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–C-1422F, C-1455A and MGA s. 145(10))

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”.

TABLE OF CONTENTS

SHORT TITLE 1

PART 1 - DEFINITIONS 2

PART 2 - ESTABLISHMENT 4

PART 3 - MEMBER APPOINTMENTS 6

PART 4 - COMMITTEE MEETINGS 7

PART 5 - ADMINISTRATIVE SUPPORT 8

PART 6 – DISSOLUTION 8

PART 7 - FORCE AND EFFECT 9

SCHEDULE “A” 1

ESTABLISHED COMMITTEES 1

1. Assessment Review Board 1

2. Cedar Point Advisory Committee 1

3. Centre 2000 2

4. Combative Sports Commission 2
5. Community Knowledge Campus (CKC) Advisory Committee 3
6. Community Advisory Committee 3
7. Council Remuneration Review Committee 4
8. Downtown Business Improvement Area (BIA) Board 4
9. Economic Development Advisory Committee 5
10. General Appeal Board 6
11. Grande Prairie Airport Commission 7
12. Grande Prairie Public Library Board 7
13. Health Care Attraction and Retention Taskforce 7
14. Housing & Homelessness Advisory Committee 9
15. Subdivision Authority 11
16. Subdivision and Development Appeal Board 11
17. Youth Advisory Council 12

(Bylaw C-1422B – May 29, 2023)

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.

"Chief of Strategy" means the corporate leader or designate responsible for planning, organization, development, implementation and administration of Investment and Strategy.

(Bylaw C-1422D – February 17, 2026)

"City" means the municipal corporation of the City of Grande Prairie having jurisdiction under the *Act* and other applicable legislation. Where context requires City also means the area included within the municipal boundaries of the City.

(Bylaw C-1422C – December 11, 2023)

"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, with the exception of the Grande Prairie Police Commission.
(Bylaws C-1422B – May 29, 2023, C-1455A – June 26, 2023, C-1422F – Nov 2, 2026)

"Communications Department" means the Communications Department of the City or any department substituted in its place to manage communications.
(Bylaw C-1422D – February 17, 2026)

"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 and/or alternate appointed annually to act as Council's liaison to that Committee and not as an advocate for the Committee.
(Bylaw C-1422B – May 29, 2023)

"Director" means the senior employee in the highest level of authority of a department or their designate.
(Bylaw C-1422D – February 17, 2026)

"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.

"Housing and Community Development" means the Housing and Community Development Department of the City or any department substituted in its place.
(Bylaw C-1422D – February 17, 2026)

"Invest Grande Prairie" means the Invest Grande Prairie Department of the City or any department substituted in its place.
(Bylaw C-1422D – February 17, 2026)

"Investment and Strategy" means the Investment and Strategy service area of the City or any service area substituted in its place.
(Bylaw C-1422D – February 17, 2026)

"Legislative and Executive Services" means the Legislative and Executive Services Department of the City or any department substituted in its place to manage intergovernmental relations.
(Bylaw C-1422D – February 17, 2026)

"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 eighteen (18) years of age or older who is appointed by Council to represent the public at large.

(Bylaw C-1422C – December 11, 2023)

"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 aged between fourteen (14) and twenty-four (24) years who is appointed by Council and either lives, works, attends school or accesses services in the City.

(Bylaw C-1422C – December 11, 2023)

PART 2 - ESTABLISHMENT

2.1 Council hereby establishes the following Committees:

2.1.1 Assessment Review Board - established under the **Assessment Review Board Bylaw C-1461**;

2.1.2 Cedar Point Advisory 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 C-1173A**;

2.1.5 Community Knowledge Campus (CKC) Advisory Committee (Schedule "A");

2.1.6 Community Advisory Committee (Schedule "A");

2.1.7 Council Remuneration Review Committee (Schedule "A");

2.1.8 Downtown Business Improvement Area (BIA) Board - established under the **Downtown BIA Bylaw C-801**;

2.1.9 Economic Development Advisory Committee (Schedule "A");

2.1.10 General Appeal Board – established by the **General Appeal Board Bylaw C-1469**;

2.1.11 Grande Prairie Airport Commission - established by Articles of Association;

2.1.12 rande Prairie Public Library Board - established under the **Grande Prairie Public Library Bylaw C-1364**;

2.1.13 Health Care Attraction and Retention Taskforce (Schedule "A")

2.1.14 Housing & Homelessness Advisory Committee (Schedule "A")

2.1.15 Subdivision Authority - established under the **Subdivision Authority Bylaw C-1323**;

2.1.16 Subdivision and Development Appeal Board - established under the **Subdivision and Development Appeal Board Bylaw C-1444**; and

2.1.17 Youth Advisory Council (Schedule "A")."

(Bylaws C-1422B – May 29, 2023 and C-1422D – February 17, 2026)

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.

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 may be appointed and have the same voting rights as the Council Representative when attending in their absence. It is the Council Representative's responsibility to advise the alternate if not able to attend a meeting.

(Bylaw C-1422B – May 29, 2023)

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 Members are appointed in one (1) year, two (2) year or three (3) year terms to ensure there is a balance of experienced and new members;

(Bylaw C-1422B – May 29, 2023 and Bylaw C-1422C – December 11, 2023)

3.6.4 There will be no maximum number of terms a Member may serve unless otherwise set out in an applicable bylaw.

(Bylaw C-1422C – December 11, 2023)

3.6.5 Where a Member vacates their position prior to the expiration of their appointment, Council may appoint a replacement for the remainder of that term;

(Bylaw C-1422C – December 11, 2023)

3.6.6 A Member may resign from a Committee at any time by giving written notice to Council;

(Bylaw C-1422D – February 17, 2026)

3.6.7 By resolution of Council any Member may be removed from a Committee at any time;

(Bylaw C-1422C – December 11, 2023)

3.6.8 By resolution of Council any Member's term of appointment can be altered;

(Bylaw C-1422C – December 11, 2023)

3.6.9 Any 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

(Bylaw C-1422C – December 11, 2023)

3.6.10 Any 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.

(Bylaw C-1422C – December 11, 2023)

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 Member.

(Bylaw C-1422B – May 29, 2023 and Bylaw C-1422C – December 11, 2023)

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. Karbashewski" (signed)

City Clerk

CITY OF GRANDE PRAIRIE

BYLAW C-1422

SCHEDULE "A"

ESTABLISHED COMMITTEES

(Bylaws C-1422B – May 29, 2023 and C-1422D – February 17, 2026)

1. Assessment Review Board

1.1 **Committee Type:** Quasi-Judicial

1.2 **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*.

1.3 **Membership:** As set out in the Assessment Review Board Bylaw C-1461.

1.4 **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]*

1.5 **Authority:** The Assessment Review Board Bylaw C-1461 was passed on April 17, 2023.

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

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

2. Cedar Point Advisory Committee

2.1 **Committee Type:** Advisory

2.2 **Mandate:** The Committee shall:

a) provide advice and recommendations pertaining to community education, integration and engagement;

b) provide advice and recommendations on identified matters of concern brought forward through the Good Neighbour Grievance process; and

c) provide feedback in the ongoing evaluation and planning for Cedar Point and its programs.

2.3 **Membership:**

a) The Committee will consist of a maximum of nine Members including:

i) Seven Public Members

A. four Community members/Business Owners;

B. one Member from the Housing & Homelessness Advisory Committee;

(Bylaw C-1422E – March 16, 2026)

C. one Indigenous representative; and

D. one Health representative.

ii) Two City Administration
   A. one representative from Housing & Community Development; and
   B. one representative from the RCMP or Municipal Police Service.

b) Additional members may be called upon based on qualifications and expertise on an adhoc basis.

c) The Chair shall be elected from the Public Members.

2.4 **Authority:** Terms of Reference.

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

2.6 **Meeting Frequency:** The Committee will approve a regular schedule of meetings including a minimum of four times annually.

2.7 **Remuneration:** These are volunteer positions.

3. Centre 2000

3.1 **Committee Type:** Governance

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

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

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

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

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

4. Combative Sports Commission

4.1 **Committee Type:** Regulatory

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

4.3 **Membership:** As set out in the Combative Sports Commission Bylaw C-1173A.

4.4 **Authority:** The Combative Sports Commission Bylaw C-1173A was passed on April 12, 2010.

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

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

5. Community Knowledge Campus (CKC) Advisory Committee

5.1 **Committee Type:** Advisory

5.2 **Mandate:** The Committee will provide:

a) a well-balanced approach in discussing recreational and sport development specific to CKC;

b) advocacy for internal stakeholders and user groups;

c) 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

d) advice on specific CKC issues, future growth and development of facilities and campus stakeholder engagement opportunities.

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

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

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

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

6. Community Advisory Committee

6.1 **Committee Type:** Advisory

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

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

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

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

7. Council Remuneration Review Committee

7.1 Committee Type: Advisory

7.2 Mandate:

a) To research, develop and present a report and recommendation of Council remuneration for the next elected official term of office.

b) Areas to be addressed include:

i) salary for Mayor, Deputy Mayor and Councillors, including methodology, comparators and frequency;

ii) per diem - amount and application;

iii) tax free levels, benefits, pension options, expenses;

iv) Mayor's mileage allowance; and

v) any other matter directly related to Council remuneration.

7.3 **Membership:** The Committee will consist of up to four 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.

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

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

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

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

8. Downtown Business Improvement Area (BIA) Board

8.1 **Committee Type:** Governance

8.2 **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:

a) promote the area as a business or shopping area; and

b) conduct any studies or prepare any designs that may be necessary.

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

8.4 **Jurisdiction:** A Council may by bylaw establish a BIA governed by a board consisting of members appointed by Council under the Downtown Business Improvement Area Bylaw C-801. *[M.G.A. s.50 and 51]*

8.5 **Authority:** The Downtown Business Improvement Area Bylaw C-801 was passed on September 19, 1983.

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

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

9. Economic Development Advisory Committee

9.1 **Committee Type:** Advisory

9.2 **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.

9.3 **Membership:** The Committee will consist of up to 12 members including:

a) seven Public Members;
b) one Chamber of Commerce Representative;
c) two Councillors (non-voting Council Representatives); and
d) two Administration.

9.4 **Authority:** The Committee will:

a) 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;
b) advise on changes, deletions, or additions to services;
c) assist in determining standards of service delivery;
d) assist in identification of the City's strengths and weaknesses;
e) provide input on issues directly affecting economic development, and on current business trends;
f) encourage the development of positive public relations supporting City economic development and provide input on marketing and promotional efforts;
g) research major economic and social issues that will ensure a diverse economic base and foster a healthy community;

h) create specialized form-and-fold teams, as required, to recruit experts for initiatives;
i) develop long-term economic development strategic plan;
j) identify economic development opportunities and ways in which the City could be more business friendly;
k) advise on regional economic development opportunities and perspectives; and
l) adhere to the vision and values of the economic development strategic plan.

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

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

9.7 **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.

10. General Appeal Board

10.1 **Committee Type:** Quasi-Judicial

10.2 **Mandate:** The Board shall hear and adjudicate appeals of licensing decisions, remedial orders, weed control notices and agricultural pest notices as defined in the General Appeal Board Bylaw C-1469 and any other appeals as set out in any other bylaw or policy of the City that authorizes an appeal to the General Appeal Board.

10.3 **Membership:** As set out in the General Appeal Board Bylaw C-1469.

10.4 **Jurisdiction:**
a) Pursuant to section 8 of the Act, a council may provide for a system of licences, permits and approvals and provide for an appeal, the body that is to decide the appeal and related matters.
b) Pursuant to 203(1) and (2)(e) of the Act, Council may delegate a duty to decide appeals if the delegation is to a council committee and authorized by bylaw;
c) Pursuant to section 19(1) of the *Weed Control Act*, SA 2008, chapter W-5.1, Council must establish an independent appeal panel to determine appeals of notices issued pursuant to that Act.
d) Pursuant to section 14(5) of the *Agricultural Pests Act*, RSA 2000, chapter A-8, Council must appoint a committee to hear and determine appeals of notices issued pursuant to that Act.

10.5 **Authority:** The General Appeal Board Bylaw C-1469 was passed June 17, 2024.

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

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

11. Grande Prairie Airport Commission

11.1 **Committee Type:** Governance

11.2 **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.

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

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

11.5 **Authority:** The **Articles of Association**, as amended, came into effect on August 11, 2003.

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

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

12. Grande Prairie Public Library Board

12.1 **Committee Type:** Governance

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

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

12.4 **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.

12.5 **Authority:** The City of Grande Prairie **Library Board Bylaw C-1364** was passed on June 26, 2017.

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

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

13. Health Care Attraction and Retention Taskforce

13.1 **Committee Type:** Advisory

13.2 **Mandate:** The Committee will function as an Ad-hoc Committee of Council. The purpose of the Taskforce will be to:

a) Support engagements related to the Health Care Strategy's Action Plan.
b) Gather information from community partners to support advocacy and initiatives identified in the Action Plan.
c) Report back to City Council on progress.
d) Any other objectives or matters as directed by Council.

13.3 **Membership:**

a) The Taskforce will consist of:
    i) Mayor (Taskforce Chair)
    ii) Chair of the Investment and Strategy Committee (or similar)
    iii) Chief of Strategy (or delegate)
    iv) Director responsible for Invest Grande Prairie (or delegate)
    v) Director responsible for Legislative and Executive Services (or delegate)
    vi) Director responsible for Corporate Communications and Marketing (or delegate)
    vii) The Chair of the Economic Development Advisory Committee will serve as a liaison between the taskforce and the EDAC committee to share information and gather feedback.

13.4 **Authority:** The taskforce is an advisory group, reporting to the Mayor and City Manager, supporting the actions identified in the Health Care Attraction and Retention Strategy and Acton Plan.

13.5 **Term:** The taskforce will sit at the pleasure and direction of Council for a period not longer than Q4 2026, the term of the approved Health Care Attraction and Retention Action Plan.

13.6 **Meeting Frequency:** The taskforce shall meet twice a year and have the option of calling special meetings on an as-needed basis through the Chair.

13.7 **Reporting Requirements:** The Committee will provide updates to Council through the Mayor and to the Corporate Leadership Team (CLT) through the City Manager.

14. Housing & Homelessness Advisory Committee

14.1 **Committee Type:** Advisory

14.2 **Mandate:**

a) The Committee provides strategic advice and recommendations to Council and Administration regarding community housing and homelessness priorities, system-level planning, and the use of municipal, provincial and federal funding. It also serves as the Community Advisory Board on Housing & Homelessness (CABH) for the City of Grande Prairie under the *Reaching Home: Canada's Homelessness Strategy – Designated Communities Stream*. The Committee's goal is to prevent and end homelessness in Grande Prairie through coordinated, evidence-based and community-driven approaches.

b) In addition, the Housing & Homelessness Advisory Committee (HHAC) is an advisory board established by Council to:

i) Provide advice on strategic priorities for housing and homelessness funding cycles. However, HHAC does not adjudicate funding proposals, award contracts or make binding decisions.

ii) Act as the Community Advisory Board on Housing & Homelessness (CABH) when required by provincial and/or federal programs.

iii) Review community plans, strategic documents, sector reports and outcomes of funded programs.

iv) Advise on policy shifts, system gaps, and emerging issues to strengthen the housing and homelessness system of care.

v) Engage with community members, service organizations, and housing providers to better understand issues related to homelessness and the availability of affordable housing.

vi) Help guide the development of housing needs assessments and review local data to ensure decisions are evidence-based and responsive to emerging trends.

14.3 **Membership:**

a) Voting Members

i) The Committee will consist of up to ten (10) voting Members.
(Bylaw C-1422E – March 16, 2026)

ii) The Committee's voting Members will be comprised of up to:

A. One (1) City Council member

B. One (1) representative from an Indigenous-led organization

C. One (1) representative from the public-at-large, preferably with lived/living experience of housing insecurity or homelessness

D. One (1) representative from an organization serving children, youth, and/or families

E. One (1) representative from an organization serving older adults, veterans, and/or people with disabilities
F. Two (2) representatives from the housing sector
G. One (1) representative from the business community
H. Two (2) additional Public Members

iii) Residency Requirement: All voting members must have their primary residence or principal place of employment within the municipal boundaries of the City of Grande Prairie.

b) Non-Voting Members:
i) One (1) representative from the Indigenous Homelessness Community Advisory Board (IH-CAB)
ii) Chief Administrative Officer (CAO) or designate (City of Grande Prairie)
iii) Research & Data Coordinator (City of Grande Prairie)
iv) One (1) representative from the Grande Prairie Police Service
v) Program Officers from other levels of government

14.4 **Appointment & Term:**

a) Members are appointed for three (3) year terms. To establish staggered terms and maintain continuity, Council may designate initial appointments of one (1), two (2) or three (3) years. Thereafter, all appointments shall be for three (3) years unless otherwise directed by Council.

14.5 **Roles & Responsibilities:**

a) Housing & Homelessness Advisory Committee (HHAC) Members:
i) Recommend strategic priorities for upcoming funding cycles and RFPs.
ii) Engage with community members, service organizations and housing providers to identify needs, opportunities and barriers.
iii) Provide input on system gaps, emerging issues and funding directions.
iv) Review community plans, strategic documents, housing needs assessments, local data and program outcome reports.
v) Advise on adjustments for future funding cycles.
vi) Function as the Community Advisory Board on Housing & Homelessness (CABH) when required by provincial and/or federal programs.

b) Council:
i) Appoints members and approves the committee mandate and priorities.
ii) Receives funding award reports and housing system updates for information.
iii) Considers advice from the Committee when setting strategic direction and policy alignment.

c) Administration:
   i) Conducts all procurement activities (design, competition, scoring and due diligence).
   ii) Holds final authority to award contracts, in accordance with the City's procurement policy/bylaw.
   iii) Monitors funded contracts and collects performance data.
   iv) Reports award results to Council for information.
   v) Provides summary reports, housing data and program evaluations to the Committee for advisory review.

14.6 **Meetings & Reporting:**
   a) At least six (6) meetings annually.
   b) An annual report to Council summarizing advisory input, sector issues and outcomes.
   c) Regular reporting from Administration to the appropriate Standing Committee on funded program results.
   d) Agendas and approved minutes will be posted publicly on the City's website.

15. Subdivision Authority

a) **Committee Type:** Governance
b) **Mandate:** As set out in Schedule "B" of the **Procedure Bylaw C-1299**.
c) **Membership:** As set out in the bylaw.
d) **Jurisdiction:** As established by the **Land Use Bylaw**, the appropriate Standing Committee shall be the Subdivision Authority.
[M.G.A. s.623]
e) **Authority:** The **Subdivision Authority Bylaw C-1323** was passed on February 8, 2016.

16. Subdivision and Development Appeal Board

16.1 **Committee Type:** Quasi-Judicial

16.2 **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.

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

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

16.5 **Authority:** The **Subdivision and Development Appeal Board Bylaw C-1444** was passed on December 18, 1995.

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

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

17. Youth Advisory Council

17.1 **Committee Type:** Advisory

17.2 **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 and seek opinions of their peer and the youth community on important issues.

17.3 **Membership:**

a) The Committee will consist of up to 18 Youth Members and two non-voting Council Representatives.

b) Administrative Support: The City Manager or their designate will appoint one Administrative support resource to this Committee.

17.4 **Authority:** The Committee will:

a) keep Council and community agencies informed of important matters affecting youth;

b) promote and attend community events that profile local youth issues;

c) assist in identification of the strengths and weaknesses of the City;

d) engage in short term collaboration with community boards and Committees to share youth perspectives when opportunities arise;

e) 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

f) provide the youth's viewpoint on issues such as community safety, health, recreation, employment and environment.

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

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

17.7 **Reporting Requirements:** The Committee will report annually to Council.

CITY OF GRANDE PRAIRIE

BYLAW C-1422

SCHEDULE “B”

Deleted by Bylaw C-1422B – May 29, 2023