

## **BYLAW NO. 15/019**

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

**WHEREAS** the *Municipal Government Act* provides that a Council may pass Bylaws in relation to the establishment and functions of Council Committees;

**AND WHEREAS** the Council of the Regional Municipality of Wood Buffalo wishes to establish a governance structure that aligns its Council Committees with its Strategic Plan;

**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 may be cited as the "Standing Council Committees Bylaw".

#### **Establishment of Committees**

2. The following standing Council Committees are established:
  - (a) Audit Committee;
  - (b) Land, Planning and Transportation Committee;
  - (c) Oversight Committee;
  - (d) Sustainable Development Committee;
  - (e) Rural Committee; and
  - (f) Selection Committee.
3. The capitalized word "Committee" in this Bylaw means a Council Committee established under Section 2 and does not include a committee established under any other bylaw.

#### **General Provisions Applicable to All Committees**

4. The purpose of this Bylaw is to establish the existence and mandate of certain Committees that consist only of Councillors, and this Bylaw does not affect the provisions of any other bylaw under which committees are established with membership including persons other than Councillors.
5. The *Procedure Bylaw* applies to all Committees.
6. As an interim measure and subject to Section 7, Council may appoint members to a Committee to serve until the 2015 organizational meeting of Council, including an alternate who may serve as a voting member if the absence of a regular Committee member and/or the absence of the Mayor would result in failure to achieve quorum for a Committee meeting.

7. As an interim measure the Chair, Vice Chair and members of the committee formerly known as “Rural Development” shall continue as Chair, Vice Chair and members of the Rural Committee until the 2015 organizational meeting of Council.
8. The Chief Legislative Officer or that person’s delegate shall preside initially at the first meeting of a Committee referenced in clauses (a) through (d) of section 2 and at every subsequent first meeting of every Committee following an organizational meeting of the Council, for the sole purpose of facilitating the appointment of Committee Chairs, and shall cede the gavel whenever a Chair has been chosen.
9. A Committee may adopt its own guidelines, work plans or protocols that are not inconsistent with this Bylaw or the *Procedure Bylaw*, to be effective upon being ratified by a majority of the Councillors present and voting at a Council meeting.
10. A Councillor who is not a member or alternate member of a Committee may nevertheless attend at a Committee meeting and participate in debate and discussion but may not make any motion or vote on any motion.
11. If a Committee chooses not to establish a fixed schedule of its meetings the Committee Chair shall nevertheless convene meetings at approximately the following frequency:
  - (a) Audit Committee: once every calendar quarter
  - (b) Land Planning and Transportation Committee: once per month
  - (c) Oversight Committee: once per month
  - (d) Rural Committee: once per month
  - (e) Selection Committee: as required to deal with appointments to committees, boards, tribunals, agencies, and Boards of Directors of corporations for which the Municipality has appointing authority
  - (f) Sustainable Development Committee: once per month

except during designated Council recess periods, or unless the number, complexity or time-sensitivity of matters for the Committee to address are such that a greater or lesser frequency of meetings is warranted.

12. Committees are empowered only to make recommendations to the Council, unless a specific provision of this Bylaw confers a substantive power or authority upon a Committee.
13. The Chief Legislative Officer shall ensure that Minutes of each Committee meeting are prepared, and forwarded through the agenda review process for scheduling on a Council Agenda. Committee meeting Minutes shall at a minimum record the precise wording of each motion voted on by the Committee, the result of the vote and how each Councillor voted. If a Councillor specifically so requests, the Minutes may also include a concise summary of the position taken by the Councillor in debate or discussion.

### **Committee Membership**

14. The Audit Committee, Land Planning and Transportation Committee, Oversight Committee, and Sustainable Development Committee shall each be composed of three Councillors, at least one of whom must represent a rural ward and at least one of whom must represent an urban ward.
15. The Rural Committee is composed of three Councillors, two representing rural wards and one representing an urban ward.
16. Alternate members, if appointed, may represent any ward.

### **Audit Committee**

17. The mandate of the Audit Committee is to exercise policy and governance oversight with respect to both internal and external audits and audit processes.
18. The Audit Committee is empowered to receive and/or approve as required, the annual audited financial statements of the Municipality.
19. The Audit Committee is empowered to review and approve the expense statements of the Council and the Chief Administrative Officer.
20. The Audit Committee may deal with any specific matter it considers important to the proper carrying out of the Municipality's duties with respect to financial auditing and accountability, including receiving confidential quarterly updates from the Municipal Auditor on auditing activities and outcomes.

### **Oversight Committee**

21. The mandate of the Oversight Committee is:
  - (a) to exercise policy and governance oversight over:
    - (i) not-for-profit corporations in respect of which the Municipality is the sole member or the Municipality and the Chief Administrative Officer are the only members,
    - (ii) for-profit corporations controlled by the Municipality, and
    - (iii) Council committees established under other bylaws;
  - (b) to develop and maintain, in collaboration with the Chief Administrative Officer, a set of indicators to measure progress toward achievement of the goals set out in the Strategic Plan; and
  - (c) to review the Council Action Log on at least a quarterly basis and make recommendations to Council on prioritization of outstanding and not yet completed items.

22. The Oversight Committee may deal with any specific matter the Committee considers important to the fulfilment out of its mandate including receiving reports, updates and other information from the senior administration of any corporation or from the chair of any committee referenced in clause 21(a).

### **Sustainable Development Committee**

23. The mandate of the Sustainable Development Committee is to exercise governance oversight in respect of the Municipality's progress toward achievement of the following goals set out in the current Strategic Plan:
- (a) Goal #3 – Vibrant Economy
  - (b) Goal #6 – Sustainable Region
  - (c) Goal #7 – Healthy and Active Lifestyle
24. The Sustainable Development Committee may deal with any specific matter the Committee considers important to the fulfilment of its mandate.

### **Land Planning and Transportation Committee**

25. The mandate of the Land Planning and Transportation Sustainable Development Committee is to exercise governance oversight in respect of the Municipality's progress toward achievement of the following goals set out in the current Strategic Plan:
- (a) Goal #4 – Effective Land Strategy
  - (b) Goal #5 – Reliable Transportation System
26. The Land Planning and Transportation Committee may deal with any specific matter the Committee considers important to the fulfilment of its mandate.

### **Rural Committee**

27. The mandate of the Rural Committee is to exercise governance oversight in respect of the Municipality's progress toward achievement of Goal #2 – Balanced Regional Services, set out in the current Strategic Plan.
28. The Rural Committee may deal with any specific matter the Committee considers important to the fulfilment of its mandate, including any matter the Committee considers to be of particular interest or importance to residents of the rural area of the Municipality whether or not the matter falls under Goal #2 of the current Strategic Plan.

### **Selection Committee**

29. The mandate of the Selection Committee is to make recommendations to Council on appointments to all boards, committees, tribunals, boards of directors and other entities to which Council has the power or duty to appoint members.

**Consequential and Repeal**

30. Bylaw No. 14/025, the *Procedure Bylaw*, is amended by adding the following new section:

*“12.1 When making appointments under section 12 Council may appoint for any Committee an alternate who may serve as a voting member if the absence of a regular Committee member and/or the absence of the Mayor would result in failure to achieve quorum for a meeting of the Committee.*

31. Bylaw 13/038 as amended, the *Council Committees Bylaw*, is repealed.

**Effective Date**

32. This Bylaw comes into effect on August 25, 2015.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2015.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2015.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2015.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2015.

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Mayor

\_\_\_\_\_  
Chief Legislative Officer