

BYLAW 788/18
TOWN OF ELK POINT #043

A BY-LAW OF THE MUNICIPALITY OF THE TOWN OF ELK POINT IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN ECONOMIC DEVELOPMENT COMMITTEE AND TO DEFINE ITS POWERS, DUTIES, AND RESPONSIBILITIES.

WHEREAS the Council of the Town of Elk Point deems it desirable and expedient to establish an Economic Development Committee.

NOW THEREFORE, the Municipal Council of the Town of Elk Point duly assembled enact as follows:

PART I

Definitions:

1. a) "Committee" means and includes the Economic Development Committee of the Town of Elk Point.
- b) "Council" means the Council of the Municipality of the Town of Elk Point in the Province of Alberta.
- c) "Town" means the Town of Elk Point.
- d) "Surrounding area" means the immediate surrounding.
- e) "CAO" means the Chief Administrative Officer

Mandate:

1. The mandate of the Economic Development Committee is to promote and stimulate economic growth in the Town of Elk Point and surrounding area by exploring short and long term development strategies, promoting retention and development of infrastructure, supporting the retention and expansion of existing businesses, encouraging new business and industry, broad community and regional support through communication, accountability and responsibility and assisting the Mayor and Council with researched, meaningful ideas, input and recommendations.

PART II

Appointment/Terms:

1. The Committee to be known as the Elk Point Economic Development Committee is hereby established.

2. The Board shall consist of a total of nine (9) all with voting privileges except one (1) member as a resource person;
 - a) Seven (7) volunteer members from Elk Point and the surrounding area with voting privileges;
 - b) Two (2) appointed members with voting privileges, as follows;
 - One (1) member from Town of Elk Point Council
 - One (1) member from County of St. Paul Council
 - c) The CAO is resource person to the Committee
3. The seven (7) volunteer voting members shall be selected by the EDC and appointed by resolution of Council.
4. All vacant volunteer member positions shall be advertised by the EDC seeking qualified volunteers. EDC will recruit members for vacant positions and make recommendations to Council for approval.
5. All volunteer voting members of the Committee must be residents of the Town of Elk Point or surrounding area. If the members are from the surrounding area, he/she must own property or business in the Town of Elk Point.
6. The Committee members appointed shall serve for the following terms:
 - a. Members of Council shall be appointed annually at the Organizational Meeting of Council.
 - b. The maximum period of any volunteer voting member to serve on the Committee shall not exceed six (6) consecutive years, without special permission of Council.
 - c. Volunteer voting members may serve for a maximum 2 (two) year period (with 1 (one) year terms) in any 1 (one) executive position.
7. If any member of the Committee is absent from three (3) consecutive regular meetings without authorized by resolution of the Committee, the EDC may declare the office of such absent member to be vacant and by motion requesting Council to remove such member.
8. The EDC or Town Council may remove any member of the Committee for malfeasance in office and sufficient cause.

9. Any member of the Committee may resign at any time upon sending written notice to the EDC Chairman.
10. The Mayor is an ex-officio member of the Committee, but does not have voting privileges.

PART IV

Proceedings:

1. Annually, during the month of November, the Committee shall hold an Organizational meeting at which time a Chairperson and Vice-Chairperson shall be selected for the ensuing year. Appointed members shall not be eligible to hold an executive position. The CAO or his designate shall be the Secretary-Treasurer.
2. Meetings of the Committee shall be set by resolution of the Committee, at least one every month, and at such other times as deemed necessary.
3. A quorum for meetings of the Committee shall be five (5) members.
4. Special meetings may be called by the Chairperson or Vice-Chairperson or by request of five (5) or more Committee members.
5. Meetings of the Committee shall be open to the public with minutes posted to the Town of Elk Point website.
6. Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Roberts Rules of Order, Newly Revised.
7. The Committee shall follow the operational guidelines as set out and voted on within the Economic Development Committee and these guidelines to be ratified by Town Council. Changes to the operational guidelines must be approved by the EDC members by motion and ratified by Town Council.
8. Neither the Committee nor any member thereof shall have the power to pledge the credit of the municipality in connection with any matters whatsoever, nor shall the said Committee or any member thereof, have any power to authorize any expenditure charged against the Town of Elk Point.

PART V

Chairperson, Vice-Chairperson, Member (the Executive):

1. Only volunteer voting members can be nominated for Executive positions.

2. There shall be a Chairperson who shall be responsible for chairing the meetings of the Committee and shall be the overall contact person for the Committee.
3. There shall be a Vice-Chairperson, who shall be responsible for the Chairperson's responsibilities if the Chairperson is unavailable.
4. There shall be a Secretary-Treasurer who shall dually perform the duties of Secretary and Treasurer within the EDC.
5. The Chairperson, Vice-Chairperson and Secretary-Treasurer shall be elected by the EDC members at the organizational meeting in November of each year and will serve from January to December of the following year. All positions are 1 (one) year terms and no one member can serve for more than 2 (two) consecutive years in any one position.
6. The Secretary-Treasurer shall:
 - a. Notify all members and advisors of the Committee of the holding of any regular or special meetings.
 - b. Keep proper and accurate minutes of proceedings of all meetings which shall be retained at the Municipal Office and be posted on the Elk Point website.
 - c. Maintain all records and correspondence relevant to the Committee.
 - d. With the assistance of the Committee, create a budget for the ensuing year that fulfils the mandate of the Committee and present it at the November organizational meeting.
 - e. Keep all financial records of the Committee in good order.
 - f. Carry out such other administrative and financial duties as the Committee may require.

PART VI

Duties of the Committee:

1. The Committee shall work to fulfil its mandate on an ongoing basis.
2. The Committee shall be responsible for preparing, for the consideration of Council, an Economic Development Plan for the Town of Elk Point and for recommending to Council such changes as should from time to time be required.
3. Annually, before the 31st of October, the Committee shall submit to Council a written annual report for the past year, together with budget and plan for the ensuing year with respect to all matters over which the Committee has jurisdiction.

4. Within the budget approved by Council, the Committee shall carry out a program for the promotion of the goals and objectives of the Economic Development Plan.
5. It is understood that the Council as elected representatives of the Town shall have the final decision on any recommendations proposed by the Committee.

Rescind:

That Bylaw 711/12, known as the “Economic Development Advisory Board” is hereby rescinded.

This Bylaw shall come into force and have effect upon the final passing.

READ a **FIRST** time in Council this _____ day of December, A.D. 2018.

READ a **SECOND** time in Council this _____ day of December, A.D. 2018

READ a **THIRD** time in Council and **FINALLY PASSED** this _____ day of December, A.D., 2018.

Lorne Young, Mayor

Ken Gwozdz, Chief Administrative Officer