

BYLAW NUMBER XXM2026

**BEING A BYLAW OF THE CITY OF
CALGARY TO ESTABLISH THE WATER
UTILITY OVERSIGHT BOARD CHAIR
SELECTION COMMITTEE AS A COMMITTEE
OF COUNCIL**

WHEREAS Council has established the Water Utility Oversight Board (the “WUOB”) and wishes to establish a selection committee to interview prospective candidates for the position of Chair and make recommendations to the Nominations Committee regarding the appointment of a Chair of the WUOB;

AND WHEREAS section 145 of the *Municipal Government Act*, RSA 2000, c .M-26, as amended, empowers Council to pass bylaws establishing Committees of Council;

AND WHEREAS Council has considered EC2026-0383 and has decided to enact this bylaw to establish the Water Utility Oversight Board Chair Selection Committee;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CALGARY ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw may be cited as the “Water Utility Oversight Board Chair Selection Committee Bylaw”.

DEFINITIONS

2. In this Bylaw:
 - (a) “*ATIA*” means *Access to Information Act*, SA 2024, c A-1.4 and its regulations;
 - (b) “*City Heads*” means the City Clerk and Director, Law who are each designated as the head of the *City* as a local public body for the purposes

of the *ATIA*, and the *Protection of Privacy Act*, SA 2024, c P-28.5 as per section 13 of the City Clerk Bylaw 73M94;

- (c) “*Chief Administrative Officer*” means the individual appointed by *Council* as its Chief Administrative Officer pursuant to Bylaw 8M2001.
 - (d) “*Council*” means the municipal council of The City of Calgary.
 - (e) “*Nominations Committee*” means the Nominations Committee established by section 13(d) of the Procedure Bylaw 42M2025;
 - (f) “*Selection Committee*” means the Water Utility Oversight Board Chair Selection Committee established by this Bylaw;
 - (g) “*The City*” means the municipal corporation of The City of Calgary;
 - (h) “*WUOB*” means the Water Utility Oversight Board established by Bylaw 7M2026.
3. If this Bylaw refers to any statute, regulation, bylaw or policy, the reference is to the statute, regulation, bylaw or policy as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any statutes, regulation, bylaw or policy that may be substituted in its place.

ESTABLISHMENT

4. The Water Utility Oversight Board Chair Selection Committee is established as a committee of *Council*.

MANDATE

5. The *Selection Committee*’s mandate is to recommend to the *Nominations Committee* an individual to be appointed as Chair and as a Member of the WUOB.

AUTHORITY

6. The *Selection Committee* is authorized to work with the search firm whose retention was authorized by Council (EC2026-0104) to compile a shortlist of potential candidates, finalize interview questions and conduct interviews.

COMPOSITION

7. (1) The *Selection Committee* consists of the Mayor and two additional members of *Council*.
- (2) The *Selection Committee* also includes the following as non-voting members:
 - (a) the *Chief Administrative Officer* or designate;
 - (b) the Chief Operating Officer or designate; and
 - (c) a public member.

MEETINGS

8. (1) The *Selection Committee* will meet as required to carry out its mandate. Meetings will be called or cancelled at the call of the Chair.
- (2) Quorum is 2 voting members.

CHAIR AND VICE-CHAIR

9. The Chair of the *Selection Committee* is appointed by *Council*. The Chair shall preside over meetings of the *Selection Committee*.
10. The Vice-Chair is elected by the members at the first meeting of the *Selection Committee*, and may preside in the absence of the Chair.

ADMINISTRATIVE SUPPORT

11. The City Clerk's Office will provide legislative and meeting support.

REPORTING

12. The *Selection Committee* reports to the *Nominations Committee*.

GOVERNANCE

13. (1) Except as otherwise provided for in this Bylaw, the *Selection Committee* will act in accordance with the Procedure Bylaw 42M2025.
- (2) Any records submitted to the *Selection Committee* are governed by the applicable provisions of the *Municipal Government Act* and the *ATIA*.

RECORDS, INFORMATION AND PRIVACY

14. (1) The *Selection Committee* is not a separate public body from the *City* under section 1(m)(xiii) of the *ATIA*.
- (2) The *City Heads* are appointed Heads of the *Selection Committee* for the purposes of the *ATIA*.
- (3) The *Selection Committee* must prepare and keep safe *Selection Committee* records in accordance with the Corporate Records and Information Management Program and provide them to the *City Heads* on request.
- (4) The *Selection Committee* must abide by the *City's* Protection of Privacy Policy.
- (5) The *City Heads* must respond to requests for *Selection Committee* records in compliance with the *ATIA*.
- (6) The *Selection Committee* must provide records upon request and cooperate with the *City Heads*.
- (7) The *City's* fee schedule will apply to requests for records of the *Selection Committee* made pursuant to the *ATIA*.
- (8) Nothing in this Bylaw will preclude the *City* from disclosing information pursuant to the *ATIA*.

COMING INTO FORCE

15. This Bylaw comes into force on the day it is passed.

REPEAL AND DISESTABLISHMENT

16. This Bylaw is repealed, and the *Selection Committee* disestablished, upon the appointment by *Council* of a Chair of the *WUOB*.

READ A FIRST TIME ON _____

READ A SECOND TIME ON _____

READ A THIRD TIME ON _____

MAYOR
SIGNED ON _____

CITY CLERK
SIGNED ON _____