

BYLAW NO. 26/019

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;

NOW THEREFORE, the Council of the Regional Municipality of Wood Buffalo, duly assembled, enacts the following:

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 Committees to which Council Members and members of the public are appointed, but specifically excludes the following, as well as external agencies:
 - (a) Assessment Review Board
 - (b) Audit and Compliance Committee
 - (c) Combative Sports Commission
 - (d) Community Investment Program Approval Committee
 - (e) Community Standards Appeal Committee
 - (f) Emergency Advisory Committee
 - (g) Fort McMurray Airport Authority
 - (h) Wood Buffalo Regional Library Board
 - (i) Regional Recreation Corporation Board
 - (j) Subdivision and Development Appeal Board
 - (k) Wood Buffalo Housing and Development Corporation
 - (l) Wood Buffalo Economic Development Corporation.

APPOINTMENT OF MEMBERS

4. Initial terms of appointment for all public members shall be a term no less than one year and no greater than three years except for Committees contained in Appendices E, F, and G. All other terms of appointments shall be as prescribed in the appendices to this Bylaw.
5. Unless otherwise specified, the term of appointment for all Committees shall begin on January 1 and end on December 31 of the given year.
6. The appointment for Members of Council, as applicable, shall be from the date of the Organizational Meeting of the given year to the date of the Organizational Meeting in the following year.
7. If a public member of a committee is unable or unwilling to continue to serve as a member, they must submit their resignation, in writing, to the Chair of the Committee. 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 public member.
8. A person appointed as a public member to any of the Committees listed in Appendices A, E, F G, and I prior to the passing of this bylaw shall continue to hold their position for the remainder of their current term and shall be included in the calculation of quorum.
9. A public member may serve on any one Committee for a maximum duration of six (6) consecutive years. A public member who has served on a committee for six (6) consecutive years must wait at least one (1) year prior to serving on the same Committee again, unless authorized by Council.
10. 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.
11. Where a public member is deemed to have resigned pursuant to sections 10, Council may, at its discretion, appoint a replacement member to serve for the balance of the vacated term.
12. Where a public member is appointed to fill the balance of a vacated term (mid-term vacancy) and the remaining balance of the vacated term exceeds fifty percent (50%) of the original term length, the appointment shall be deemed to be a full term for the purpose of determining term limits or eligibility for reappointment under section 9.

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 any approved policy governing Committee members' travel expenses.

CHAIR

15. The Chair of the Committee shall be determined by the members of the Committee, by resolution, at the first meeting of each calendar year.
16. The Committee may also determine a Vice-Chair, by resolution, who shall assume the duties of Chair anytime the Chair is unavailable.
17. If both the Chair and Vice-chair are unable to attend a 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 meeting.

COMMITTEE MEETINGS

18. 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.
19. 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 *into closed session* pursuant to the provisions of subsection 197(2) of the *Municipal Government Act*.
20. Notice to the public of all Committee meetings shall be posted in accordance with the Municipalities Public Notice Bylaw No. 23/012, as amended, on the Municipality's website the week prior to the scheduled meeting.
21. Committees may utilize internal or external resource groups or subject matter experts who may offer specific advice which will support the Committee's decision-making processes.
22. Committees may, by resolution, establish subcommittees to undertake a specific task or provide advice on a matter within the Committee's approved mandate.

23. Subcommittees shall operate outside of regular Committee meeting schedules and shall not make decisions on behalf of the Committee or Council.
24. Subcommittees shall be established with specific Terms of Reference approved by the Committee by resolution, which shall include, at a minimum:
 - (a) The specific objective and scope of work;
 - (b) Composition (to be less than the minimum quorum requirement of the Committee); and
 - (c) Timeline for reporting back to the Committee.
25. Subcommittees shall report their findings, advice, and recommendations to the Committee. If no report is received within the timeframe set out in section 24(c), the subcommittee shall be deemed to have completed its mandate and shall be considered dissolved. A Committee shall consider such recommendations and may, by resolution, accept, amend, or reject them in-whole or in part.
26. 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 for presentation to Council will be considered by the Agenda Review Panel in accordance with the Procedure Bylaw.

ADVOCACY PARAMETERS

27. Council-appointed Advisory Committees may provide recommendations to Council but shall not engage in advocacy to other levels of government unless expressly authorized by Council, or where such advocacy is explicitly included within their approved mandate.

ADMINISTRATION AND REVIEW

28. The Chief Administrative Officer shall have the sole discretion to determine what administrative support is provided to Committees or Subcommittees.
29. Administration may consider ideas, suggestions, and recommendations from Committees regarding implementation strategies, consistent with the Committee's mandate, Council-approved budgets, and day-to-day departmental operations. Committees shall not direct Administration but may provide advisory input for Administration's consideration.

30. Committees established under this Bylaw shall be periodically reviewed by Administration in consultation with Council, following the adoption of, or update to, Council's Strategic Plan to ensure alignment with strategic priorities. Recommendations for changes to committee mandates, composition, or structure shall be submitted to Council for approval.

REPEAL, COMING INTO FORCE AND TRANSITION

31. The following bylaw, and all amendments thereto are hereby repealed on December 31, 2026:
 - (a) Bylaw No. 17/024 (Committees Bylaw).
32. This Bylaw comes into effect on the 1st day of January 2027.

Read a first time this 23rd day of June, 2026.

Read a second time this 15th day of July, 2026.

Read a third and final time this 15th day of July, 2026.

Signed and Passed this 15th day of July 2026

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.

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 – Wood Buffalo Public Art and Beautification Advisory Committee

Membership: 9 voting members, comprising of:

- 1 - Council member
- 8 - Public-at-Large, with experience, skills, and expertise in the fields of arts, culture, and community beautification.

Membership should reflect the rich diversity of the region, ensuring that individuals from varied cultural, professional, and community backgrounds are represented, so that the Committee's advice captures the full breadth of perspectives that contribute to Wood Buffalo's cultural and aesthetic vibrancy.

Term of Appointment: 2 years

Mandate: The Wood Buffalo Public Art and Beautification Advisory Committee shall serve as an advisory body to Council and Administration, dedicated to providing recommendations to enhance the aesthetic, cultural, environmental, and horticultural quality of public spaces throughout the region.

Through the integration of public art, beautification initiatives, horticulture, community engagement the Committee fosters civic pride, community ownership, volunteerism, cultural enrichment, environmental stewardship and sustainable beautification.

In fulfilling its mandate, the Committee is responsible for the following:

- Provide advice on the development, implementation, evaluation, and ongoing enhancement of the Public Art Wood Buffalo Program, Beautification Programs, and Communities in Bloom, including associated guidelines, policies, plans, and best practices.
- Provide guidance on public art and beautification initiatives, including the creation, acquisition, installation, conservation, and deaccession of public art, as well as horticultural, environmental, and sustainable greening practices.
- Organize, support, and actively participate in Communities in Bloom initiatives, including attending events.

- Promote public education and awareness of the value of public art, horticulture, beautification, and environmental sustainability in shaping community identity and enhancing quality of life.
- Engage with stakeholders, including land developers, public agencies, community organizations, volunteers, and residents to support collaborative cultural, beautification, and environmental initiatives.
- Review and make recommendations on conservation plans and deaccession protocols for the Municipality's public art collection and support sustainable practices in landscaping and green space development.
- Advise on matters referred by Council or other Council Committees and proactively identify issues within its mandate that contribute to the visual, cultural, and environmental vibrancy of the region.

Meetings:

The Wood Buffalo Public Art and Beautification Advisory Committee shall establish its own meeting schedule but shall meet at minimum on a monthly basis.

Reporting:

The Wood Buffalo Public Art and Beautification Advisory Committee shall report to Council, at a minimum on an annual basis, on its activities, advice, and recommendations, including progress on its mandate, key issues identified, and any proposed priorities or work plan for the upcoming period.

Appendix C – Wood Buffalo Business and Development Advisory Committee

- Membership:** 9 voting members comprising of:
- 1 - Council Member
 - 1 - Development Industry Representatives (Development / Construction/Real Estate)
 - 1 - Fort McMurray Chamber of Commerce
 - 1 - Indigenous Representative
 - 1 - Local Business Owners Representative
 - 1 - Northeastern Alberta Aboriginal Business Association
 - 1 - Tourism Representative
 - 2 - Public-at-Large

Term of Appointment: 2 years

Mandate: The Wood Buffalo Business and Development Advisory Committee serves as a strategic advisory body to Council, focusing on enhancing the region's business climate and development landscape.

The Committee shall provide informed recommendations and strategic solutions to address systemic challenges, reduce barriers to business and development, and support long-term regional growth.

In fulfilling its mandate, the Committee is responsible for:

- Advising on systemic and recurring business and development challenges.
- Engaging with stakeholders across the business, development, and broader community.
- Providing timely responses to matters referred by the Council.

- Recommending changes to municipal bylaws and policies to foster economic growth and improve the overall business environment, assisting in fulfilling the objectives outlined in Council's Strategic Plan.
- Collaborating with non-municipal organizations, including the Wood Buffalo Economic Development Corporation (WBEDC), to align efforts.
- Identifying opportunities for innovation and investment and promoting relationship-building within the region to support long-term prosperity.

Meetings: The Wood Buffalo Business and Development Advisory Committee shall establish its own meeting schedule but shall meet at minimum on a monthly basis.

Reporting: The Wood Buffalo Business and Development Advisory Committee shall report to Council, at a minimum on an annual basis, on its activities, advice, and recommendations, including progress on its mandate, key issues identified, and any proposed priorities or work plan for the upcoming period.

Appendix D – Wood Buffalo Revitalization Advisory Committee

- Membership:** 11 voting members, comprising of:
- 1 - Council Member
 - 1 - Arts, Culture & Heritage Representative
 - 1 - Indigenous Representative
 - 1 - Recreation Representative
 - 1 - Safety and Security Representative
 - 1 - Seniors Representative
 - 2 - Business/Developer Representatives
 - 3 - Public-at-Large

Term of Appointment: 2 years

Mandate: The Wood Buffalo Revitalization Advisory Committee shall advise and make recommendations to Council on strategies, policies, and projects that enhance the vitality and livability of communities across the entire Regional Municipality of Wood Buffalo.

While the downtown and waterfront of Fort McMurray remain key anchor projects, the Committee shall also consider how revitalization initiatives in rural hamlets, Indigenous communities, and regional corridors contribute to the overall social, cultural, and economic resilience of Wood Buffalo.

In fulfilling its mandate, the Committee shall:

- engage with residents, businesses, Indigenous governments and organizations, and community groups throughout the region to inform its recommendations. The Committee shall encourage initiatives that reflect local identity, celebrate cultural heritage, and promote inclusive, region-wide community pride.

- identify and analyze regional revitalization opportunities.
- engage with residents, Indigenous partners, and stakeholders across all communities to gather input and ensure diverse perspectives inform recommendations.
- promote initiatives that enhance community pride, heritage, and identity.
- ensure recommendations on revitalization strategies are inclusive, sustainable, and regionally aligned, supporting the fulfilment of objectives outlined in Council's Strategic Plan.
- advise on policy, planning, design, and funding priorities.

Meetings:

The Wood Buffalo Revitalization Advisory Committee shall establish its own meeting schedule but shall meet at minimum on a monthly basis.

Reporting:

The Wood Buffalo Revitalization Advisory Committee shall report to Council, at a minimum on an annual basis, on its activities, advice, and recommendations, including progress on its mandate, key issues identified, and any proposed priorities or work plan for the upcoming period.

Appendix E – Community Identification Committee

Membership: 7 voting Members comprising of:

- 2 - Council Members
- 5 - Public-at-Large

Term of Appointment: 2 years

Mandate: The Community Identification Committee shall make recommendations to Council 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 amended.

Meetings: The Community Identification Committee shall meet on an as needed basis to address naming requirements but shall meet at minimum on a semi-annual basis.

Reporting: Recommendations from the Community Identification Committee shall be added to Council agenda for approval, as applicable.

Appendix F – Homelessness Initiatives Strategic Committee

Membership: 14 members comprising of:

3 non-voting members:

- 1 - Chief Administrative Officer or designate(s)
- 1 - Ex-Officio Member: Government of Alberta Representative,
- 1 - Ex-Officio Member: Government of Canada Representative

11 voting members, appointed from the following sectors, comprising of:

- 2 –Council Members
- 2 – Indigenous representatives
- 2 – Public-at-Large Representatives
- 1 – Downtown Business Community Representative
- 1 – Addictions and Mental Health Sector Representative
- 1 – Public Housing Representative
- 1 – Local Funder Representative
- 1 – Non-municipal Justice or Enforcement Representative

One or more of the following equity-deserving populations should be represented on the committee:

- Youth (18 years to 24 years)
- Senior (65+ years)
- Rural
- 2SLGBTQI+

- Multicultural
- Faith community
- Individuals with lived / living experience of homelessness.

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

Term of Appointment: 3 years

Mandate: The Homelessness Initiatives Strategic Committee is an action-focused group which stewards and advocates for the Community Plan on Homelessness. The Homelessness Initiatives Strategic Committee will work to support the Council's Strategic Plan and Committee goals by:

- Acting as the Community Advisory Board (CAB) when and as required by federal infrastructure grants; and
- Being the decision-making authority on behalf of the Regional Municipality of Wood Buffalo (RMWB) for:
 - Planning, research, and evaluation in relation to the Community Plan on Homelessness grants;
 - Advocacy and policy management and changes (when required) in relation to homelessness;
 - Coordination and development of homelessness support services;
 - Fund administration for Community Based Organization (CBO), and Community Entity (CE) – Designated and Indigenous funding streams, including grant allocation of provincial and federal funding to local non-profit organizations.

The Homelessness Initiatives Strategic Committee will:

- Adjudicate and award available homelessness grant dollars provided to the Regional Municipality of Wood Buffalo by other levels of government;
- Act as the authority and system planner on homelessness efforts related to the goal of ending homelessness, and funding allocations delegated to the Committee by Council or Administration as it relates to relevant grant requirements:
 - Establish processes for application for, the adjudication of, and the award of grant dollars in the areas of collaborative homelessness efforts;
 - Monitor how programs function, and how they compare with one another;
 - Provide structure to enhance opportunities for service providers and homeless sector organizations to work more collaboratively;
 - Define success for programs to support individuals;
 - Measure progress to meet plan goals.
- Review and provide feedback with respect to planning and reporting, as required;
- Support the development, review, and approval of the community plan on homelessness priorities, strategic solutions, and directions;
- Assist in raising awareness of the homelessness sector and realities of homelessness throughout the community, using various methods of communication and awareness.

Meetings:

The Homelessness Initiatives Strategic Committee shall establish its own meeting schedule but shall hold a minimum of 9 meetings per year.

Reporting:

The Homelessness Initiatives Strategic Committee shall submit an annual report on its activities, in writing, to the Council.

Appendix G – Municipal Policing Advisory Committee

Membership: 11 members comprising of:

4 non-voting members:

- 1 - Council Member, Urban Service Area
- 1 – Council Member, Rural Service Area
- 1 - Chief Administrative Officer or designate(s)
- 1 - Officer in Charge of Wood Buffalo RCMP

7 voting members, appointed from the following representative sectors, in accordance with the number of members indicated:

- 2 - Public-at-large representatives from one of the following groups: Black, Indigenous and persons of color (BIPOC), immigrants, 2SLGBTQI+, persons with disabilities, religious minorities, seniors, women, and youth.
- 2 - Ward 1 Representatives
- 1 - Ward 2 Representative
- 1 - Ward 3 Representative
- 1 - Ward 4 Representative

Ward representation encompasses First Nation Reserve Lands located within the Wood Buffalo or Fort Chipewyan RCMP detachment boundaries.

Eligibility: The primary residence of all Committee members must be within the Wood Buffalo or Fort Chipewyan RCMP detachment boundaries.

Members must meet all requirements subject to *Police Act RSA 2000, c P-17* and any supporting Regulations.

Term of Appointment: 2 or 3 years to allow for Committee continuity.

- Mandate:** The MPAC will perform the duties and responsibilities set out in the Police Governance Regulations Alta. Reg. 156/2024 and Alta. Reg. 174/2024, as well as any successor regulations, and will comply with all applicable provisions of those regulations in carrying out its mandate.
- Meetings:** The MPAC shall establish its own meeting schedule but shall endeavor to hold one meeting per month.

Appendix H – Animal Welfare Advisory Committee

Membership: 1 non-voting member comprising of:

- Manager of Bylaw Services or designate.

7 voting members comprising of:

- 1 - Council Member, Ward 1
- 1 - Council Member, Ward 2, 3 or 4
- 1 - Registered Veterinarian, experienced in companion animal health and standards of care
- 2 - Representative from Different Registered Animal Rescue Groups: Member of a society in good standing under the Societies Act or of a registered corporation focusing on animal rescue.
- 2 - Public-at-Large Members, Recruited based on specific competencies in animal welfare, public education, or rural animal husbandry. Council will strive for a balanced representation of urban and rural residents within this category.

Term of Appointment: 2 years.

Mandate: The Animal Welfare Advisory Committee shall:

- Promote meaningful public engagement and make recommendations to Council on amendments to municipal bylaws, such as the *Responsible Pet Ownership Bylaw*, to ensure alignment with provincial legislation, such as the *Animal Protection Act*, and the generally accepted animal care duties, to reflect modern animal welfare standards and education.
- Provide subject matter expertise and community-based recommendations to Council concerning the health, safety, and humane treatment of domestic and companion animals.
- Provide a platform for collaborative problem-solving

regarding animal care and animal protection.

- Act as a forum for stakeholder input and provide recommendations to Council on the delivery and enhancement of animal welfare programs, such as spay and neuter initiatives, across both the urban and rural service areas.
- Report to Council on recommendations for the development and amendment of bylaws and applicable policies to reflect modern animal welfare standards and education.
- Recommendations should align with the Animal Protection Act, generally accepted animal care duties and applicable bylaws.
- Advocate and engage in public education with the residents of the RMWB relating to best practices in responsible pet ownership.
- Act as a forum for stakeholder input on service delivery issues, such as spay/neuter programs or rural animal control challenges.

Meetings:

The Animal Welfare Advisory Committee shall establish its own meeting schedule but shall meet at a minimum on a quarterly basis.

Reporting:

The Animal Welfare Advisory Committee shall report to Council, at a minimum on an annual basis, on its activities, advice, and recommendations, including progress on its mandate, key issues identified, and any proposed priorities or work plan for the upcoming period.

Appendix I – Regional Advisory Committee on Inclusion, Diversity and Equity

Membership:	11 members, as follows: • 1 – Council Member • 10 – Public-at-Large, with 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.
Term of Appointment:	2 years
Mandate:	To advise Council on policies, programs, services, and initiatives that advance human rights, equity, diversity, inclusion, accessibility, and belonging, and identifying and addressing barriers faced by marginalized, equity-deserving, and underrepresented communities.
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.
Reporting:	The Regional Advisory Committee on Inclusion, Diversity & Equity will provide Council with written annual updates on its activities.