

## BYLAW NO. 26/018

### A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH COUNCIL-APPOINTED COMMITTEES TO OVERSEE THE COMMUNITY INVESTMENT PROGRAM

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

**NOW THEREFORE**, the Council of the Regional Municipality of Wood Buffalo, duly assembled, enacts as follows:

#### PART 1. DEFINITIONS AND INTERPRETATION

##### Short Title

1. This Bylaw may be cited as the "Community Investment Program Committees Bylaw".

##### Definitions

2. Definitions:
  - (a) "Administration Team" means the employees responsible for the administration of the Program, including Program staff and representatives from other municipal departments who provide subject matter expertise and identify duplication of services and programs across departments;
  - (b) "Agreement" means the agreement between the Recipient and the Municipality that sets out the terms and conditions for participating in the Program;
  - (c) "Applicant" means any group, club, individual, or organization incorporated as a non-profit, charitable, or Subsidiary Corporation, or registered as a society under the Alberta Societies Act that is in good standing under relevant legislation and submits an application for grant funding in connection with the Program;
  - (d) "Municipality" means the Regional Municipality of Wood Buffalo;
  - (e) "Program" means the Community Investment Program as approved through applicable policy by Council, which governs the funding of various grants including the Community Sustaining Grant, Community Capital Grant, Community Impact Grant, and Games Legacy Grant;
  - (f) "Recipient" means an Applicant that has been approved to receive a grant in connection with the Program and has signed an Agreement with the Municipality;

### **Establishment**

3. The following Committees (collectively the “Committees”) are hereby established:
  - (a) the Community Investment Program Approval Committee (the “CIP Approval Committee”); and
  - (b) the Community Investment Program Review Committee (the “CIP Review Panel”).

### **Membership**

4. Membership in the CIP Approval Committee shall consist of:
    - (a) 1 non-voting members:
      - (i) 1 Chief Administrative Officer or designate.
    - (b) 11 voting members with a primary residence located within the boundaries of the Regional Municipality of Wood Buffalo, appointed from the following representative sectors in accordance with the number of members indicated:
      - (i) 2- Council Members;
      - (ii) 1- Indigenous representative;
      - (iii) 1- Oil sands industry representative;
      - (iv) 1 General business community representative;
      - (v) 1- External funding organization representative;
      - (vi) 2- Public-at-large representatives (public-at-large representatives should have no formal affiliation with any social profit organization); and
      - (vii) 3- Social profit organization representatives, consisting of one representative from each of the following sub-sectors:
        - (A) 1- small organization (employees less than 5 full-time employees);
        - (B) 1- large organization (employees more than 5 full time-employees); and
- 1- rural organization.

5. Membership in the CIP Review Panel shall consist of:
  - (a) the Mayor;
  - (b) 4 Councillors, including the 2 councillors appointed to the CIP Approval Committee; and
  - (c) the Chair of the CIP Approval Committee.

### **Appointment and Term**

6. With respect to the CIP Approval Committee:
  - (a) the terms of new appointments will be for one, two or three-year terms to stagger appointments for Committee continuity;
  - (b) recruitment for members of the CIP Approval Committee will be conducted in accordance with Council's Selection Committee Policy as amended;
  - (c) in the event there are insufficient applicants from a specified sector described in section 4 of this Bylaw, Council may appoint a member from the public-at-large.
7. With respect to the CIP Review Panel:
  - (a) Council members will be appointed by resolution of Council and unless otherwise directed by Council will serve on the CIP Review Panel for the remainder of the Council term during which they are appointed;
  - (b) Councillors appointed to the CIP Review Panel may be replaced or substituted by motion of Council;
  - (c) the CIP Approval Committee Chair will serve on the CIP Review Panel for so long as he or she services as Chair of the CIP Approval Committee.
8. Unless otherwise specified, the term of appointment for the Committee shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of the given year.
9. 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.
10. If any member of the Committees 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.
11. The maximum duration that a member may serve on any one Committee is six (6) consecutive years.

12. A public member who misses three (3) consecutive regularly scheduled meetings of the Committee, or a total of five (5) meetings in a calendar year, without being formally excused, shall be deemed to have resigned and shall cease to be a member. For the purposes of this section, an excusal may be granted by the Committee only where the member has submitted a written request for excusal to the Committee prior to the meeting to be missed.

### **Mandate**

13. The CIP Approval Committee is delegated the authority to:
  - (a) review the recommendations brought forth by the Administration Team for the award of grants included in the Program, including the Community Sustaining Grant, Community Capital Grant, Community Impact Grant, Games Legacy Grant, and Arts, Culture & Heritage Grant;
  - (b) select successful Applicants and determine amounts to be awarded, subject to and in accordance with the budgeted amounts and Program Eligibility and Assessment Criteria approved by Council;
  - (c) provide information to Administration for presentation to the CIP Review Panel on successful Applicants, together with any Applicants deemed ineligible or whose applications were either rejected or partially funded; and
  - (d) review the Program and make recommendations to Council on improvements and enhancements including, but not limited to:
    - (i) increasing efficiencies within and creating synergies between the Program and the Social Profit community and funding received from other levels of government;
    - (ii) eliminating duplicative services within the Social Profit sector as well as services provided by the Municipality;
    - (iii) the granting process for Municipal Controlled Organizations; and
    - (iv) clarifying Program eligibility criteria; monitoring and evaluating applications; and establishing or determining grant deliverables (for any of the above, including financial reporting, benchmarking, outcome measurements and similar metrics).
14. The CIP Review Panel is delegated the authority to:
  - (a) review any decisions by Administration and the CIP Approval Committee, including the approval or denial of an Applicant, whether eligible, ineligible, fully or partially funded, or denied; and

- (b) where deemed appropriate by the CIP Review Panel, to overturn any decision by the CIP Approval Committee and to vary amounts awarded or deny Applicants who were initially approved by the CIP Approval Committee, and select additional successful Applicants and determine amounts to be awarded, subject to and in accordance with the budgeted amounts and Program Eligibility and Assessment Criteria approved by Council.

### **CIP Approval Committee Procedures**

15. Quorum:

- (a) the quorum for CIP Approval Committee Meetings shall be based on a simple majority of its voting members, including the Chair;
- (b) the CIP Approval Committee may hold a meeting only when a quorum is present.

16. Chair:

- (a) the Chair of the CIP Approval Committee shall be determined by the members of the Committee, by resolution, at the first meeting at the beginning of term;
- (b) the CIP Approval Committee may also determine a Vice-Chair, by resolution, who shall assume the duties of Chair anytime the Chair is unavailable;
- (c) if both the Chair and Vice-Chair are unable to attend a scheduled meeting or must leave a meeting for any reason, the CIP Approval Committee members in attendance shall then select an acting Chair to perform the duties of the Chair for that particular meeting;
- (d) the Chair shall preside over all meetings of the CIP Approval Committee, preserving order and decorum, and deciding questions of procedure in accordance with governing legislation.

17. Meetings:

- (a) the CIP Approval Committee will endeavor to hold one meeting per month. Frequent meetings will be required during initial CIP Approval Committee start up and during key critical path development;
- (b) 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;

- (c) CIP Approval 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*;
- (d) notice to the public of all CIP Approval Committee meetings shall be posted on the Municipality's website and accounts the week prior to the scheduled meeting;
- (e) when the CIP Approval 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;
- (f) the CIP Approval Committee may from time to time establish such sub-committees, ad-hoc committees or working groups as it considers advisable to fulfill its mandate;
- (g) the Chief Administrative Officer shall ensure that the adequate administrative support is provided to the CIP Approval Committee for their scheduled meetings.

**CIP Review Panel Procedures:**

18. Quorum:

- (a) the quorum for CIP Review Panel Meetings shall be based on a simple majority of its voting members, including the Chair;
- (b) the CIP Review Panel may hold a meeting only when a quorum is present.

19. Chair:

- (a) the Chair of the CIP Review Panel shall be determined by the members of the Committee, by resolution;
- (b) the Chair shall preside over all meetings of the CIP Review Panel, preserving order and decorum, and deciding questions of procedure in accordance with governing legislation.

20. Meetings:

- (a) the CIP Review Panel will endeavor to hold one meeting per year, within 7 business days of the CIP Approval Committee's annual allocation meeting;
- (b) 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;

- (c) CIP Review Panel 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*;
- (d) notice to the public of all CIP Review Panel meetings shall be posted on the Municipality's social media accounts the week prior to the scheduled meeting;
- (e) the Chief Administrative Officer shall ensure that the adequate administrative support is provided to the CIP Review Panel for their scheduled meetings.

**Administration Team:**

21. The Administration Team shall ensure that the following administrative support is provided to the Committees and in respect of the Program:
- (a) preparing the application package for Applicants on an annual basis, consistent with the Program as established by Council;
  - (b) coordinating with the Communications and Engagement Department to execute the call for applications from Applicants;
  - (c) completing all administrative tasks related to the opening and closing of applications, including facilitation information sessions or other support services to Applicants;
  - (d) enforcing the terms and conditions of the Program and any Agreement;
  - (e) conducting a preliminary review of applications to eliminate any not meeting Program Eligibility criteria;
  - (f) consulting with subject matter experts from municipal departments to identify any potential duplication of services;
  - (g) making recommendations to the CIP Approval Committee regarding the awards consistent with the Program Eligibility and Assessment Criteria approved by Council;
  - (h) assisting in presenting the decisions of the CIP Approval Committee to the CIP Review Panel, and to present the decisions of both Committees to Council following the final decisions of the CIP Review Panel;

- (i) reviewing progress reports submitted by Recipients to assess compliance and provide Council with a report summarizing outcome measurements.

**Reimbursement of Expenses:**

- 22. Members of the Committees 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 Committees.
- 23. All eligible expenses shall be reimbursed in accordance with the provisions of the Committee Members' Travel Reimbursement Policy, as amended.

**Amendment and Coming Into Force**

- 24. Upon this Bylaw coming into effect, the Committees Bylaw No. 17/024 is hereby amended by deleting Appendix K.
- 25. This Bylaw comes into effect on the day it is passed.

Read a first time this 9<sup>th</sup> day of June, 2026.

Read a second time this 23<sup>rd</sup> day of June, 2026.

Read a third and final time this 23<sup>rd</sup> day of June, 2026.

Signed and Passed this 23rd day of June 2026.