

**BYLAW NO. 1536-22**

**OF THE**

**TOWN OF BONNYVILLE**

**IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF BONNYVILLE TO ESTABLISH AND GOVERN THE OPERATION OF THE ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE.**

**WHEREAS** pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, Statutes of Alberta and amendments thereto, a Council may pass bylaws in relation to the establishment and function of Council Committees;

**AND WHEREAS** Council of the Town of Bonnyville wishes to establish such an Economic Development and Tourism Committee to advise them on Economic Development and Tourism matters and enhance Bonnyville's economic viability;

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA DULY ASSEMBLED, ENACTS AS FOLLOWS:**

**1. TITLE**

This bylaw may be cited as the "Economic Development and Tourism Committee" bylaw.

**2. DEFINITIONS**

"**Act**" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

"**Committee**" means and includes the Town of Bonnyville Economic Development and Tourism Committee.

"**Council**" means the Council of the Town of Bonnyville.

"**Terms of Reference**" – Schedule A, shall be included and form part of this Bylaw.

"**Town**" means the Town of Bonnyville, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Bonnyville, as the context may require.

**3. APPOINTMENT/TERM**

3.1 The Town of Bonnyville Economic Development and Tourism Committee is hereby established and shall consist of a maximum of seven (7) voting members. Membership shall comprise the following:

a. Three (3) Members of Council;

- b. Town of Bonnyville Economic Development Officer; (not a voting member);
- c. Town of Bonnyville General Manager of Planning and Community Services; (not a voting member);
- d. Three Members of the Public at Large that have experience in or a passion for business, innovation or economic development. Backgrounds in, but not limited to the following are beneficial:
  - Bonnyville area business owner and operator;
  - Entrepreneur;
  - Investor/Financier;
  - Commercial Realty;
  - Land Development;
  - Tourism Operator.
- e. One youth voting member (target age Grade 11 or 12).

- 3.2 All members shall be appointed by Council Resolution at the recommendation of the Economic Development and Tourism Committee submitted in writing.
- 3.3 The terms of office shall be for three (3) years, with the term to expire at the October annual organizational meeting.
- 3.4 Should a vacancy occur, the Committee, through the Chair, shall recommend a replacement member. The Committee, through the Chair, may re-appoint a member whose term has expired, or the position shall be advertised. In the circumstance of a vacancy for an incomplete term, the appointment will be for the duration of the incomplete term.
- 3.5 Any member of the committee who is absent from three (3) consecutive meetings shall be automatically removed from the Committee unless the absence was previously authorized by the Committee.
- 3.6 The majority of members must live in the Town of Bonnyville. Those who do not live within the Town of Bonnyville must have a vested interest in the community and economic development and tourism region by means of, but not limited to, land or business ownership or investment.

#### **4. PROCEEDING**

- 4.1 The Committee will hold no less than six (6) scheduled meetings per year unless otherwise approved by resolution of the Committee, and may call Special Meetings as it may determine upon the request of the Chairperson, or any two of its members.
- 4.2 The Committee shall appoint a Chairperson and a Vice-Chairperson.

- 4.3 Four (4) Voting Members of the Committee shall constitute quorum.
- 4.4 Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee.
- 4.5 The Committee may request the attendance of any person in an advisory capacity.

**5. ECONOMIC DEVELOPMENT OFFICER**

- 5.1 The Economic Development Officer shall:
  - a. Be the administrative advisor to the Committee;
  - b. Notify all members and advise the Committee of any Regular, or Special Meetings;
  - c. Keep minutes of the proceedings of all meetings which shall be retained in the Town Administration Office;
  - d. Maintain all records and correspondence that are relevant to the Committee; and
  - e. Shall work with the Chairperson to establish the agenda for all meetings.

**6. COMMITTEE MEMBERS**

- 6.1 Each Voting Committee Member shall have one (1) vote.
- 6.2 Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matters whatsoever.
- 6.3 Neither the Committee nor any member thereof has the power to authorize any expenditure to be charged against the Town of Bonnyville outside the approved budget.
- 6.4 Neither the Committee nor any member thereof shall have the power to pass Bylaws or to enter into any contractual agreements.

**7. DUTIES OF THE COMMITTEE**

- 7.1 The Committee's objectives shall be to devise methods of:
  - a. Improving Bonnyville's image;
  - b. Attracting new residents;
  - c. Attracting new businesses;

- 7.2 The Committee shall carry out such other duties assigned by Council to promote the Town.
- 7.3 Within the budget approved by Council, the Committee shall carry out a program for the promotion of these objectives.
- 7.4 Annually before the 30<sup>th</sup> of September, the Committee Chairperson shall submit to the Council a written statement showing in reasonable form and detail the expenditures proposed by the Committee during the next following year with respect to all matters over which the Committee has jurisdiction. These expenditures shall be included as part the of the Town's annual Operating and Capital Budget process.
- 7.5 The Committee shall present an annual written report to Council in December of each year.

**8. GENERAL**

- 8.1 Committee members shall abide by all Town of Bonnyville Bylaws and Policies related to committees.
- 8.2 Committee members shall abide by the Council Code of Conduct Bylaw enacted by Council.
- 8.3 The proceedings and deliberations of the Committee must be conducted in public except where the information is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.


**9. COUNCIL PERROGATIVES**

- 9.1 Council may authorize, by motion, variance of any of the preceding enactments.

**10. FORCE AND EFFECT**

This bylaw shall come into force and effect on the day following its final passage.

**INTRODUCED AND GIVEN FIRST READING** this 14<sup>th</sup> day of June, A.D., 2022.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer



**GIVEN SECOND READING** this 14<sup>th</sup> day of June, A.D., 2022.

  
\_\_\_\_\_  
Mayor  
  
\_\_\_\_\_  
Chief Administrative Officer

**UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING**  
this 14<sup>th</sup> day of June, A.D., 2022.

  
\_\_\_\_\_  
Mayor  
  
\_\_\_\_\_  
Chief Administrative Officer

**GIVEN THIRD AND FINAL READING** this 14<sup>th</sup> day of June, A.D., 2022.

  
\_\_\_\_\_  
Mayor  
  
\_\_\_\_\_  
Chief Administrative Officer

## **SCHEDULE A**

### **TERMS OF REFERENCE**

#### **TOWN OF BONNYVILLE ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE**

##### **1.0 PURPOSE OF THE COMMITTEE**

The Economic Development and Tourism Committee ("EDTC") will assist Town of Bonnyville staff and Council in supporting, enhancing and promoting business and economic activity as well as tourism within Bonnyville. The Committee's role is to plan and undertake economic development and tourism initiatives, to advise and support Bonnyville Council ("Council") on matters relating to the local economy and business community, and to act as a liaison between Council and the business community.

The Economic Development and Tourism Committee has been established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference. The provisions of Council's Procedural Bylaw No. 1530-22 as amended or replaced govern the procedure of the EDTC.

##### **2.0 MANDATE AND SCOPE**

The Economic Development and Tourism Committee shall:

- Prepare an annual economic development and tourism work plan aimed at fostering economic vitality and promotion of tourism activities in the Town;
- Undertake the projects identified in the work plan;
- Identify key metrics to determine success;
- Report annually to Council at minimum on the economic development and tourism work plan and Committee actions;
- Act as champions for economic development and tourism in the Town of Bonnyville;
- Identify new business attraction opportunities, programs and strategies;
- Identify business expansion and retention opportunities, programs and strategies;
- Co-ordinate with the Bonnyville and District Chamber of Commerce to ensure that joint objectives are enhanced, and duplication is avoided;
- Provide advice and support to the Town on the following:
  - policies, procedures and strategic direction that should be considered for the purpose of encouraging job creation, sustaining employment and business development in Bonnyville;
  - regional, national and international economic trends affecting the Town as well as the Town's strengths, weaknesses and threats from a competitive and comparative prospective;
  - exploring opportunities for strengthening the municipality's business and tax base including marketing and partnership initiatives;
  - promoting job creation and business retention;
  - reviewing and advising Council on any matters referred by Council.

### 3.0 STRUCTURE AND OPERATION

#### 3.1 Membership:

- a) The EDTC shall consist of up to seven (7) voting members who meet the membership criteria as outlined in these Terms of Reference.
- b) Included as a voting member of the EDTC, will be:
  - appointed by the Town Council:
    - three (3) members of Council;
    - three (3) members-at-large;
    - one youth member (target age Grade 11 or 12)
- c) Included as a non-voting member of the EDTC, will be:
  - appointed by the Chief Administrative Officer:
    - General Manager of Planning and Community Services
    - Economic Development Officer
- d) Members-at-large will be selected from the community at large based on their demonstrated interest and participation in business matters; academic or technical qualifications; availability; work and volunteer experience; knowledge and professional expertise.
- e) Members-at-large will generally be a Bonnyville business licence holder or employed by a Bonnyville licensed business, or a Bonnyville & District Chamber of Commerce member or employed by a Bonnyville & District Chamber of Commerce member business. Others may be considered where they have professional experience or other required qualifications not represented on the committee.
- f) Areas of expertise that may be sought include:
  - Manufacturing
  - Retail or Restaurant
  - Tourism
  - Agriculture
  - Forestry
  - Oil and Gas
  - Professional Services (i.e., Accounting, Legal, Health Care, Technology, etc.)
  - Land Development (i.e., Developer, Construction, or Real Estate)
- g) Advisors may attend and participate in the Committee. Advisors may include:
  - An academic representative actively involved in business research;
  - Representatives from the Provincial Government;
  - Representatives from Town Administration; and
  - Other persons as identified by the Committee.

3.2 Reporting to Council:

- a) Decisions and recommendations of the EDTC must be adopted by committee resolution and recorded in the minutes prior to presentation to Council.
- b) Committee minutes will be forwarded to the Town of Bonnyville Chief Administrative Officer.

3.3 Appointment Process and Term:

- a) The Appointments to the EDTC shall be by resolution of Town Council.
- b) Members-at-large appointments are for a three (3) year term, with a maximum continuous tenure for two (2) consecutive three (3) year terms.
- c) Upon expiry of a member's term of appointment, the member may be reappointed for another term by Council if eligible. If a member has serviced the maximum tenure permitted, Council shall appoint a replacement.
- d) Members who have served the maximum tenure permitted are subject to a mandatory one (1) year absence from the Committee prior to seeking reappointment for any subsequent term.
- e) Members may also be appointed for shorter or more flexible terms in consideration of special circumstances, e.g., student representative, non-resident expert or to fill a prematurely vacated term.

3.4 Remuneration:

- a) Members of the Committee shall be paid remuneration consistent with the Council Remuneration, Travel and Expense Policy.
- b) Town Administration Staff will administer any budget allocation for Committee expenses.

3.5 Vacancies:

- a) The Council, may, at any time, terminate the appointment of a member for cause.
- b) Committee members who are absent for three (3) consecutive meeting shall forfeit their appointment unless such absences are authorized by resolution of the Committee.
- c) A member of the Committee may resign at any time upon sending written notice to the Chief Administrative Officer for the Town.
- d) Council retains the right to appoint a new Committee member to fill the vacancy for the remainder of the unexpired term should a vacancy occur



on the EDTC due to the above circumstances, or in the event of the death or disability of a member.

**3.6 Conflict of Interest:**

If a Member attending a meeting of the Economic Development and Tourism Committee considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the Member has a direct or indirect pecuniary interest in the matter or for any other reason, the Member must declare this, state the general nature of why the Member considers this to be the case, and leave the meeting during the discussion and vote on the matter.

**3.7 Public Relations:**

- a) The Chair of the Committee is the spokesperson for the committee.
- b) Committee members should act in accordance with the Council Code of Conduct Bylaw No. 1474-18 as amended or replaced.

**4.0 MEETINGS PROCEDURES**

**4.1 Chairperson/Vice Chairperson**

- a) The Committee shall elect a Chairperson and a Vice-Chairperson at their first meeting each year. This vote requires the participation of no less than four (4) of the Committee membership.
- b) The Chairperson is appointed to a term of one (1) year.
- c) In the absence of the Chairperson, the Vice Chairperson will serve as the acting Chairperson for the meeting. Should the Chairperson or Vice Chairperson not be in attendance, the Committee may elect an Acting Chairperson from those members present at the individual meeting.

**4.2 Frequencies of Meetings:**

- a) The Committee will meet a minimum of six (6) times throughout the year with additional meetings added at the determination of the Chief Administrative Officer, Council or the Committee.
- b) After the Committee has established its annual meeting schedule, including the time, date and place of the meetings, notice of the schedule must be given by:
  - Providing a copy of the schedule to each member of the Committee;
  - Providing a copy to the Chief Administrative Officer of the Town;
  - Posting the schedule on the Town's website.

**4.3 Quorum:**

- a) The minimum number required for a quorum is considered to be four (4) voting members;
- b) If there is no quorum present within 15 minutes after the time appointed for the meeting, the names of the members present shall be recorded, and the meeting shall be adjourned.

**4.4 Open and In Camera Meetings:**

- a) Unless otherwise authorized by Council's Procedural Bylaw, all meetings will be held in open session and in a location accessible to the public.
- b) Unless otherwise authorized by the Committee through Council's Procedural Bylaw, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.
- c) Requests by any person(s) wishing to appear before the Committee as part of a delegation must follow Council's Procedural Bylaw.
- d) The Committee may from time to time invite individuals or representatives to attend and participate in a meeting. This may include making presentations.

**4.5 Agendas and Information Packages:**

- a) Agendas and Information Packages will be provided to Committee members at least three (3) working days prior to the scheduled meeting date.
- b) The order of business for the meeting shall be governed by the agenda. Late agenda items will be governed by Council's Procedural Bylaw.

**4.6 Minutes:**

- a) Minutes will be recorded by the Administrative Support for the Committee meetings and shall:
  - Record the motion and voting on all resolutions;
  - Be secured at the Town Administration Office and signed by the Chairperson and Economic Development Officer or delegate as true record of the decisions made;
  - Be subject to correction at the next Committee meeting; and
  - Be available to the public upon request and on the municipality's website.

**5.0 STAFF SUPPORT**

- a) The Corporate Services Department will coordinate the process for new appointments including advertising for applicants, review of applications and bring appointment recommendations to Council for approval.
- b) The Committee does not direct the EDTC members from Administration, nor can they direct other staff resources. Requests for staff resources must go through the Chief Administrative Officer.
- c) The Planning and Community Services Department will provide administrative support for the EDTC. Typical support functions include:
  - Organizing and preparing meeting agendas;
  - Distributing the agenda, forwarding information packages to Committee members, posting notices of meetings at the Town Administrative Office and contacting applicants;
  - Taking and preparing draft minutes, and providing final minutes to Committee members and staff;
  - Maintaining a list of outstanding issues for committee action.

## **6.0 EXPENDITURES**

- a) The Economic Development and Tourism Committee does not have the power to authorize any expenditures charged against the Town of Bonnyville. Expenditures will be initially authorized by the Chairperson or Vice-Chairperson and forwarded to the General Manager of Planning and Community Services in accordance with the Town's Purchasing Policy. Upon receipt of the authorized expenditures, the General Manager of Planning and Community Services shall approve same.
- b) The Economic Development and Tourism Committee shall be responsible for working within the parameters of the annual budget set for the Committee and the Town of Bonnyville Purchasing Policy.
- c) The Finance Director shall be responsible for ensuring compliance with the Budget and the Town of Bonnyville Purchasing Policy.