



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. 21/011, 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 21/011) refers to Bylaw No. 21/011.*

## **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;

#### **DELETED (BL 21/011)**

**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 1<sup>st</sup> and end on December 31<sup>st</sup> 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 the adequate administrative support is provided to the Committee for their scheduled meetings. **(BL 21/011)**

## ADMINISTRATION

27. The Chief Administrative Officer shall ensure that adequate administrative support is provided to the Committees. “Adequate administrative support” is to be determined solely by the Chief Administrative Officer. Committees shall not direct or otherwise delegate Committee functions to Municipal staff. Municipal staff shall consider ideas and suggestions from Committees with respect to implementation strategies, in keeping with the Committee's Mandate and within Council approved budgets and departmental day-to-day operations. This is intended to clarify the relationship between Committees and Administration and does not otherwise diminish the mandate of Committees or their responsibility to bring forward recommendations to Council. (BL 21/011)

## 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 12<sup>th</sup> day of December 2017.

READ a second time this 12<sup>th</sup> day of December 2017.

READ a third and final time this 12<sup>th</sup> day of December 2017.

SIGNED and PASSED this 12<sup>th</sup> day of December 2017.

### Amendment:

19/001  
19/003  
19/008  
19/022  
19/026  
21/014  
21/011

## Appendix A – Advisory Committee on Aging

**Membership:** Up to 9 Members, with one from each of the following six organizations:

- 1 - Regional Municipality of Wood Buffalo Council
- 1 - Wood Buffalo Housing and Development Corporation
- 1 - Alberta Health Services
- 1 - Golden Years Society Board
- 1 - Wood Buffalo Senior Resource Committee
- 1 - St. Aidan's House Society

And up to 3 Members as "Seniors-at-Large". Membership in this category will be comprised of 1 rural community representative, 1 urban service area representative and 1 Indigenous representative. Members in this category should consider themselves as "senior". If there are insufficient applicants in this category, Council may appoint one or more alternate seniors-at-large from any of the three representative groups.

**(BL 21/011)**

**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:** Up to 7 Members, appointed from the public-at-large. Members should possess experience, skills, and or expertise in the field of arts and culture. Membership should reflect the rich diversity of our region.

Members should possess a level of experience in, or appreciation for, the arts and may draw from life experience or professional experience in fields or disciplines such as, but not limited to: artists, art administrators, art educators, art historians, architects, conservators, cultural professionals, curators, fine craftsmanship, graphic designers, heritage professionals, historian or traditional Knowledge Keeper, Indigenous arts professionals, Indigenous cultural professionals, landscape architects, new media artists, performing artists, urban designers, and visual artists.

**(BL 21/011)**

**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 & Equity (BL 21/011)**

**Membership:** Up to 9 members, appointed from the public-at-large. Members should possess life experience, skills or some background in one or more of the fields of human rights, inclusion, and anti-racism.

Members should also possess experience working with or living experience within, at least one the following groups: Black, Indigenous and persons of color (BIPOC), immigrants and refugees, LGBTQ2S+, persons with disabilities, religious minorities, seniors, women, and youth.  
**(BL 21/011)**

**Term of Appointment** 2 years

**Mandate:** To advise Council and engage the community on policies, programs and activities aimed at promoting inclusion, diversity and equity 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.  
**(BL 21/011)**

**Meetings:** The Regional Advisory Committee on Inclusion, Diversity & Equity shall establish its own meeting schedule, but in any event, shall meet on, at minimum, a quarterly basis.  
**(BL 21/011)**

**Reporting:** The Regional Advisory Committee on Inclusion, Diversity & Equity will provide Council with written annual updates on its activities.  
**(BL 21/011)**

## **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; and **(BL 19/008; 19/026)**

**DELETED** **(BL 19/008)**

2. hear and adjudicate appeals brought under the Responsible Pet Ownership Bylaw No. 19/025. **(BL 19/026)**

**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)**

## **Appendix G – Wood Buffalo Development Advisory Committee**

**Membership:** 13 members, appointed from the public-at-large with knowledge of and experience in the following local sectors:

- 2 – Business community;
- 2 – Land Development industry;
- 1 – Oil and Gas industry;
- 1 – Health & Wellness field;
- 1 – Affordable Housing sector;
- 1 – Arts, Culture and Recreation sector;
- 1 – Education sector;
- 1 – Community Development sector; and
- 3 – Public-at-Large members

Members will not be expected to represent a sector or organization but are expected to have knowledge and experience with issues that impact the interests of the sector. Public-at-large members will possess skills, local experience, interests, or geographic or demographic representation that would support strategic planning and land use development in the Municipality.

**Term of Appointment:** 2 years

**Appointment Process:** Recruitment for members of the Development Advisory Committee will be conducted in accordance with Council's Selection Committee Policy. The Chief Administrative Officer will be responsible for reviewing applications and making recommendations to Council regarding appointments to the Committee.

**Mandate:** To advise municipal administration and Council on local development initiatives, including development and construction issues, community-based issues, public engagement activities and region-wide economic priorities.

To deal with all matters referred to it by Council and on its own initiative, deal with matters that are within its mandate.

**Identified Initiatives:**

The Development Advisory Committee will:

1. research how Council, municipal administration and the Wood Buffalo Economic Development Corporation (WBEDC) currently work with business developers to build and develop new businesses and expand existing ones and recommend changes that will improve the overall business and economic environment of the Municipality.
2. review current requirements for the development of commercial properties set out in the Municipality's Land Use Bylaw (including the sign provisions), and other applicable bylaws to help identify areas of assistance for small businesses along with ways that the Municipality, WBEDC and the business community can evaluate and track continuous improvements in the local business environment.
3. provide guidance and recommendations to help the Municipality attract and retain business and increase economic activity in the region.
4. engage with the public and provide feedback on the Municipality's processes with a view to reducing "red-tape" where possible and decreasing barriers to development in the region.
5. identify and recommend investment opportunities and incentives to encourage and facilitate development in the Municipality.
6. support the Municipality in its desire to build relationships with various sectors, networks and individuals in the community to gain input and benefit from the experience of others in the region.
7. assist the Municipality engage with members of the public who may have been underrepresented in past planning processes, to ensure that everyone in the region has an opportunity to participate in its development in a meaningful way.
8. the municipality's bylaws and recommend changes to the regulatory framework with a view to encouraging economic and small business development in the Municipality.
9. will provide recommendations and advice to Council that are consistent with improving the overall business and economic environment of the Municipality and supporting the initiatives outlined in Council's strategic plan.

**Meetings:** The Development Advisory Committee will endeavor to hold one meeting a month.

**Reporting:** Where the Committee wishes to make a recommendation or provide advice to Council, the matter will be submitted and considered through Council's agenda review and approvals process. Any requests by the Committee to provide recommendations and advice for presentation to Council will be approved at the Municipality's discretion. On an annual basis, the Committee will work with municipal administration to prepare an annual report to Council summarizing its progress.

**(BL 19/003)**

## **Appendix H – Wood Buffalo Downtown Revitalization Advisory Committee**

- Membership:** Membership will include:
- 1 non-voting member
  - 1 – Council Member appointed as non-voting liaison;
- 11 voting members:
- 1 – Land Development industry;
  - 2 – Business Community;
  - 1 – Education Sector;
  - 1 – Oil and Gas industry;
  - 1 – Indigenous Representative;
  - 1 – Recreation, Culture and Heritage;
  - 1 – Seniors Representative;
  - 1 – Community Development sector;
  - 1 – Safety and Security sector; and
  - 1 – Public-at- Large members.

Members will not be expected to represent a sector or organization but are expected to have knowledge and experience with issues that impact the interests of the sector.

The primary residence of all Committee members must be within the boundaries of the Regional Municipality of Wood Buffalo.

- Term of Appointment:** 3 years, with initial terms of appointment being 2 or 3 years to allow for Committee continuity.

- Appointment Process:** Recruitment for members of the Wood Buffalo Downtown Revitalization Advisory Committee (WBDRAC) will be conducted in accordance with Council’s Selection Committee Policy. The Chief Administrative Officer will be responsible for reviewing applications and making recommendations to Council regarding appointments to the Committee.

- Committee End Date:** The WBDRA Committee has been established by Council with a specific mandate to advise and make recommendations to Council on downtown revitalization. The Committee’s mandate and continuing relevance will be regularly reviewed by Council and not less than once during each Council’s four-year term. The WBDRAC may be dissolved by Council at any time.

**Mandate:** To make recommendations to Council on matters pertaining to Downtown Revitalization.

To provide a timely and considered response to Council to all downtown revitalization matters referred to the WBDAC by Council.

**Identified Initiatives:** The Downtown Revitalization Advisory Committee will:

1. review the history of downtown Fort McMurray, its current state, current development progress and plans by reviewing information provided by administration and participating in self-guided tours of the downtown;
2. engage with the public and stakeholders as well as administration to become familiar with current use, challenges and future opportunities of downtown Fort McMurray;
3. engage with members of the public to ensure that everyone in the Region has an opportunity to participate in the revitalization of downtown Fort McMurray in a meaningful way;
4. review and provide feedback on Land Use Bylaw and policy changes that affect downtown and other areas referred to the Committee for review and comment;
5. provide recommendations on direction for phasing and timing of revitalization and enhancement projects;
6. provide recommendations related to public engagement for the various revitalization projects to be conducted;
7. promote initiatives to raise public and special interest awareness and support for the ongoing downtown revitalization and related projects;
8. review and propose funding source options within recommended initiatives for consideration, including but not limited to, corporate sponsorship, community partnerships, grants, and funding sources from other levels of government, and/or municipal funding;



9. review and make recommendations on proposed changes to Municipal infrastructure in areas identified for downtown revitalization and enhancement, including sidewalks, walkways, parks, landscaping, traffic circulation, banners, parking, street furniture.
10. The Committee will not participate in operational matters respecting the Municipality of Wood Buffalo.
11. The Committee will deal with any additional matters referred to it by the Council or by any other Council committee whose membership includes only Councillors.

**Meetings:**

The Downtown Revitalization Advisory Committee will endeavor to hold one meeting per month. Frequent meetings may be required during initial Committee start up and during key critical path development.

**Reporting:**

Where the Committee wishes to make a recommendation or provide advice to Council, the matter will be submitted and considered through Council's agenda review and approvals process. Any requests by the Committee to provide recommendations and advice for presentation to Council will be approved at the Municipality's discretion. On an annual basis, the Committee will work with municipal administration to prepare an annual report to Council summarizing its progress.

**(BL 19/022)**

## **Appendix I – Wood Buffalo Waterfront Advisory Committee**

- Membership:** Membership will include:
- 1 non-voting member
  - 1 – Council Member appointed as non-voting liaison;
- 11 voting members, appointed from the public-at-large with knowledge of and experience in the following local sectors:
- 1 – Land Development Industry;
  - 1 – Business Community;
  - 1 – Oil and Gas Industry;
  - 1 – Indigenous Representative;
  - 1 – Culture (Arts, Culture & Heritage);
  - 1 – Recreation Representative;
  - 1 – Seniors Representative;
  - 1 – Community Development Sector;
  - 1 – Safety and Security Sector;
  - 2 – Public-at- Large Members.
- Members will not be expected to represent a sector or organization but are expected to have knowledge and experience with issues that impact the interests of the sector.
- The primary residence of all Committee members must be within the boundaries of the Regional Municipality of Wood Buffalo.
- Term of Appointment:** 3 years, with initial terms of appointment being 2 or 3 years to allow for Committee continuity.
- Appointment Process:** Recruitment for members of the Waterfront Advisory Committee will be conducted in accordance with Council’s Selection Committee Policy. The Chief Administrative Officer will be responsible for reviewing applications and making recommendations to Council regarding appointments to the Committee.

**Committee End Date:** The WBWA Committee (WBWAC) has been established by Council with a specific mandate to advise and make recommendations to Council on Waterfront revitalization. The Committee’s mandate and continuing relevance will be regularly reviewed by Council and not less than once during each Council’s four-year term. The WBWAC may be dissolved by Council at any time.

**Mandate:** To make recommendations Council on matters pertaining to waterfront revitalization.

To provide a timely and considered response to Council to all waterfront revitalization matters referred to the WBWAC by Council.

**Identified Initiatives:** The Waterfront Advisory Committee will:

1. research the history of the waterfront in Fort McMurray and understand the current state of waterfront by reviewing information provided by administration and by undertaking self-guided tours of the waterfront including visiting Marine Park and Heritage Park.
2. attend an initial detailed administrative briefing on waterfront progress.
3. Provide suggestions, options and feedback intended to further develop the design of the waterfront that supports, enhances and grows the facilities, programs and services in a fiscally responsible manner that meets community needs.
4. engage with members of the public who may have been underrepresented in past planning processes, to ensure that everyone in the Region has an opportunity to participate in the development of Fort McMurray waterfront in a meaningful way;
5. review and provide feedback on Land Use Bylaw and policy changes that affect the waterfront and other areas referred to the Committee for review and comment;
6. participate in detailed design activities hosted by the successful consultant selected via competitive process by administration.
7. work with administration to engage the public and solicit public input that will inform the overarching design and evaluate previous recommendations.

8. consider the following factors when making recommendations:
  - a. The impact on all potential users including the vulnerable sector and barrier free access;
  - b. The requirements for health, safety and risk management;
  - c. The availability of and impact on resources both from an initial capital and a long-term operational perspective;
  - d. The economic and social benefits to the community as a whole
9. promote initiatives to raise public and special interest awareness and support for the ongoing waterfront revitalization and related projects;
10. propose funding source options within recommended initiatives for consideration, including but not limited to, corporate sponsorship, community partnerships, grants, and funding sources from other levels of government, and/or municipal funding;

**Meetings:**

The Waterfront Advisory Committee will endeavor to hold one meeting per month. Frequent meetings may be required during initial Committee start up and during key critical path development.

**Reporting:**

Where the Committee wishes to make a recommendation to Council, the matter will be submitted and considered through Council's agenda review and approvals process. Any requests by the Committee to provide recommendations and advice for presentation to Council will be approved at the Municipality's discretion. On an annual basis, the Committee will work with municipal administration to prepare an annual report to Council summarizing its progress.

**(BL 19/022)**