

BYLAW NO: 24/014

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH THE AUDIT AND BUDGET COMMITTEE

WHEREAS Section 145 of the *Municipal Government Act*, provides that a council may pass bylaws in relation to the establishment and functions of Council Committees;

WHEREAS Section 203 of the *Municipal Government Act*, Council may by bylaw delegate its powers duties or functions to a Council committee except for those prescribed to be within the exclusive purview of Council;

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

PART 1. DEFINITIONS AND INTERPRETATION

Short Title

1. This Bylaw may be cited as the “Audit and Budget Committee Bylaw”.

Definitions

2. In this Bylaw:
 - (a) “Asset Management Program” means the Municipality’s program to manage its Assets in accordance with Council’s Asset Management Systems Policy.
 - (b) “CAO” means the person appointed by Council to the position of Chief Administrative Officer of the Municipality pursuant to the MGA, or their delegate.
 - (c) “Capital Projects” means the acquisition, construction or improvement of capital assets funded through the Municipality’s approved capital budget.
 - (d) “Chief Financial Officer” means the designated officer appointed by the CAO pursuant to section 270 of the MGA.
 - (e) “Committee” means the Audit and Budget Committee.
 - (f) “Council” means the Council of the Municipality.
 - (g) “External Auditor” means the person or firm appointed by Council pursuant to section 208 of the MGA.

- (h) “Internal Audit Activities” means the analysis performed under the direction of the Chief Financial Officer to ensure business processes are risk-based compliant.
- (i) “MGA” means the *Municipal Government Act*, RSA 2000, c. M-26, as amended or replaced.
- (j) “Municipality” means the Regional Municipality of Wood Buffalo.
- (k) “Organizational Meeting” means Council’s annual organizational meeting held pursuant to section 192(1) of the MGA.

Mandate of Audit and Budget Committee

- 3. The mandate of the Committee is to:
 - (a) Exercise policy and governance oversight with respect to audit processes.
 - (b) Receive and approve the Municipality’s annual audited financial statements from the External Auditor.
 - (c) Review and approve the expense statements of the Mayor and Council in accordance with Council’s Elected Official Compensation, Travel and Expense Policy.
 - (d) Review and approve the expense statements of the CAO for expenditures incurred while conducting business on behalf of the Municipality or expenses otherwise eligible.
 - (e) Review any matters referred to the Committee by Council with respect to financial auditing and accountability.
 - (f) Receive confidential quarterly updates from the Chief Financial Officer on Internal Audit Activities.
 - (g) Receive quarterly updates from the Municipality on the Asset Management Program.
 - (h) Hold budget workshops to review presentations relating to the proposed operating and capital budgets.
 - (i) Work with the CAO to review and make recommendations to Council on the prioritization of Capital Projects as part of annual budget proceedings.

Appointment of Members

- 4. Committee Members shall be appointed by Council for a one-year term at the Organizational Meeting

5. The term of appointment for a Committee Member shall run from the Organizational Meeting of appointment to the date of the Organizational Meeting in the proceeding year.

Composition

6. The Committee shall be composed of the Mayor and four Councillors, one from the rural wards and three from Ward One(1).

Quorum

7. The quorum for the Committee shall be a majority of its voting members, including the Chair.
8. The Committee may hold a meeting only when a quorum is present.

Chair

9. The Chair of the Committee shall be determined on an annual basis by the Committee Members, through resolution, at the first Committee meeting proceeding the Organizational Meeting.
10. The Committee may also select a Vice-Chair, by resolution, who shall assume the duties of Chair anytime the Chair is unavailable.
11. If both the Chair and Vice-Chair are unable to attend a scheduled 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.
12. 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, and any applicable legislation and Council Policies.

Meetings

13. 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.
14. The Committee shall establish its own meeting schedule, but in any event, shall meet no less than quarterly, 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.
15. 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 in camera pursuant to the provisions of subsection 197(2) of the MGA.

16. The agenda of all Committee meetings shall be posted on the Municipality's website the week prior to the scheduled meeting.
17. The Committee is empowered to only make recommendations to Council unless a specific provision of this Bylaw confers substantive power or authority upon the Committee.
18. The Committee may from time to time establish such sub-committees, ad-hoc committees or working groups as it considers advisable to fulfill its mandate.
19. The CAO shall ensure that the adequate administrative support is provided to the Committee for their scheduled meetings.

Administrative Support

20. The CAO shall ensure that adequate administrative support is provided to the Committee, and what constitutes adequate administrative support is to be determined by the CAO. The Committee shall not direct or otherwise delegate Committee functions to the Municipality's staff. The Municipality's staff shall consider ideas and suggestions from the Committee with respect to implementation strategies, in keeping with the Committee's Mandate and within Council approved budgets and departmental day-to-day operations. This is intended to clarify the relationship between the Committee and Administration and does not otherwise diminish the mandate of the Committee or their responsibility to bring forward recommendations to Council.

21. This Bylaw comes into effect on the day it is passed.

Read a first time this ____ day of _____, 2024.

Read a second time this ____ day of _____, 2024.

Read a third and final time this _____ day of _____, 2024.

Signed and Passed this _____ day of _____ 2024

Mayor

Chief Legislative Officer