

## **BYLAW NO. 07/039**

### **BEING A BYLAW OF THE MUNICIPALITY OF WOOD BUFFALO TO PROVIDE FOR THE ESTABLISHMENT OF A COMMUNITY IDENTIFICATION COMMITTEE.**

WHEREAS section 145 of the *Municipal Government Act*, RSA 2000, c.M-26 as amended, provides that a Council may pass Bylaws in relation to the establishment and functions of Council Committees;

WHEREAS the Council of the Regional Municipality of Wood Buffalo wishes to establish the Community Identification Committee for the purpose of establishing, organizing and maintaining an orderly system for the naming of communities, subdivisions, public facilities, streets and multi-family projects, the appropriate addressing of lots, and implementing the Community Identification System

NOW, THEREFORE, the Council of the Regional Municipality of Wood Buffalo, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. The Community Identification Committee is hereby established.

#### **SHORT TITLE**

2. This Bylaw shall be cited as the "Community Identification Committee Bylaw".

#### **FUNCTION**

3. The Community Identification Committee shall make recommendations to Regional Council with respect to naming of communities, subdivisions, public facilities, streets and multi-family projects and appropriate addressing of lots, as identified in the Community Identification System Policy No. PRL 040-2006, as may be amended from time to time, or any successor policy or legislation.

#### **MEMBERSHIP OF THE COMMITTEE**

4. Membership of the Community Identification Committee shall consist of:
  - (a) Two (2) Members of Council;
  - (b) One (1) member representing the Historical Society;
  - (c) Four (4) members, from the public-at-large.

#### **ADMINISTRATION**

5. The Planning and Development Department shall provide the administrative support and resources necessary to enable the Community Identification Committee to carry out its mandate, as identified in Section 3. of this bylaw.

## **TERMS OF OFFICE**

6. Members of the Community Identification Committee shall be appointed for a two-year term, with initial terms being staggered for one (1) and two (2) years. All terms of office shall expire on the 31<sup>st</sup> of December of a given year.

## **REPLACEMENT OF MEMBERS**

7. In the event that any appointed member of the Community Identification Committee is unable or unwilling to continue to serve as a member, for whatever reason, then, Regional Council may appoint a replacement to serve for the remainder of the existing term.
8. Members of the Community Identification Committee, including the chair, shall serve at the pleasure of the Council without remuneration excepting only reimbursement of reasonable out-of-pocket expenses (for Committee member of the general public) incurred in conducting the affairs of carrying out the authorized business of the Committee.

## **QUORUM**

9. A quorum of the Community Identification Committee is a majority of its members, from time to time, including the chair;
10. Decisions and directions cannot be given by the Committee unless there is a quorum of members present.
11. Any member who is unable to attend shall inform the chairperson.

## **APPOINTMENT OF CHAIRPERSON**

12. The Community Identification Committee shall elect one (1) Council Member to serve as chairperson.

## **DUTIES OF THE CHAIR**

13. The duties of the chair of the Community Identification Committee are as follows:
  - (a) The preservation of order and quorum;
  - (b) The deciding of all questions of procedure and the provisions of reasons therefore;  
and
  - (c) The scheduling of meetings of the Community Identification Committee

## **ABSENCE OF CHAIRPERSON**

14. If the chairperson is absent or leaves for any reason, the other Council Member shall be the acting chair to preside during the Chair's absence.

15. If both Members of Council are absent or leave the meeting for any reason, the remaining members shall appoint an Acting Chair from among those in attendance.

### **PUBLIC MEETINGS**

16. Deliberations of the Community Identification Committee shall be held in Fort McMurray, or elsewhere in Alberta as required, and shall be open to the public in accordance with the *Municipal Government Act*, except where the matter under discussion falls within one of the categories of information referred to in the *Freedom of Information and Protection of Privacy Act*, c. F-18.5, as amended.

### **PROCEDURE**

17. The following rules apply to the Community Identification Committee:
  - (a) Motions need not be seconded;
  - (b) Informal discussion of a subject is permitted when no motion has been made;
  - (c) There is no limit to the number of times a member may speak to a question;
  - (c) The chair (or acting chair) may make motions, participate and debate and vote on all motions without leaving the chair.

### **FREQUENCY OF MEETINGS**

18. The Community Identification Committee shall meet on an as-needed basis.

### **ENACTMENT**

19. This Bylaw shall become effective when it has received third and final reading and been signed by the Mayor and Chief Legislative Officer

READ a first time this 24<sup>th</sup> day of April, A.D. 2007.

READ a second time this 24<sup>th</sup> day of April, A.D. 2007.

READ a third and final time this 24<sup>th</sup> day of April, A.D. 2007.