

BYLAW NO. 13/038

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH VARIOUS COUNCIL COMMITTEES

WHEREAS the *Municipal Government Act, R.S.A. 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 has resolved to improve its governance structure through the development of a clear and organized set of result-based governance policies, processes, and committee structures;

AND WHEREAS the Council of the Regional Municipality of Wood Buffalo wishes to establish Council Committees in an ongoing effort to improve the delivery of good government to the residents of the Regional Municipality of Wood Buffalo;

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

Short Title

1. This Bylaw shall be cited as the "Council Committees Bylaw".

Establishment

2. The following Council Committees are established for the purpose of developing and evaluating policies and programs for the Regional Municipality of Wood Buffalo:
 - (a) Audit and Budget;
 - (b) Governance, Agenda and Priorities
 - (c) Public Engagement and Communications;
 - (d) Transportation; and
 - (e) Rural Development

Audit and Budget Committee

3. The function of the Audit and Budget Committee is to review and make recommendations to Council on matters relating to budget, finance and taxation.
4. Subject to Section 5, membership of the Audit and Budget Committee is the Mayor, two (2) Councillors from the urban service area and two (2) Councillors from the rural service area.

5. The Audit and Budget Committee will schedule one or more special meetings each year to review the annual operating and capital budgets.

Governance, Agenda and Priorities Committee

6. The function of the Governance, Agenda and Priorities Committee is to develop and recommend to Council a legislative and strategic agenda to encompass both strategic planning and priority-setting, and to develop governance structures, policies and procedures for recommendation to Council.
7. Membership of the Governance, Agenda and Priorities Committee is the Mayor and four (4) Councillors, with at least one (1) Councillor representing the rural service area.

Public Engagement and Communications Committee

8. The function of the Public Engagement and Communications Committee shall be to review and make recommendations to Council on municipal communication matters, including the development of programs, guidelines and strategies related to communication, with an over-arching objective of enhancing the Municipality's communication function with all stakeholders and residents.
9. Membership of the Public Engagement and Communications Committee will be the Mayor and four (4) Councillors, with at least one (1) Councillor representing the rural service area.

Rural Development Committee

10. The function of the Rural Development Committee is to review and make recommendations regarding the provision of core municipal services and programs to all rural communities within the Regional Municipality of Wood Buffalo.
11. Membership of the Rural Development Committee will consist of the Mayor and four (4) Councillors, with at least two (2) Councillors representing the rural service area.

Transportation Committee

12. The function of the Transportation Committee is to develop and review, for recommendation to Council, transportation plans to ensure the safe, efficient and orderly movement of traffic and pedestrians throughout the Regional Municipality of Wood Buffalo.
13. Membership of the Transportation Committee will consist of the Mayor and four (4) Councillors.

Membership

14. Appointments to all Council Committees will be reviewed on a yearly basis and confirmed, by resolution, at the annual Organizational Meeting of Council.
15. Any Councillor may attend any meeting of any Committee and participate in discussion and debate, but may not make motions or vote unless duly appointed as a member by Council resolution.

Chairmanship

16. The first meeting of all Council Committee meetings will be chaired by the Mayor, with subsequent chairmanship being determined by a vote of the respective Committee.
17. In the event that the Chair is unable to attend a meeting, chairmanship will fall to the Mayor.
18. If the Mayor is unavailable, chairmanship will be determined based on the following:
 - (a) If the Deputy Mayor is a member, then the Deputy Mayor will preside;
 - (b) If the Acting Mayor is a member, then the Acting Mayor will preside;
 - (c) If neither the Deputy or Acting Mayor is a member, one of the members in attendance shall be selected by a show of hands from among those present.

Meetings

19. All Committees will meet on an as-needed basis, or at a pre-determined date and time.
20. Deliberations of all Council Committees will be will be open to the public in accordance with the *Municipal Government Act, R.S.A. 2000, c.M-26*, as amended, except where the matter under discussion falls within one of the Exceptions to Disclosure categories referred to in the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25*, as amended.
21. All Council Committee meetings will be conducted in accordance with the requirements of the *Municipal Government Act, R.S.A. 2000, c.M-26*, as amended, and Procedure Bylaw No. 06/020 of the Regional Municipality of Wood Buffalo, as amended or repealed and replaced from time to time.
22. Council Committee meetings will not be held during any scheduled recess period set by resolution of Council.
23. Council Committee Meetings may be conducted by means of electronic or other

communication facilities. Members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

Repeal and Effective Date

24. Bylaw No. 10/016, being the Governance, Agenda and Priorities Standing Committee, is hereby repealed.
25. This Bylaw shall become effective when it receives third and final reading and has been signed by the Mayor and Chief Legislative Officer

READ a first time this _____ day of _____, A.D. 2013.

READ a second time this _____ day of _____, A.D. 2013.

READ a third and final time this _____ day of _____, A.D. 2013.

SIGNED and PASSED this _____ day of _____, A.D. 2013.

Mayor

Chief Legislative Officer