

BYLAW NO. 26/025

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH THE INTERGOVERNMENTAL RELATIONS COMMITTEE

WHEREAS the *Municipal Government Act* 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 recognizes the importance of communicating its work and advocating for the Region and its residents with other levels of government, including municipal, Indigenous, provincial and federal governments;

AND WHEREAS the Council of the Regional Municipality of Wood Buffalo wishes to establish a standing committee of council to advance this work;

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

1. The Intergovernmental Relations Committee is hereby established as a committee of Council within the meaning of that term as set out in the *Municipal Government Act*.

Short Title

2. This Bylaw shall be cited as the “Intergovernmental Relations Standing Committee Bylaw.”

Definitions

3. In this Bylaw:
 - (a) “Advocacy Priorities” are regional priorities that:
 - i. require decisions, assistance, attention or other action outside of the Municipality’s direct control;
 - ii. require advocacy, partnerships, funding, support or policy development from other governments; and
 - iii. are aimed at enhancing the livability, economy or overall health of the Region;
 - (b) “Advocacy Plan” means a plan to achieve the Advocacy Priorities adopted by Council;
 - (c) “Advocacy Tracking Framework” means a framework to monitor advancement of the Advocacy Priorities that tracks metrics including but

not limited to status of government engagement, advocacy outcomes, government commitments, and next steps;

- (d) “CAO” means the Chief Administrative Officer of the Regional Municipality of Wood Buffalo or their delegate;
- (e) “Committee” means the Intergovernmental Relations Committee;
- (f) “Municipality” means the Regional Municipality of Wood Buffalo;
- (g) “Region” means the geographical area within the boundaries of the Municipality; and
- (h) “Rural Service Area” means that portion of the Municipality that does not form a part of the Urban Service Area as defined in the Province of Alberta Order in Council numbered O.C. 817/94, as amended or replaced.

Committee Membership

- 4. Membership of the Committee consists of:
 - (a) the Mayor, who shall chair the Committee;
 - (b) four Councillors appointed by resolution of Council, with a minimum of one Councillor elected from a ward in the Rural Service Area; and
 - (c) the Committee shall elect a Vice-Chair from among the Members at its first meeting following each Organizational Meeting of Council.

Committee Mandate and Responsibilities

- 5. The mandate of the Committee is to support, coordinate and advance Council approved Advocacy Priorities and Advocacy Plan with municipal, Indigenous, provincial and federal governments.
- 6. Without limiting the generality of its mandate, the Committee shall work in collaboration with the CAO to:
 - (a) develop and recommend Advocacy Priorities and Advocacy Plan to Council for its adoption;
 - (b) review and monitor the Advocacy Tracking Framework;
 - (c) identify opportunities for advocacy, including but not limited to meetings with Ministers, government engagement sessions, conferences and other strategic relationship-building initiatives;
 - (d) assign advocacy matters among Committee members for research and background work, with support from Administration where appropriate;

- (e) regularly review
 - i. the Advocacy Plan being employed;
 - ii. funding opportunities;
 - iii. emerging government policies and proposed legislative changes that affect the Municipality; and
 - iv. issues that are impacting the Region;
- (f) establish Committee processes for collaboration between the Committee, municipal staff and any consultants;
- (g) establish Committee processes for reporting to Council, including making recommendations to Council, Council approval of Advocacy Priorities and Council Reports as required;
- (h) provide updates to Council on the work and the progress of the Committee, including advancement of the Advocacy Priorities; and
- (i) deal with any other matters related to advocacy with other governments generally, as may be referred to the Committee from time to time by Council.
- (j) The CAO shall include for Council's consideration, through the annual budget process, a proposed budget to support the Committee's Council-approved advocacy work, including eligible travel, registration, accommodation, and related costs for meetings, conferences, and other intergovernmental engagements.

Term of Appointment and Remuneration

- 7. Members of the Committee shall be appointed at Council's Organizational Meeting and appointments shall be for a one-year term.
- 8. A Member shall automatically cease to be a member of the Committee upon ceasing to hold office as a Councillor of the Municipality.
- 9. 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 term.
- 10. Council may at any time remove a member of the Committee and appoint a replacement to serve for the balance of that member's term.
- 11. Members of the Committee shall be entitled to an honorarium for attendance at Committee meetings and shall be reimbursed for reasonable out-of-pocket

expenses in accordance with the provisions of the Elected Officials Compensation, Travel and Expenses Policy.

12. A Member may be reappointed to serve for consecutive terms.

Committee Meetings

13. The Chair shall preside over all meetings of the Committee, preserving order and decorum and deciding questions of procedure in accordance with Council's *Procedure Bylaw No. 25/27*, as amended or replaced (the "Procedure Bylaw"). Any matter not addressed by the Procedure Bylaw shall be determined in accordance with the latest edition of *Robert's Rules of Order Newly Revised*.
14. If the Chair is absent or unable to chair a meeting, the Vice-Chair shall preside. If both the Chair and Vice-Chair are absent or unable to chair, the voting members present shall select an acting Chair for that meeting.
15. 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*.
16. The Committee shall meet at the call of the Chair, with one scheduled meeting per month, with an increase in the frequency of meetings, where necessary.
17. If the Committee passes a resolution containing a recommendation to Council, the Committee shall prepare and submit to the Chief Legislative Officer a report containing the resolution and the reasons why it was passed.
18. The CAO shall be provided notice of and shall be entitled to attend all Committee meetings.
19. The Committee may invite a Councillor who is not a Member, a municipal employee designated by the CAO, a consultant, or another person with relevant knowledge to participate in the meetings or a specified agenda item.
20. An invited participant is not a Member, is not entitled to vote, and shall not be counted toward quorum.

Committee End Date

21. The Committee will be reviewed by Council within 12 months.

Administration

22. Any matter not addressed by this Bylaw shall be determined in accordance with the Municipality's *Committee Bylaw No. 17/024*, as amended or replaced, and any applicable Council policies.

Coming Into Force

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

Read a first time this 8th day of September, 2026.

Read a second time this 6th day of October, 2026.

Read a third and final time this 6th day of October, 2026.

Signed and Passed this 6th day of October 2026