BYLAW NO. 05-2013
TOWN OF VEGREVILLE

THIS BY-LAW BEING BY-LAW NO. 05-2013 OF THE TOWN OF VEGREVILLE, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING THE VEGREVILLE ECONOMIC DEVELOPMENT AND TOURISM ADVISORY BOARD

WHEREAS Section 145 of the ***Municipal Government Act*, RSA 2000, c- M-26** provide that Council may pass bylaws to establish council committees and to define their functions;

AND WHEREAS, the Council of the Town of Vegreville considers it expedient to establish a Council Committee known as the Vegreville Economic Development and Tourism Advisory Board to promote, expand and enhance economic development and tourism;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF VEGREVILLE ENACTS AS FOLLOWS:

This Bylaw may be cited as the **"Vegreville Economic Development and Tourism Advisory Board Bylaw."**

1. <u>DEFINITIONS</u>

1.1 **"Act"** means the *Municipal Government Act*, RSA 2000, c. M-26, as amended.

1.2 **"Board"** means the Vegreville Economic Development and Tourism Advisory Board.

1.3 **"CAO"** means Chief Administrative Officer of the Town of Vegreville.

1.4 **"Council"** means the municipal council of the Town of Vegreville.

1.5 **"Councillor"** means an active member of Council.

1.6 **"EDO"** means Economic Development Officer of the Town of Vegreville.

1.7 **"Mayor"** means the chief elected official of the Town of Vegreville.

1.8 **"Member"** means a person appointed by resolution of Council pursuant to Section 2 and those individuals attending Committee meetings pursuant to Section 3.

1.8 **"Term"** means a Board Member's term of office.

2. APPOINTMENTS

2.1 The Committee to be known as the Vegreville Economic Development and Tourism Advisory Board is hereby established.

2.2 Town Council shall appoint the following Board Members for a one (1) year term:

a) two (2) representatives from Town Council.
b) one (1) representative from County of Minburn No. 27 Council, as appointed by the County.

2.3 Town Council shall appoint the following Board Members for a two (2) year term:

a) one (1) member representing Vegreville & District Chamber of Commerce
b) one (1) member representing Alberta Innovates Technology Futures
c) one (1) member representing post-secondary/adult education
d) one (1) member representing the agri-business industry
e) one (1) member representing the energy industry
f) three (3) members-at-large representing the economic and tourism trading area

2.4 a) The appointment pursuant to Section 2.2 shall be effective as of the date of the resolution of Council making the appointment.

b) The appointments made pursuant to Section 2.3 shall take effect on the date Council approves the Member and shall be for a two (2) year term, unless otherwise directed by Council.

i) Newly appointed Board Members shall receive an information package, which may include Board bylaws, a list of Board Members, recent minutes and annual report, and anything else deemed relevant at the time.

c) If a Member appointed by Council is unable to complete their term, Council may appoint a replacement to serve the remainder of the vacating Member's term.

d) Members appointed by Section 2.2 may serve a maximum of four (4) consecutive terms.

e) Members appointed by Section 2.3 may serve a maximum of two (2) consecutive terms.

2.5 A Member appointed by Council is disqualified from serving on the Board and the appointment of that Member is automatically revoked if that Member is absent from three (3) consecutive Board meetings, unless the absence has been excused by the Board.

3. NON VOTING PARTICIPANTS

3.1 The CAO or designate may attend any regular Board meetings, including any *in camera sessions*, and participate in any discussions, but may not make motions or vote on any issue before the Board.

4. QUORUM

4.1 A Quorum of the Board shall be constituted as being half (50%) plus one (1) of the current membership.

5. MEETINGS AND RULES OF PROCEDURE

5.1 The Board shall meet a minimum of six (6) times per year.

5.2 Annually in January, the Chair shall hold a meeting at which time a Chair and Vice Chair shall be elected for the ensuing year. Upon selection, the CAO and Council shall be informed immediately. The Chair shall establish the dates, times and location of the Board's meetings for the calendar year.

5.3 The EDO or designate shall be responsible for the preparation and circulation of agendas prior to meetings of the Board.

5.4 The CAO or designate, at his/her discretion, may delegate staff to provide support to the Board or any sub-committees of the Board.

5.5 The Chair, or in his/her absence, the Vice Chair, shall chair Board meetings.

5.6 Members of the Board must be in attendance at a meeting to cast a vote on any matter before the Board.

5.7 The Chair shall vote on every question, and in the event of a tie, the motion shall be lost.

5.8 The Town shall be the signing authority for the Board.

5.9 The Board shall conduct its meetings in public unless authorized otherwise by the Act.

5.10 Except as otherwise provided in this Bylaw, the Board may establish its own rules of operational procedure. Any dispute will be resolved in accordance with the latest version of Roberts Rules of Orders.

6. BOARD ROLES AND RESPONSIBILITIES

6.1 The Board shall act as an advisory body to Council.

6.2 The Board will:

a) provide input and advice to Council on economic development and tourism strategies and initiatives, key policy discussions and matters that affect the business climate of the Town.
b) develop a working relationship with Council, the local business community, tourism operators, the Town Administration, and the community as a whole.
c) assist Council in;

i. identifying target markets for economic and tourism development;
ii. identifying areas where advertising and promotion efforts can have the most impact; and
iii. communicating with the community.

d) advise Council on economic, tourism and community development opportunities and advising on strategic plans for economic and tourism development within Vegreville and region.
e) make recommendations to Council on any significant changes in direction, focus on policy matters and/or initiatives.
f) provide advice to Council in response to specific requests of Council on economic and tourism development issues.

7. SUB-COMMITTEES

7.1 The Board may form Sub-Committees from time to time to review and comment on specific economic development and tourism issues or projects.

7.2 Sub-Committees shall be chaired by a Member of the Board.

7.3 Sub-Committees may include, as members, individuals who are not Members of the Board.

7.4 Any recommendations of a Sub-Committee must be ratified by the Board.

8. REPORTING

8.1 The Chair shall submit a Board annual report to Council on its activities.

8.2 In addition to the annual report, the Board shall submit such specified reports or reviews as may be requested by Council from time to time.

9. CODE OF CONDUCT

9.1 Each Member agrees that any and all confidential information is to be considered confidential and proprietary to the Board.

9.2 Each Member shall:

a) hold the confidential information in confidence;
b) only use the confidential information for purposes of the Board business;
c) disclose any confidential information to only Members, Directors or Officers of the Town with a specific need to know;
d) not disclose, publish or otherwise reveal any of the confidential information received from the Board;
e) not use any confidential information for personal profit or benefit for the Member or any other person;
f) not use their position on the Board to receive any special privileges, favours or exemptions either for themselves or any other persons;
g) be required to sign a Confidentiality Agreement.

9.3 Each Member must declare any conflict of interest or potential conflict of interest when dealing with any community initiatives, strategies or plans of the Board. The Member must abstain from discussion and voting on all declared conflict of interest matters. The reason for the conflict of interest shall be recorded in the minutes. All motions must otherwise be voted on by all Members present.

10. **REPEAL**

10.1 Bylaw 8-2010 is hereby repealed.

11. **EFFECTIVE DATE OF BYLAW**

11.1 This Bylaw shall come into effect upon third and final reading.

READ for a first time this 27th Day of May , 2013 A.D.

READ for a second time this 27th Day of May , 2013 A.D.

UNANIMOUS CONSENT RECEIVED FOR THIRD AND FINAL READING

READ for a third time this 27th Day of May , 2013 A.D.

RICHARD N. COLEMAN
MAYOR

JODY QUICKSTAD
TOWN MANAGER