

**BYLAW NO. 16/013**

**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH THE WOOD BUFFALO RECOVERY COMMITTEE**

**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 council committee to provide policy and governance oversight to a new business unit of the Municipality dedicated to recovery and rebuilding of the community in the aftermath of the wildfires of May 2016;

**NOW THEREFORE** the Regional Municipality of Wood Buffalo, in open council assembled, hereby enacts as follows:

1. The Wood Buffalo Recovery Committee is hereby established as a council committee within the meaning of that term as set out in the *Municipal Government Act*.

**SHORT TITLE**

2. This Bylaw shall be cited as the “Wood Buffalo Recovery Committee Bylaw.”

**DEFINITIONS**

3. In this Bylaw:
  - (a) “Committee” means the Wood Buffalo Recovery Committee;
  - (b) “Post-Wildfire Recovery Period” means the period of time commencing on the day of enactment of this bylaw and concluding on December 31, 2017 unless either shortened or extended by resolution of the Council having regard to when, in the opinion of the Council, the Recovery Task Force has fulfilled its mandate;
  - (c) “Recovery Task Force” means a working business unit of the Municipality reporting to the Recovery Team Leader, the mandate of which is to consult with and work with: other business units of the Municipality, the private and the not-for-profit sectors, other levels of government and government agencies, and other stakeholders including affected residents, in order to decide upon and execute measures to ensure that the Municipality and its residents will be well established on a path to recovery from the devastation caused by the Wildfire in the shortest time practicable having regard to the magnitude of the task;
  - (d) “Recovery Team Leader” means a person appointed by the Council as a Designated Officer reporting directly to the Council through the Committee, who is charged with establishing and managing the Recovery Task Force and is accountable to the Committee for the operations of the Recovery Task Force;

- (e) “Wildfire” means the wildfire event in the Municipality that began in the month of May 2016 and caused: widespread destruction of and damage to real and personal property; displacement of residents from their homes, families, businesses and jobs; disruption of the flow of commerce; and emotional and mental anguish for many residents.

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

- 4. Membership of the Committee consists of one Councillor elected from one of the Wards in the Rural Service Area and two Councillors elected from Ward 1, appointed by resolution of the Council. The Mayor is not an *ex officio* member of the Committee.
- 5. When appointed the Committee members shall select a Chair and a Vice-Chair.

#### **MANDATE AND RESPONSIBILITIES OF THE COMMITTEE**

- 5. The mandate of the Committee is to serve as the governance entity to which the Recovery Team Leader reports and is accountable, and to exercise policy and governance oversight with respect to the Recovery Task Force.
- 6. Without limiting the generality of its mandate, the Committee shall:
  - (a) recommend a person to be appointed by Council as Recovery Team Leader;
  - (b) meet with the Recovery Team Leader and the Chief Administrative Officer of the Municipality to assist with and provide input into the process of deciding how and to what extent existing employees of the Municipality will become part of the Recovery Task Force or otherwise support the Recovery Task Force;
  - (c) in consultation with the Recovery Team Leader and Chief Administrative Officer, establish and recommend to Council such amendments as the Committee determines advisable to the approved 2016 operating and capital budgets and multi-year operating and capital plans, and such budgets, operating and capital plans as the Committee deems advisable for 2017 and future years, arising from the appointment of the Committee, the Recovery Team Leader and the Recovery Task Force and associated expenditures provided for in this bylaw;
  - (d) take such measures, including without limitation the appointment of such sub-committees, advisory committees or working groups as the Committee deems advisable, to ensure that the interests of all stakeholders are heard and taken into consideration as the community moves forward with recovery from the impacts of the Wildfire;
  - (e) establish and maintain a close working relationship with the Recovery Team Leader based upon the policy and governance authority of the Committee and the depth of knowledge and understanding of the community and its residents that the Committee is uniquely positioned to bring to the recovery process, while respecting the role and authority of the Recovery Team Leader with respect to day-to-day administration and management of the Recovery Task Force;

- (f) provide weekly updates to the Council on the work and the progress of the Recovery Task Force;
- (g) focus special attention on the geographic areas of the Municipality where widespread Wildfire destruction was wreaked upon not just individual houses or groups of houses, but entire neighborhoods and/or subdivisions, with the objective of:
  - (i) gathering as much relevant information as possible within a reasonable time on all aspects and ramifications of the situation faced by these severely impacted neighborhoods and subdivisions, including without limitation information on health and safety issues, environmental issues, technical/scientific issues, legal and financial issues, and the implications of policy and legislative measures on the insurance and property mortgage situations of impacted property owners;
  - (ii) establishing and leading a process of full and thorough consultation with affected property owners and other community stakeholders;
  - (ii) considering policy and legislative options for rebuilding, re-developing or re-inhabiting these severely impacted neighborhoods and subdivisions, in light of the information obtained and after full and thorough consultation with affected property owners and other stakeholders; and
  - (iv) making recommendations to Council resulting from this process;
- (h) deal with any other matters relevant to the work of the Recovery Task Force or generally to the process of community recovery from the Wildfire, as may be referred to the Committee from time to time by the Council.

## **TERM OF APPOINTMENT AND REMUNERATION**

11. Initial appointments of members of the Committee shall be for a term ending on October 31, 2017, and subsequent appointments will be for terms established by Council, annually at the organizational meeting of Council beginning with the 2017 organizational meeting.
12. If a member of the Committee is unable or unwilling to continue to serve as a member, the Council may at any time appoint a replacement to serve for the balance of that member's remaining term.

13. It is the intention and the expectation of the Council that:
- (a) Committee members shall devote their effort and attention to the work of the Committee as they would to a full time job and thus shall take steps to reduce, eliminate or take leave of absence from their other business interests or employment as may be required in order to devote such level of effort and attention to their Committee duties for so long as the Post-Wildfire Recovery Period lasts;
  - (b) the Mayor will continue as before the Wildfire to devote the equivalent of a full-time job level of attention to the duties of Mayor, and such duties will become more intense and time consuming for so long as the Post-Wildfire Recovery Period lasts;
  - (c) the remaining members of Council will continue as part time but will be required to devote an increased level of effort and attention to their Council duties and activities since the normal Council and Council committee work will continue while their oversight over the Committee and the Recovery Task Force will be added as a new responsibility, for so long as the Post-Wildfire Recovery Period lasts;

and accordingly the Mayor and Committee members shall be paid a full-time salary of \$150,000.00 per annum and the remaining members of Council shall be paid a part-time salary of \$75,000.00 per annum for the duration of the Post-Wildfire Recovery Period.

14. The provisions of section 13 of this bylaw are not intended to supersede or replace the direction given to Administration by the resolution of Council passed on April 26, 2016 with respect to procuring a subject matter expert and presenting that person's report and recommendations with respect to potential changes to the Elected Officials' Compensation, Travel, Expense and Support Policy (LEG-050).

## COMMITTEE MEETINGS

15. The Chair shall preside over all meetings of the Committee, preserving order and decorum and deciding questions of procedure in accordance with the most current edition of *Roberts Rules of Order Newly Revised*.
16. If the Chair is unable to attend a scheduled meeting or must leave a meeting for any reason, the Vice Chair shall assume the duties of the Chair, and in the absence of both Chair and Vice Chair the Committee members in attendance shall select an acting Chair to perform the duties of the Chair.
17. Meetings of the Committee may be held in such locations within the Municipality as the Committee deems advisable, at such frequency as the Committee considers necessary, and shall be open to the public except where a matter under discussion allows or requires the Committee to move *in camera* pursuant to the provisions of the *Municipal Government Act*.

18. The Committee shall meet at the call of the Chair, and meetings shall proceed only when a quorum consisting of a majority of the Committee members is present.
19. If the Committee passes a resolution containing 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.
20. The Recovery Team Leader, in consultation with the Chief Administrative Officer, shall ensure that the Committee receives administrative support and training as required, to enable it to carry out its mandate.

**COMING INTO FORCE**

20. This bylaw comes into force when it is passed.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2016

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2016

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Mayor

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