



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

**Consolidated Version
of
Committees Bylaw**

(being Bylaw No. 17/024 of the Regional Municipality of Wood Buffalo, as amended by Bylaw No. 19/001, consolidated and printed under the authority of the Chief Administrative Officer of the Regional Municipality of Wood Buffalo)

This is certified to be a true copy of consolidated Bylaw No. 17/024 of the Regional Municipality of Wood Buffalo.

Jade Brown
Chief Legislative Officer

The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change. For example (BL 19/001) refers to Bylaw No. 19/001.

BYLAW NO. 17/024

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH COUNCIL-APPOINTED COMMITTEES

WHEREAS the *Municipal Government Act* provides that a council may pass bylaws in relation to the establishment and functions of Council Committees;

AND WHEREAS the Council of the Regional Municipality of Wood Buffalo wishes to establish an Advisory Committee on Aging to provide an opportunity for public input into strategic planning and delivery of services for seniors;

NOW THEREFORE the Regional Municipality of Wood Buffalo, in open council assembled, hereby enacts as follows:

1. The Committees as set out in the appendices to this Bylaw are hereby established.

SHORT TITLE

2. This Bylaw shall be cited as the “Committees Bylaw”

APPLICATION

3. This Bylaw shall apply to all Boards and Committees to which Council Members and members of the public are appointed, but specifically excludes the following:
 - (a) Assessment Review Boards;
 - (b) Fort McMurray Airport Authority;
 - (c) Library Board;
 - (d) Regional Recreation Corporation;
 - (e) Subdivision and Development Appeal Board; and
 - (f) Wood Buffalo Housing and Development Corporation.

APPOINTMENT OF MEMBERS

4. Initial terms of appointment for all members shall be staggered for a term of either one, two or three years.
5. Unless otherwise specified, the term of appointment for all Committees shall begin on January 1st and end on December 31st of the given year.

6. The term of appointment for Members of Council, as applicable, shall run from the Organizational Meeting in one year to the date of the Organizational Meeting in the following year.
7. If any member of a Committee is unable or unwilling to continue to serve as a member, Council may appoint a replacement member to serve the balance of the term vacated. In the event the vacancy would result in a loss of quorum, Council must appoint a replacement member.
8. Notwithstanding the Committee membership set out in the appendices to this bylaw, any member appointed prior to the passing of this bylaw shall remain a member for the duration of the specified term, and shall be counted in determining quorum. In the event a mid-term vacancy occurs, the position will not be filled unless it would reduce the Committee membership below that set out in the appendices to this bylaw.
9. The maximum duration that a member may serve on any one Committee is six (6) consecutive years.
10. A member who misses three (3) consecutive meetings, without being formally excused by the Committee, shall be deemed to have resigned and shall no longer be a member. Council, at its discretion, may then appoint a replacement member to fill the balance of the vacated term.
11. Council may, at its discretion, appoint one or more Council Members as a non-voting liaison to any of the Committees identified in Section 3.
12. In the event that there are insufficient applicants from a specified ward or sector of the community, Council may appoint a member from the public-at-large.

REIMBURSEMENT OF EXPENSES

13. Members of the Committee shall serve without remuneration but shall be reimbursed for reasonable out-of-pocket expenses incurred in attending Committee meetings or otherwise conducting the affairs of the Committee.
14. All eligible expenses shall be reimbursed in accordance with the provisions of the Committee Members' Travel Reimbursement Policy.

QUORUM

15. The quorum for each Committee shall be based on a simple majority of its voting members, including the Chair.
16. A Committee may hold a meeting only when a quorum is present.

CHAIR

17. The Chair of the Committee shall be determined by the members of the Committee, by resolution, at the first meeting of each calendar year.
18. The Committee may also determine a Vice-Chair, by resolution, who shall assume the duties of Chair anytime the Chair is unavailable.
19. If both the Chair and Vice-Chair are unable to attend a scheduled meeting or must leave a meeting for any reason, the Committee members in attendance shall then select an acting Chair to perform the duties of the Chair for that particular meeting.
20. The Chair shall preside over all meetings of the Committee, preserving order and decorum, and deciding questions of procedure in accordance with governing legislation.

MEETINGS

21. All Committee meetings must be conducted in accordance with the rules set out in Council's Procedure Bylaw. Any matter not addressed by the Procedure Bylaw shall be determined in accordance with the latest edition of Roberts Rules of Order Newly Revised
22. Committee Meetings shall be held in such locations within the Municipality as the Committee deems advisable, and must be open to the public except where a matter under discussion allows the Committee to move *in camera* pursuant to the provisions of subsection 197(2) of the *Municipal Government Act*.
23. Notice to the public of all Committee meetings shall be posted on the Municipality's social media accounts the week prior to the scheduled meeting.
24. When the Committee passes a resolution in the nature of a recommendation to the Council, the Committee shall prepare and submit to the Chief Legislative Officer a report containing the resolution and the reasons why it was passed.
25. The Committee may from time to time establish such sub-committees, ad-hoc committees or working groups as it considers advisable to fulfill its mandate.
26. The Chief Administrative Officer shall ensure that adequate administrative support is provided to the Committee.

ADMINISTRATION

27. The Chief Administrative Officer shall ensure that adequate administrative support is provided to the Committees.

REPEAL AND COMING INTO FORCE

28. The following bylaws, and all amendments thereto are hereby repealed:
- (a) Bylaw No. 83/19 (Landlord & Tenant Advisory Board);
 - (b) Bylaw No. 06/045 (Regional Advisory Committee on Inclusion, Diversity and Equality);
 - (c) Bylaw No. 08/040 (Communities in Bloom Committee);
 - (d) Bylaw No. 12/006 (Community Services Committee);
 - (e) Bylaw No. 14/020 (Public Art Committee);
 - (f) Bylaw No. 14/021 (Advisory Committee on Aging);
 - (g) Bylaw No. 14/022 (Council Compensation Review Committee);
 - (h) Bylaw No. 14/031 (Waterfront Steering Committee);
 - (i) Bylaw No. 15/019 (Standing Council Committees Bylaw); and
 - (j) Bylaw No. 15/020 (Land Planning & Development Advisory Committee).
29. This Bylaw shall be effective when passed.

READ a first time this 12th day of December 2017.
READ a second time this 12th day of December 2017.
READ a third and final time this 12th day of December 2017.
SIGNED and PASSED this 12th day of December 2017.

Amendment:
19/001

Appendix A – Advisory Committee on Aging

- Membership:** 7 Members, as follows:
- 1 - Regional Municipality of Wood Buffalo Council Member
 - 2 – seniors-at-large – 1 each from the rural and urban service areas;
 - 1 – Golden Years Society board member
 - 1 - Wood Buffalo Health Advisory Council
 - 1 – Wood Buffalo Housing & Development Corporation
 - 1 – Wood Buffalo Seniors Resource Committee
- Term of Appointment** 2 years
- Mandate:** To provide a forum for stakeholder input on strategies and service delivery issues affecting seniors [including intergovernmental strategies and service delivery issues] and to make recommendations in respect thereof to Council.
- In fulfilling its mandate the Committee may draw upon the expertise or advice of any group or organization that has an interest in the well-being of seniors in the Municipality, including without limitation: Alberta Health Services, the Northern Lights Regional Hospital, Wood Buffalo Housing and Development Corporation, and the Municipality itself.
- The Committee shall deal with matters referred to it by the Council or by another Council Committee, and may on its own initiative deal with matters that are within its mandate.
- Meetings:** The Advisory Committee on Aging shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.
- Reporting:** The Advisory Committee on Aging shall report to Council on, at minimum, an annual basis.

Appendix B - Communities in Bloom Committee

- Membership:** 7 Members, appointed from the public-at-large
- Term of Appointment** 2 years
- Mandate:** To organize, implement, evaluate and actively participate in the Communities in Bloom Program
- To foster an increased sense of community pride and ownership by providing support and guidance and through active involvement in the Communities in Bloom program
- Meetings:** The Communities in Bloom Committee shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.
- Reporting:** The Communities in Bloom Committee shall submit its annual report, in writing, to Council.

Appendix C – Public Art Committee

- Membership:** 5 Members, appointed from the public-at-large
- Term of Appointment** 2 years
- Mandate:**
- Make recommendations on the content of the Municipal Public Art Program, and on all matters pertaining to the Municipality Public Art Program, including the Public Art Guidelines.
 - Promote and serve as an education resource for the Municipal Public Art Program
 - Provide expert guidance and advice to the Department and to land developers, public agencies, community groups and other stakeholders and interested persons with respect to the creation, acquisition and installation of Public Art
 - Review and approve a conservation plan and deaccession protocols for maintenance of the Municipality’s Public Art collection;
- Meetings:** The Public Art Committee shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.
- Reporting:** The Public Art Committee shall submit an annual report, in writing, to Council.

Appendix D – Regional Advisory Committee on Inclusion, Diversity & Equality

- Membership:** 5 Members, appointed from the public-at-large
- Term of Appointment** 2 years
- Mandate:** To advise Council and engage the community on policies, programs and activities aimed at promoting inclusion, diversity and equality and to ensure that the contributions, interests and needs of all sectors of the Municipality’s diverse population are reflected in the Regional Municipality of Wood Buffalo’s mission, operations and service delivery.
- Meetings:** The Regional Advisory Committee on Inclusion, Diversity & Equality shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.
- Reporting:** The Regional Advisory Committee on Inclusion, Diversity & Equality will provide Council with written annual updates on its activities.

Appendix E – Community Identification Committee

- Membership:** 7 Members, as follows:
- 2 - Regional Municipality of Wood Buffalo Council Member
 - 1 – Fort McMurray Historical Society
 - 4 – public-at-large
- Term of Appointment** 2 years
- Mandate:** To make recommendations on the naming of communities, subdivision, public facilities, streets and multi-family projects and appropriate addressing of lots, as identified in the Community Identification System Policy, as may be amended from time to time.
- Meetings:** The Community Identification Committee shall meet as-needed to address naming requirements, but, in any event, shall meet on, at a minimum, a semi-annual basis.
- Reporting:** Recommendations from the Community Identification Committee shall be added to a Council agenda for approval.

Appendix F – Community Standards Appeal Committee

Membership: 5 Members, appointed from the public-at-large

Term of Appointment: 2 years

Mandate: The Community Standards Appeal Committee is delegated the powers, duties, and functions to:

1. hear and adjudicate appeals brought by any person who has received an order under s. 545 or s. 546 of the *Municipal Government Act* and other related proceedings;
2. determine whether a subdivision approval extension should be granted and impose any terms, requirements or deadlines the Committee considers appropriate, pursuant to s. 657(4) of the *Municipal Government Act*.

Meetings: The Community Standards Appeal Committee shall meet as-needed to decide applications but, in any event, shall meet on, at a minimum, a semi-annual basis.

Reporting: Decisions from the Community Standards Appeal Committee shall be added to a Council agenda for Council’s information.

(BL 19/001)