Members must be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to the meeting.

Bylaw Readings

- 5.3 Before first reading, Council may debate the substance of the proposed bylaw.
- 5.4 A proposed bylaw must be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from Administration and/or applicant.
- 5.5 After first reading has been given, subject to the requirements of the *Act*, any Councillor may move that the bylaw be read a second time.
- 5.6 Only the title or identifying number has to be read at each reading of the bylaw. *[M.G.A s. 187(5)]*
- 5.7 A bylaw is passed after it receives three distinct and separate readings and is signed. *[M.G.A. s. 187(1) and 189]*

Amendments to a Bylaw

- 5.8 After first reading and before second reading is given, Council may propose and consider amendments to the bylaw.
- 5.9 When all amendments have been carried or defeated, a vote on second reading of the bylaw as amended must be read.

- 5.10 Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.
- 5.11 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw.

Authorization of Three Readings at One Meeting

- 5.12 A proposed bylaw must not be given more than two (2) readings at the same meeting, except with the unanimous vote of all Members present at the meeting. *[M.G.A. s. 187(4)]*
- 5.13 If a vote on authorization for third reading is not adopted unanimously, the City Clerk must place the proposed bylaw on the agenda of the next Council meeting for third reading.

Bylaws as a Corporate Record

- 5.14 A bylaw, having received third reading, must be signed by the Mayor and the City Clerk.
- 5.15 Subject to Section 5.14, a bylaw must be signed:
- a) in the Mayor's absence, by the Deputy Mayor; and
 - b) in the City Clerk's absence, by the designate.

No Readings or Failure of a Reading

- 5.16 If a reading of a proposed bylaw fails, the previous readings, if any, are rescinded. *[M.G.A. s. 188(b)]*
- 5.17 If a proposed bylaw has not received third reading within two (2) years from the date of the first reading, the previous readings are rescinded and the proposed bylaw is deemed abandoned. *[M.G.A. s. 188(a)]*
- 5.18 Subject to the LUB, the defeat of a proposed bylaw will not preclude the introduction of another proposed bylaw with similar terms and effect.

Consolidation of Bylaws

- 5.19 The City Clerk is designated to consolidate bylaws at their discretion when deemed convenient and in doing so, must:
- a) incorporate all amendments to the bylaw into one (1) bylaw; *[M.G.A. s. 69(2)(a)]*
 - b) omit from the consolidated bylaw a provision that has been repealed or that has expired; and *[M.G.A. s. 69(2)(b)]*
 - c) retain for the Corporate Record the original bylaw and all adopted amending bylaws.

PART 6 - AGENDAS & MINUTES

- 6.1 Items placed on Council agendas must follow the Orders of Day as set out in Schedule "A".

- 6.2 Agenda items for the regular Council meeting will be reviewed as follows:
- a) CLT, in consultation with the City Clerk, must establish agenda items no less than one (1) week prior to the meeting; and
 - b) The Mayor, in consultation with CLT and the City Clerk, must approve the agenda, no less than four (4) days prior to the meeting.

(Bylaw C-1299E - October 17, 2022)

- 6.3 CLT, in consultation the City Clerk, must approve agenda items for a Standing Committee, no less than one (1) week prior to the meeting.

Agenda Submission Deadlines

- 6.4 Submissions from Administration must be in accordance with administrative guidelines established by the City Clerk. Submissions received after the stated deadline will be placed on the next agenda of the respective Standing Committee for which the submission deadline has not passed.
- 6.5 Any Member has the right to add an item to any agenda by notifying the City Clerk in writing of the proposed item no later than one (1) week prior to the date of the meeting.
- 6.6 When the date for receipt of submissions falls on a statutory holiday, the date for receipt must be the next business day.

Provision of Agendas

- 6.7 Council, Standing Committee, Committee of the Whole, Special Council and Council Committee agendas, all bylaws and other materials published as a part of an agenda, are retained by the City Clerk in the permanent Corporate Record. *[M.G.A. s. 208(1)(b)]*
- 6.8 The City Clerk must provide copies of Council and Standing Committee agendas for each meeting as follows:
- a) delivered electronically to Members, CLT and Administration, as soon as possible after all submissions to the meeting have been approved;
 - b) published on the City's website for the general public and media, no more than twenty-four (24) hours after the agenda is delivered to the Members; and
 - c) made available for review in person by posting the agenda cover pages in a place in City Hall which is accessible by the public, as soon as possible after delivery to the Members.

Confirming the Agenda Order/Changes to a Published Agenda

- 6.9 The agenda and any amendments to it must be confirmed by a Majority vote at the start of meeting of Council meetings.

Addition of Urgent Business to an Agenda

- 6.10 A Member may make a motion to add Urgent Business to a Council or Standing Committee meeting agenda.
- 6.11 Adding a matter as Urgent Business to a published agenda, without notice to the public, must be kept to a minimum, noting Council's preference to be as transparent and as accountable as possible.

- 6.12 A matter proposed as Urgent Business must be provided to the Chair of Council or Standing Committee, in advance of the meeting, in order for the Chair to confirm with Administration whether the item calls for immediate and urgent consideration.
- 6.13 A matter proposed to be added as Urgent Business must also be submitted to the City Clerk.
- 6.14 If the proposed Urgent Business is in written form, the City Clerk will make all reasonable efforts to distribute in advance of the meeting.

Additions to Special Meeting Agendas

- 6.15 Addition of a matter as Urgent Business to a special meeting may only be made if all Members are in attendance at the meeting, the item proposed for addition falls within the stated purpose of the special meeting, and the Members adopt a motion to add the business. *[M.G.A. s. 194(5)]*

Protocols of Agenda Items

- 6.16 The protocol of addressing each agenda item will be:
- a) Administration initial introduction/presentation;
 - b) questions to Administration from Members;
 - c) informal discussion by Members;
 - d) formal motion;
 - e) formal discussion/debate; and
 - f) vote.

(Bylaw C-1299E - October 17, 2022)

Preparation of Minutes

- 6.17 The City Clerk must prepare all Council, Standing Committee, Committee of the Whole, Special Council and Council Committee meeting minutes, to be recorded in the English language without note or comment, which will include: *[M.G.A. s.208(1)]*
- a) all decisions and other proceedings;
 - b) the names of the Members present and absent from the meeting;
 - c) the names of the Members voting either for or against all motions;
 - d) any abstentions pursuant to a declaration of pecuniary interest or conflict of interest and any other abstentions permitted by the Act; and
 - e) signatures of the Chair and the City Clerk or designate. *[M.G.A. s. 213(1)(a)]*

Adoption/Corrections of Minutes

- 6.18 The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If there are errors or omission, Council must:
- a) pass a motion to amend the minutes; and
 - b) adopt the minutes as amended.
- 6.19 If there are no errors or omissions, Council must adopt the minutes as presented.

Recording of Meetings

- 6.20 Except for meetings or portions of meetings held In-Camera, all regular and special Council meetings, Public Hearings, Standing Committee meetings and Committee of the Whole meetings will be video recorded, and all video recordings will be made available to the public through the City's website.

(Bylaw C-1299B - May 31, 2021)

6.21 Deleted by Bylaw C-1299B - May 31, 2021.

6.22 Deleted by Bylaw C-1299B - May 31, 2021.

PART 7 - ROLES AND CONDUCT

The Mayor

7.1 The Mayor, when present, presides as the Chair over Council meetings. *[M.G.A. s. 154(1)(a)]*

7.2 The Mayor must:

- a) open and Chair Council meetings;
- b) maintain order and decorum in a manner which promotes fairness and forward progress in Council meetings;
- c) rule on all questions of procedure;
- d) ensure that each Member who wishes to speak on a debatable motion is granted the opportunity to do so; and
- e) decide who aside from Members may address Council.

7.3 The Mayor is an Ex-Officio Member, by virtue of office, of all Standing Committees, unless a bylaw establishing a Council Committee expressly states that the Mayor is not an Ex-Officio Member. *[M.G.A. s. 154(2)]*

7.4 If the Mayor is present at a Standing Committee meeting by virtue of office, the Mayor has all the rights and privileges of the appointed Standing Committee Members including the right to make motions and vote.

Challenging the Ruling of the Mayor

7.5 Any Councillor may challenge the ruling of the Mayor on a Point of Order or privilege and state the terms of the challenge.

7.6 If there is a challenge to the ruling of the Mayor, all further debate must cease until Council has dealt with the challenge.

7.7 If a ruling of the Mayor is challenged, the Mayor must briefly state the reasons for the ruling and then put the question to Council.

7.8 Council must decide on the challenge, by Majority vote, without debate.

7.9 The decision of Council on the challenge is final.

7.10 If the Mayor refuses to put the challenge to Council, Council may request the Deputy Mayor to assume the Chair in order that the challenge to the Mayor's ruling can be put to Council. The result of the vote is as binding as if conducted under the Mayor and the Mayor must abide by the result.

The Deputy Mayor

7.11 The Deputy Mayor Chairs Council meetings when the Mayor is absent or unable to act as Mayor and will have all the powers and responsibilities of the Mayor under this Bylaw.

- 7.12 The Deputy Mayor may Chair meetings of Committee of the Whole when delegated by the Mayor.
- 7.13 In the absence or inability of the Mayor and Deputy Mayor to act, the next Member scheduled to be Deputy Mayor on the schedule must Chair Council meetings and have all the powers and responsibilities of the Mayor under this Bylaw.

The Chair

- 7.14 The Chair must:
- a) maintain order and decorum in a manner which promotes fairness and forward progress;
 - b) keep a sequence of speakers and recognize Members, Administration, delegations or the public to speak at the appropriate segments of an established and approved agenda;
 - c) make rulings on Points of Order and Questions of Privilege;
 - d) ensure that Members understand the motion put before them;
 - e) perform such other leadership functions as may be required for the efficient and effective conduct of the meeting;
 - f) when present at a meeting, must vote only once on all items, unless required or permitted to abstain from voting; *[M.G.A. s. 182 and 183(1)]*
 - g) is not required to vacate the Chair in order to join in the debate so long as the Chair participates on the same basis as all other Members; and
 - h) must vacate the Chair in order to make a motion, and must remain out of the Chair until the item, including any associated bylaw reading, has been concluded.

Enforcement of Rules

- 7.15 The Chair must enforce the rules of this Bylaw. When the Chair interrupts a Member to enforce a rule, the Member must stop speaking and allow the Chair to explain the interruption and cite the rule that has been breached.
- 7.16 If the Chair's ruling is upheld, and a Member continues to breach the rules of this Bylaw, the Chair may call a recess, or may invite a motion that the individual be removed either:
- a) for the balance of the meeting;
 - b) until a time stated in the motion; or
 - c) until the Member makes an apology acceptable to the Chair.
- 7.17 If the motion to remove a Member passes, the Chair must direct the Member to leave the meeting and may request that a Peace Officer enforce this order if required.

The Members

- 7.18 Members must abide by all applicable policies, procedures and bylaws related to conduct.
- 7.19 A seconder to a motion is not required.
- 7.20 Members must keep their comments relevant to the discussion item at hand.
- 7.21 Questions by Members must be directed through the Chair and abide by the directions and rulings of the Chair.

-
- 7.22 Members who wish to speak or make a motion at a meeting must do so only after being recognized by the Chair. Recognition occurs at the discretion of the Chair, must occur in the order in which Members notify on the electronic device, or if unavailable; raise their hand to request to speak.
(Bylaw C-1299E - October 17, 2022)
- 7.23 A Member must not interrupt another person who was duly recognized to speak, except to raise a Point of Order or a question of privilege.
- 7.24 The Chair may grant further permission to a Member to speak again to:
- a) provide an explanation of the Member's previous remarks if misunderstood;
 - b) in the case of the Member making the motion, to answer questions from the floor directed to the Chair; and
 - c) allow the Member making the motion to reply, closing the debate after the Chair has called for any further discussion and all others have had an opportunity of being heard.

Members of the Public

Criteria for Presentations and Submissions

- 7.25 Members of the Public who wish to speak at a Council or Standing Committee meeting can attend either in-person or by remote access and must submit a completed [Delegation Request Form](#) to Legislative Services no later than 12:00 noon on the business day prior to a scheduled Council or Standing Committee meeting.
(Bylaw C-1299B - May 31, 2021 and Bylaw C-1299E - October 17, 2022)
- 7.26 Members of the public who wish to speak at a regular meeting of Council on an item scheduled on the agenda for that meeting, must submit a completed [Delegation Request Form](#) to Legislative Services no later than 12:00 noon on that day.
(Bylaw C-1299E - October 17, 2022)
- 7.27 **Deleted by Bylaw C-1299B - May 31, 2021.**
- 7.28 **Deleted by Bylaw C-1299E - October 17, 2022.**
- 7.29 **Deleted by Bylaw C-1299E - October 17, 2022.**
- 7.30 The submitted [Delegation Request Form](#) must:
- a) be legible, coherent and respectful;
 - b) be able to identify the writer and the writer's contact information;
 - c) outline the subject matter being presented and identify any requests being asked of Council; and
 - d) indicate the method of attendance by selecting either "In-Person" or "Remote Access".
(Bylaw C-1299B - May 31, 2021)

Participation by Members of the Public

- 7.31 In order to ensure a safe and respectful meeting environment, those seated in the public gallery at Council or Standing Committee meetings must:
- a) ensure all electronic devices are turned off or set to silent mode, and leave the meeting room if they need to respond to a call; and
 - b) refrain from acts of disruptive, disrespectful or intimidating behavior including spontaneous applause.

- 7.32 When Council is required to hold a Public Hearing on a proposed bylaw, Council must hear from members of the public prior to the second reading of the bylaw, unless another enactment specifies otherwise. *[M.G.A. s. 230(1)]*
- 7.33 When making a presentation to Council or Standing Committee, a member of the public must;
- a) approach the presenter's table when attending in-person or turn on video and microphone when attending via remote access only when invited to do so by the Chair;
(Bylaw C-1299B - May 31, 2021)
 - b) abide by the rules of conduct in Section 7.31 and abide by the Chair's direction regarding participation;
 - c) limit their comments to the matter contained in the report or presentation and the recommendations being discussed;
 - d) address Members for a maximum of five (5) minutes, unless the Chair allows a group to extend this time limit to include multiple presentations without interruption;
 - e) refrain from engaging in argumentative behavior with Members;
 - f) an individual or group presentation shall not exceed the allotted time under Section 4.1 f) unless:
 - i. The Mayor, at their discretion, extends the amount of time; or
 - ii. Council, by resolution, extends the amount of time;
(Bylaw C-1299E - October 17, 2022)
 - g) if requested by a Member of Council, a vote of Council must be taken to approve an extension of time given by the Mayor under Section 7.33 f) i.
(Bylaw C-1299E - October 17, 2022)
- 7.34 At the consent of the Chair, delegations may provide presentation material, to be included in the Corporate Record, for the meeting. Council may move to exclude any written submission deemed to be offensive from the Corporate Record.
- 7.35 The Chair may order that a member of the public, who disturbs or acts improperly at a meeting by words or actions, be expelled:
- a) by requesting a Peace Officer to remove the person attending in-person if required; or *[M.G.A. s. 198]*
 - b) by directing the City Clerk to disable access of the person attending remotely, if required.

Standing Committee Appeal Hearings

- 7.36 The [Notice of Appeal Application Form](#) must be submitted to Legislative Services to file an appeal request for decisions made under defined Bylaws and Policies within the approved provision for appeals. *[M.G.A. s. 687]*
(Bylaw C-1299E - October 17, 2022)
- 7.37 **Deleted by Bylaw C-1299E - October 17, 2022.**
- 7.38 Use the [How to Prepare for an Appeal Hearing](#) guide when preparing to attend and present at a Committee hearing.
(Bylaw C-1299B - May 31, 2021)

PART 8 - PECUNIARY OR CONFLICT OF INTEREST

- 8.1 A Member does not have a pecuniary interest by reason only of any interest as set out in the *Act*. This includes discussing or voting on a bylaw that applies to businesses or business activities, when the Member, an employer of the Member or a member of the Member's family has an interest in a business, unless the only business affected by the bylaw is the business of the Councillor, employer of the Member or the Member's family. *[M.G.A. s. 170(3)(k)]*
- 8.2 A Member who has a pecuniary interest in a matter before Council, a Standing Committee, Council Committee or any other body to which the Member is appointed as a representative of the Council, must:
- disclose the general nature of the pecuniary interest prior to any discussion of the matter;
 - abstain from voting on any question relating to the matter;
 - abstain from any discussion of the matter; and
 - leave the room in which the meeting is being held until discussion and voting on the matter are concluded. *[M.G.A. s. 172(1)]*
- 8.3 If the matter with respect to which a Member has a pecuniary interest is a question on which, under the *Act* or another enactment, the Member as a taxpayer, an elector or an owner has a right to be heard by Council:
- it is not necessary for the Member to leave the room; and
 - may exercise a right to be heard in the same manner as a person who is not a Member. *[M.G.A. s. 172(3)]*
- 8.4 Where a Member has left the meeting due to a pecuniary interest the City Clerk must record in the minutes the reason for and time of the Member's departure, and return.

PART 9 - MOTIONS

Main Motions

- 9.1 A main motion may arise out of recommendations related to Administrative reports, directed by either Council, Standing Committees, or when Administration deems a report necessary to fulfill a duty or inform Council.
- 9.2 All efforts must be made to ensure that recommendations and proposed resolutions, which come before Council or Standing Committees are concise, unambiguous and do not compete with previously adopted direction.
- 9.3 Main motions must be provided to all Members, the public and Administration in writing as part of the meeting agenda, except motions from a Member without notice.
- 9.4 The input of Administration must be incorporated into motions to ensure that any legal, financial and operational impacts are professionally addressed.
- 9.5 The Member who has made a motion cannot withdraw a motion once stated by the Chair except by general consent or by Majority vote.
- 9.6 The Chair must state the motion before putting it to a vote, to ensure that the Members and the public fully understand what is being voted on.

Friendly Amendment

9.7 The Member making a motion, after debate on a main motion has begun, may, with general consent, make minor changes to the wording or agree to a minor change proposed by another Member.

Questions During Debate

9.8 Administration should provide their best professional judgment on issues and Members must not engage in debate with, or ask argumentative questions of Administration.

Secondary Motions

9.9 When a main motion has been made and is being considered, a Member may make a secondary motion. Secondary motions include subsidiary, privileged, and incidental motions. Schedule “D” provides the main rules for secondary motions that are most likely to be used at meetings.

9.10 Secondary motions to the main motion are introduced, debated and voted on in a “last-in-first-out” sequence, e.g.: If an amendment is moved while a main motion is pending, the amendment is then debated and voted on, and then debate on the main motion resumes.

9.11 At a given time, only one (1) amendment to the main motion and only one (1) amendment to that amendment will be in order.

Notice of Motion

9.12 A Member, wishing to introduce a motion for consideration, must provide the Notice of Motion to the City Clerk no later than one (1) week prior to the meeting.

9.13 The City Clerk must place the Notice of Motion on the next Council meeting agenda for which the submission deadline has not passed.

Reconsideration of Motions

9.14 Members may bring a motion back before Council or a Standing Committee under the following rules:

Situation	Rule	Motion Previously Carried	Motion Previously Defeated
Reconsider motion and original motion occur during the same meeting.	Reconsider revisits the entire motion.	<p><u>Step 1:</u> Reconsideration may only be moved by a Member who voted in favour of the motion.</p> <p><u>Step 2:</u> If reconsideration is carried (Majority vote required), the original vote is cancelled and the motion is debated again.*</p>	<p><u>Step 1:</u> Reconsideration may only be moved by a Member who voted against the motion.</p> <p><u>Step 2:</u> If reconsideration is carried (Majority vote required), the original vote is cancelled and the motion is debated again.*</p>

<p>Reconsider motion is made at a subsequent meeting as the original vote.</p>	<p>Reconsider revisits all or a portion of the original motion.</p>	<p><u>Step 1:</u> Reconsideration may be moved by any Member and must state whether reconsideration is in full or in part. <u>Step 2:</u> If reconsideration is carried (by 2/3 vote), only the portion of the motion Reconsidered is debated again.*</p>	<p>Any Member regardless of how they voted on a defeated motion, can bring back the motion under the procedures for introducing a Notice of Motion (Section 9.12).</p>
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*** A motion to Reconsider is debatable only when the motion being Reconsidered is Debatable. An adopted motion may only be Reconsidered if it has not been acted upon in a manner that is impossible to reverse or modify and does not attempt to interfere with a contractual liability. The Chair, in consultation with Administration, shall make such determination. Any reading of a proposed bylaw may be Reconsidered. However, a bylaw that has received three readings and has been signed in accordance with Section 213 of the Act, may not be Reconsidered.**

9.15 A Member may only make a motion to Reconsider a motion from a previous meeting by submitting a Notice of Motion, distributed in advance of the meeting. The Notice of Motion must contain the date of the original decision, and the action, which is proposed to be taken on the matter.

PART 10 - VOTING

10.1 Every Member present at a meeting of Council, a Standing Committee or Council Committee must vote on every matter put to a vote, unless a Member declares a Pecuniary Interest, or has abstained from voting on a matter due to absence from the Public Hearing.

[M.G.A. s. 170, 182, 183(1) and 184]

10.2 A motion will be carried when a Majority of Members present at a meeting vote in favour of the motion, unless otherwise specified in this Bylaw.

10.3 If a motion cannot be voted on due to loss of Quorum for any reason, the matter will be Postponed to the next meeting as unfinished business.

Voting Procedure

10.4 Voting Members must be present in their designated seat in Council Chambers or, when attending via remote access, must have their video turned on when the Chair calls for the vote to begin.

(Bylaw C-1299B - May 31, 2021)

10.5 The Chair must state the motion.

10.6 Voting Members must submit their vote:
 a) on the voting app, or, if unavailable;
 b) verbally; or
 c) by a show of hands at the call of the Chair.

(Bylaw C-1299B - May 31, 2021)

10.7 The Chair must declare the result of the vote.

Voting Results

- 10.8 The Chair immediately calling for a revote on a motion may resolve a question on the results of a vote.
- 10.9 A motion must be declared defeated when it:
- a) does not receive the required number of votes; or
 - b) the vote is tied.

Division of a Motion

- 10.10 A Member may request or the Chair may direct that a recommendation be divided and called separately, but only if the divided parts can stand on their own.

PART 11 - STANDING COMMITTEES/COUNCIL COMMITTEES

- 11.1 The Standing Committees are established as set out in Schedule “B” of this Bylaw.
- 11.2 Council may appoint Special Committees consisting of one (1) or more Members to undertake specific tasks.
- 11.3 Council may appoint Council Committees comprised of Members, Administration or members of the public to investigate and report to Council or about any matter.
- 11.4 When any Council Committee is established, Council must:
- a) name it;
 - b) establish a Terms of Reference;
 - c) establish the term of appointment;
 - d) establish requirements for reporting to Councillor; and
 - e) allocate any necessary budget or other resources as required.
- 11.5 The Terms of Reference of the Standing Committees are as set out in Schedule “B” of this Bylaw.
- 11.6 All Members may attend any meeting of any Standing or Council Committee and participate in debate, but must not make motions or vote.
- 11.7 Quorum of any Standing Committee and Council Committee is a Majority of voting Members.
- 11.8 All Council Committees are advisory to Council unless authority to exercise or perform any power or duty is specifically delegated by Council.
- 11.9 Council Committees:
- a) may Refer matters to other Council or Standing Committees;
 - b) may Refer matters to Administration for a report and may provide direction on the preparation of the report;
 - c) may receive reports for information purposes. Reports received for information may be forwarded to Council at the discretion of the Council Committee and must be forwarded to Council if required by any other bylaw, policy or statute;
 - d) must submit recommendations to Council on any action or decision recommended on any matter within the jurisdiction of the Council Committee; and
 - e) may not appropriate, expend or direct expenditure of any money not provided for in the budget approved by Council.

Member Appointments

- 11.10 The first named Member on any Standing Committee or Council Committee will be its Chair and the second named Member will be Deputy Chair or designated alternate unless otherwise specified.
- 11.11 The Mayor will recommend appointments to Standing Committees and Council Committees and appointments of representatives to external organizations, unless otherwise specified in this Bylaw.
- 11.12 The Mayor will base recommendations for appointments on the following considerations:
 - a) the best interests of the City;
 - b) the convenience of Members;
 - c) the competence of Members;
 - d) willingness to serve; and
 - e) the desires expressed by Members.
- 11.13 The Mayor and the Chair (or one (1) Councillor) of the Council Committee with vacancies of public members may conduct interviews of applicants for appointment.
- 11.14 Public member appointments will be considered by Council, In Camera. The recommended appointments are presented at a regular meeting of Council for approval.
(Bylaw C-1299E - October 17, 2022)
- 11.15 A Member may resign from a Council Committee at any time by giving written notice to the City Clerk.
- 11.16 The Mayor, in consultation with the City Clerk, may appoint a Councillor to replace an absent Member of a Standing Committee for obtaining Quorum.

Committee Rules of Procedure

- 11.17 There is no limit to the number of times a Member may speak to a question.
- 11.18 A motion for the Previous Question is not in order.
- 11.19 Informal discussion of an item is permitted prior to making a motion.
- 11.20 Unless specific rules exist, Council Committees must follow the procedural rules of Council.

PART 12 - REPEAL AND COMING INTO FORCE

- 12.1 Bylaw C-962 and all amendments are hereby repealed.
- 12.2 This Bylaw shall take effect on October 21, 2019.

READ a first time this 7 day of October , 2019.

READ a second time this 7 day of October , 2019

READ a third time and finally passed this 7 day of October , 2019

“B. Given” (signed) _____
 Mayor

“A. Karbashewski” (signed) _____
 City Clerk

CITY OF GRANDE PRAIRIE

BYLAW C-1299

SCHEDULE "A"

ORDERS OF THE DAY

(As Amended by Bylaw C-1299E - October 17, 2022)

Regular Council Meeting

The order of business of the Regular Council Meeting is outlined below and is subject to change as approved through a motion of Council.

Part 1 - Afternoon Session - 3:00 PM

1. Call to Order
2. National Anthem
3. Adoption of Previous Council Meeting Minutes
4. Adoption of Agenda
5. Delegation(s)
6. Reports
7. Committee Business
8. Correspondence
9. Delegation Business
10. Notices of Motion
11. Recess

Part 2 - Evening Session - 6:00 PM

12. Meeting Resumed
13. Delegation(s)
14. Unfinished Business
15. Public Hearings
 - 15.1 Call to Order
 - 15.2 Introduction by Administration
 - 15.3 Presentations/Submissions
 - 15.4 Close Public Hearing
 - 15.5 Business Arising from the Hearing
16. Scheduled Delegation Business
17. Council Member Reports
18. Adjournment

CITY OF GRANDE PRAIRIE

BYLAW C-1299

SCHEDULE "B"

STANDING COMMITTEES

(As Amended by Bylaw C-1299A - December 2, 2019 and C-1299E - October 17, 2022)

1. STANDING COMMITTEES OF COUNCIL

1. Financial and Administrative Services Committee
2. Invest GP Committee
3. Operational Services Committee
4. Public and Protective Services Committee
5. Strategy and Communication 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

1. FINANCIAL AND ADMINISTRATIVE SERVICES COMMITTEE

Membership

The Financial and Administrative Services Committee will consist of three (3) members of Council.

Duties

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

Financial Management
Geographical and Information Technology Services
Legal and Risk Management
Procurement and Supply Chain Management
Tax and Assessment

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

2. INVEST GP COMMITTEE

Membership

1. The Invest GP Committee will consist of three (3) members of Council and the Mayor.

Duties

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

Economic Development
Events and Entertainment
Inspections Services
Investment Attraction
Planning and Development

2. As established by Bylaw C-1323, being the City of Grande Prairie Subdivision Authority Bylaw, the Invest GP Committee shall be the Subdivision Authority. *[M.G.A. s. 623(1)]*

3. As established by Bylaw C-1260, being the City of Grande Prairie Land Use Bylaw, the Invest GP Committee shall be the Development Authority. *[M.G.A. s. 624]*

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

3. OPERATIONAL SERVICES COMMITTEE

Membership

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

Duties

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

- Engineering
- Environment
- Facilities
- Fleet
- Parks
- Transportation

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

4. PUBLIC AND PROTECTIVE SERVICES COMMITTEE

Membership

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

Duties

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

- Community Social Development
- Emergency and Enforcement Services
- Housing and Homelessness
- Recreation and Culture
- Transit

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

5. STRATEGY AND COMMUNICATION SERVICES COMMITTEE

Membership

The Strategy and Communication Services Committee will consist of three (3) members of Council.

Duties

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

- City Clerk and Legislative Services
- Corporate Communications
- Corporate Marketing
- Executive Services and Strategy
- Intergovernmental Affairs

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

CITY OF GRANDE PRAIRIE

BYLAW C-1299

SCHEDULE "C"

PARTICIPATING FROM REMOTE LOCATIONS

(As Amended by Bylaw C-1299B - May 31, 2021, Bylaw C-1299C - August 23, 2021
and Bylaw C-1299D - January 24, 2022)

1. Members participating in a meeting held by means of a communication facility are deemed to be present at the meeting. *[MGA, s.199(2)]*
2. Members may participate in all or a portion of a Council or Standing Committee meeting via remote access if:
 - a) the Member is in a location outside Grande Prairie for any reason; or
 - b) the Member is unable to attend in-person due to personal, medical or family medical reasons;
 - c) there is a Quorum of other Members to ensure the meeting can continue should remote access to the meeting fails; and
 - d) the Member does not exceed the maximum of six (6) Committee days and six (6) Council meetings via remote access per year.
3. Any Member who is planning to attend via remote access must:
 - a) notify the Mayor or City Clerk or designate, in writing or by email; and
 - b) specify which meeting the Member is attending via remote access.
4. Members may participate in In Camera meetings via remote access if:
 - a) the Member is in a secure and private location, behind closed doors;
 - b) prior to the In Camera session, the Chair may ask a member attending via remote access to confirm the location is secure and private by the use of their device camera;
 - c) personal devices used to access In Camera meetings shall be registered with the City Clerk. Devices may include cellphones, laptops, monitors, desktops, Wi-Fi networks and external hard drives;
 - d) all devices must possess all necessary security protections including anti-virus software, password protection and a secure Wi-Fi network;
 - e) the use of headphones or earbuds is mandatory. The use of a speakerphone including "hands-free" options in a personal vehicle is strictly prohibited;
 - f) sharing, copying, printing, photographing, saving or otherwise recording of the information provided is strictly prohibited; and
 - g) any and all information provided via electronic means shall be deleted from the device upon adjournment of the In Camera session.
5. The City Clerk will provide the Member with instructions for joining the meeting via remote access and will include the access link, date and time of the meeting.
6. In the event the connection to the Member is lost, the Member will make every effort to reconnect via the remote access link provided.
7. All Members whether attending in-person or via remote access shall use their voting app to record their votes.

8. After a vote is called by the Chair, if the Member attending via remote access is not able to submit their vote through the voting app, the Chair will call for the Member's vote orally and the City Clerk will record the results of the vote manually.
9. In the event a Member is absent at the time a special Council meeting is called, the City Clerk or designate will:
 - a) notify the Member by email; and
 - b) provide instructions for joining the meeting via remote access including the access link, date and time of the special Council meeting.
10. Council may consider requests for exceptions from this Schedule when exceptional circumstances or matters of an urgent or emergent nature exist.

CITY OF GRANDE PRAIRIE

BYLAW C-1299

SCHEDULE “D”

SECONDARY MOTIONS

Secondary Motions - Subsidiary

The seven (7) subsidiary motions are listed below in order of their precedence, from the highest ranking to the lowest ranking.

Note: The rules contained in this Schedule supersede *Robert’s Rules of Order Newly Revised* where differences exist.

	Motion	Usage	Rules of Debate	Vote	Reconsideration
1	Lay on the Table “Table”	A motion to set a pending main motion aside temporarily, within the course of the meeting, to accommodate something else of an urgent nature.	Not debatable Not amendable	Majority vote to pass	No
2	Previous Question	Closes debate and voting begins immediately.	Not debatable Not amendable	2/3 vote to pass	Only before the vote is taken
3	Limit/Extend Time for Debate	Sets a time limit or extends a set time limit for debate.	Not debatable Amendable	Majority vote to pass	Yes
4	Postpone to a certain date/time	Postpones consideration of a motion to a date or time later in the same meeting, or to a later meeting.	Debatable Amendable	Majority vote to pass	Yes
5	Refer to Committee	A motion to send the pending motion to a Committee or Administration.	Debatable Amendable	Majority vote to pass	Yes
6	Amend	A motion to change the wording of another motion before voting on it. Amendments typically occur by adding, inserting, deleting or replacing text.	Debatable Amendable	Majority vote to pass	Yes
7	Postpone Indefinitely	A motion to decline to take a position on a pending main motion. The intent is to “kill” the main motion for the current Council Term.	Debatable Not Amendable	Majority vote to pass	Affirm vote only

Secondary Motions - Privileged

The following privileged motions can be addressed formally (by a motion) or informally (by general consent).

Note: The rules contained in this Schedule supersede *Robert’s Rules of Order Newly Revised* where differences exist.

	Motion	Usage	Rules of Debate	Vote	Reconsideration
1	Question of Privilege	A question or motion relating to the rights and comforts of the Members collectively. (Noise, temperature, distractions, etc.)	Not Debatable Not Amendable	Not required. Chair rules.	No
2	Recess	A motion to take a short break during a meeting.	Not Debatable Amendable	Majority to pass	No
3	Adjourn	A motion to close the meeting.	Not debatable Not Amendable	Majority vote to pass	No
4	Set Time to Adjourn	A motion to set an “adjourned meeting” (a continuation of the same meeting, to conclude the same order of business, e.g.: when a Public Hearing is not concluded).	Not Debatable Amendable	Majority vote to pass	Yes

Secondary Motions - Incidental

Below are the most commonly used incidental motions in this Schedule supersede *Robert’s Rules of Order Newly Revised* where differences exist.

	Motion	Usage	Rules of Debate	Vote	Reconsideration
1	Incidental Main: Take from the Table	A motion to resume consideration of a motion previously set aside to address an urgent matter.	Not Debatable Not Amendable	Majority vote to pass.	No
2	Incidental Main: Rescind	A motion to bring back a completed motion, at the same meeting that the motion was addressed, to cancel the vote and resume debate.	Debatable Amendable	2/3 vote to pass	Negative vote only
3	Point of Order	Raised by a Member who believes a rule has been breached.	Not debatable Not Amendable	Chair rules	No
4	Appeal	A Member who disagrees with the Chair’s ruling can appeal. The Chair puts the appeal to a vote immediately without debate: “Shall the ruling of the Chair be upheld?” A Majority against the ruling is required to override it.	Not Debatable Not Amendable	Majority vote to pass	No
5	Dividing a motion	A multi-part motion can be divided at the request of a Member, as long as the separate parts can stand on their own.	Not Debatable Amendable	Majority to pass	No
6	Withdraw a motion	After a motion is moved, the motion belongs to Council or Standing Committee, which may withdraw it by a Majority vote or by general consent.	Not Debatable Not Amendable	Majority to pass	Negative vote only