

TOWN OF PINCHER CREEK PROVINCE OF ALBERTA
ECONOMIC DEVELOPMENT COMMITTEE BYLAW# 1606

Being a Bylaw of the Town of Pincher Creek in the Province of Alberta, for the purpose of establishing an Economic Development Committee.

WHEREAS the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that a Council may pass bylaws relating to the right to govern the Town in a manner that Council considers appropriate, and

WHEREAS the Municipal Government Act also provides that a Council may pass bylaws in relation to the establishment and functions of Council committees, and the procedure and conduct of Council committees, and the conduct of Council committees established by the Council

WHEREAS the Council of the Town of Pincher Creek considers it expedient to establish such an Economic Development Committee to advise them on Economic Development matters and enhance Pincher Creek's economic viability;

NOW THEREFORE the Municipal Council of the Town of Pincher Creek, duly assembled, hereby enacts as follows:

I. TITLE:

This bylaw will be cited as the Economic Development Committee Bylaw.

II. DEFINITIONS

In this bylaw, unless the content otherwise requires,

1. **"Act"** means the Municipal Government Act, RSA 2000, being Chapter M-26 of the Revised Statutes of Alberta, and amended thereto.
 2. **"Committee"** means and includes the Town of Pincher Creek Economic Development Committee.
 3. **"Council"** means the Council of the Town of Pincher Creek.
 4. **"Terms of Reference"** – Schedule A, shall be included and form part of this Bylaw.
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5. **“Town”** means the Town of Pincher Creek, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Pincher Creek, as the context may require.

III. APPOINTMENT / TERM

1. The Town of Pincher Creek Economic Development committee is hereby established and shall consist of a maximum of seven (7) voting members. Membership shall comprise the following:
 - a. One (1) member of Council;
 - b. Town of Pincher Creek Economic Development Officer; (not a voting member).
 - c. Members must be residents of the Town of Pincher Creek, the Municipal District of Pincher Creek No.9, the Village of Cowley or Waterton.
2. All members shall be appointed by Council Resolution at the recommendation of the Economic Development Committee submitted in writing.
3. The terms of office shall be for three years, with the term to expire at the October annual organizational meeting.
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.
5. Any member of the committee who is absent from three consecutive meetings shall be automatically removed from the Committee unless the absence was previously authorized by the Committee Chairperson.

IV. PROCEEDING

1. The Committee will hold no less than eight (8) 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
 2. The Committee shall appoint a Chairperson and a Vice-chairperson
 3. A majority of members of the Committee constitute a quorum
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4. Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee.
5. The Committee may request the attendance of any person in an advisory capacity

V. **ECONOMIC DEVELOPMENT OFFICER**

1. The Economic Development Officer shall:
 - a) Be the administrator 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 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.

VI. **COMMITTEE MEMBERS**

1. Each Committee member shall have one vote
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
3. Neither the Committee nor any member thereof (except for the Economic Development Officer or Council) has any power to authorize any expenditure to be charged against the Town of Pincher Creek outside the approved budget.

VII. **DUTIES OF THE COMMITTEE**

1. The Committee's objectives shall be to devise methods of;
 - a. Improving Pincher Creek's image;
 - b. Attracting new residents;
 - c. Attracting new businesses.

2. The Committee shall carry out such other duties assigned by council to promote the Town
3. Within the budget approved by Council, the committee shall carry out a program for the promotion of these objectives
4. Annually before the 30th 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
5. The Committee Chairperson shall present an annual written report to Council in December of each year

VIII. COUNCIL PREROGATIVES

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

Introduced and given first reading this 26th day of OCTOBER, 2010 2009

Given second reading this 25th day of JANUARY, 2010

Given third and final reading this 8th day of FEBRUARY, 2010



Mayor



Chief Administrative Officer

Resolution #
File #

SCHEDULE A

TERMS OF REFERENCE

PINCHER CREEK ECONOMIC DEVELOPMENT COMMITTEE

PURPOSE OF THE COMMITTEE

The Economic Development Committee shall collectively represent all facets of Economic Development within the Town of Pincher Creek while acting and speaking as one body. The momentum for the Economic Development Committee must come from within the community. The purpose shall be

- a) to advise the Town of Pincher Creek on economic development issues,
- b) to provide long term planning based on community needs, and
- c) to provide an avenue for community groups and citizens to discuss and put forward their ideas and concerns with respect to economic development.

MEMBERSHIP

Economic development is a team activity. Members should be selected so that the following criteria are satisfied:

- a) Key segments of the community are represented. This must be balanced with skill capacity.
 - b) All members of the team are confident about the goals and direction of activities. They should be able to share the work and responsibilities.
 - c) The Committee has influence. The selection process should not consider only high-profile people within the community.
 - d) The Committee should be prepared to stay together for three to five years as it is not possible to learn enough about economic development in one or two years.
 - e) The Committee will develop a common goal of Economic Development for the Town of Pincher Creek.
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- f) The Committee will pursue education in economic development. This may involve activities such as seminars or workshops conducted by experts with knowledge and experience in the economic development field.

SELECTION

- a) The committee will be comprised of a maximum of seven (7) members.
- b) Initially, the Economic Development Committee shall be comprised of all members of Council.
- c) Council will advertise for committee members from various sectors of the communities who possess the specified desirable criteria.
- d) Council members will step down as candidates are appointed.
- e) At least one council member will remain on the committee.
- f) Members must be residents of the Town of Pincher Creek, Municipal District of Pincher Creek No.9, Village of Cowley or Waterton.

STRUCTURE

An effective Economic Development structure is one that allows the group or community to organize and manage its activities with a minimum of wasted time and effort, while maximizing efficiency and effectiveness. Important structural attributes of a good organization include:

- a) Function: promotion of efficient and effective work in a positive environment
- b) Flexibility: rapid adaptation to changing circumstances and external forces
- c) Openness: encouraging distribution of responsibility and encouraging participation in decision-making
- d) Accountability: decisions, evaluations and measurements are unbiased and transparent

CHAIRPERSON

- a) The Chairperson should have the respect of the members, possess leadership qualities and have a command of proper meeting management techniques.
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- b) The Chairperson should be open minded, unbiased, respectful of the views of both the majority and the minority, a good listener, capable and willing to delegate authority, and willing to put the good of the organization above personal interests.

VICE-CHAIRPERSON

The Vice-chairperson is training to assume the Chairperson's duties at some future date. The Vice-chairperson should be assigned definite responsibilities such as chairing an important project committee.

TERM OF OFFICE

For the purpose of the establishment of the Board, members at large appointments shall in the first year be made on a staggered basis whereby two members at large are appointed for a three-year term, two members at large are appointed for a two-year term and two members at large shall be appointed for a one-year term. One member of Council shall be the seventh member. Thereafter,

- a) The Committee, through the Chair, may recommend the re-appointment of a member whose term has expired.
- b) The maximum term for a Committee member shall be eight consecutive years.
- c) The Councilors appointment to the Economic Development Committee shall be made at the organizational meeting of Council each year.
- d) Any member of the Committee may resign upon sending notice in writing to the Town of Pincher Creek.
- e) In the event that a member resigns or is disqualified before conclusion of his/her term, the Committee, through the Chair may appoint a replacement member for the balance of the unexpired term.

A MEMBER OF THE COMMITTEE WILL BE DISQUALIFIED FROM SERVING ON THE COMMITTEE IF THEY

- a) Cease to be a resident of Pincher Creek or area.
 - b) Are absent for (3) three regular meetings in the past year unless absences are granted by the Committee.
 - c) Breach the Oath of Confidentiality sworn upon appointment.
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CONDUCT OF MEETINGS

- a) The Committee shall elect a Chairman and a Vice-Chairman from the membership attending the first regular meeting of the Committee after November each year. The Economic Development Officer shall serve as the Committee Administrator and secretary.
- b) A Committee shall hold no less than eight (8) regular meetings of the Committee each year. Special meetings may be called by the Chairman whenever it is considered expedient to do so or when requested in writing by a majority of the Committee members. Verbal or written notice shall be given to the members not less than 24 hours prior to the meeting.
- c) The majority of committee members shall constitute a quorum.
- d) Motions do not require a second; cannot be made by the Chairman, and are passed by a simple majority.
- e) All members including the Chairman shall vote on all questions. In the event of a tie, the motion shall be lost.
- f) Agendas are to be prepared and circulated in advance of the meeting.
- g) The Secretary shall record in writing the minutes of all regular and special meetings including a record of attendance. Copies of all minutes should be forwarded to Council and Committee members within 14 days after their acceptance.
- h) The Secretary shall forward in writing all recommendations to the Town of Pincher Creek Economic Development Officer for Council consideration.
- i) Town Administration and Councillors may attend Committee meetings in an advisory or resource capacity.

AUTHORITY OF THE COMMITTEE

The Committee shall act in an advisory capacity to Town Council, and shall not have the power to employ personnel or to enter into any agreements.

FINANCIAL

- a) The Committee may not incur any expenses unless authorized by the Town of Pincher Creek.
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- b) The Director of Corporate Services shall incorporate the recommendations of the Committee in preparing budgets and long term forecasts

CONFIDENTIALITY

- a) Committee members frequently wear a "number of hats". Their positions, as volunteers with other organizations, as local politicians, and in their paid occupations, often present challenges in terms of how to act or vote; or when to excuse themselves from topics of pecuniary interest .
 - b) Each member of the Committee shall sign a confidentiality agreement. Under this agreement, any person appointed to perform functions related to the committee is bound to maintain, in strictest confidence, the organization's business. Persons signing this agreement are also bound to adhere to all conditions, even after their involvement with the organization has ceased.
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