



BYLAW NO. 16-2017 TOWN OF VEGREVILLE

THIS BY-LAW BEING BY-LAW NO. 16-2017 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 [the “Board”] to promote, expand and enhance economic development and tourism for the benefit of the Community;

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. DEFINITIONS

- 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 “Chair” means the appointed member of the Executive Committee who shall preside over the Board meetings.
- 1.5 “Community” means the Town of Vegreville and surrounding area
- 1.6 “Council” means the municipal council of the Town of Vegreville.
- 1.7 “Councillor” means an active member of Council.
- 1.8 “County Council” means the municipal council of the County of Minburn No. 27
- 1.9 “EDM” means Economic Development and Tourism Manager of the Town of Vegreville.
- 1.10 “Executive Committee” means a Committee of the Vegreville Economic Development and Tourism Board as per Section 3.5.
- 1.11 “In Camera Session” means a private, closed session of the Board

- 1.12 “**Mayor**” means the chief elected official of the Town of Vegreville.
- 1.13 “**Member**” means a person appointed by resolution of Council pursuant to Section 3 and those individuals attending Committee meetings pursuant to Section 6.
- 1.14 “**Recording Secretary**” appointed administrative staff member who shall record the minutes of the Board meetings.
- 1.15 “**Secretary**” means the appointed member of the Executive Committee who shall record minutes of the Executive Committee meetings.
- 1.16 “**Stakeholder**” means a business or organization that has interest or concern in the Board
- 1.17 “**Term**” means a Board Member’s term of office.
- 1.18 “**Tourism**” means to promote, expand and enhance tourism development in the Town of Vegreville.
- 1.18 “**Vice-Chair**” means the appointed member of the Executive Committee who shall preside over the Board meetings when the Chair is unavailable.

2. MANDATE

- 2.1 The mandate of the Board is to review and make recommendations to Council with respect to priorities and objectives as outlined in the Board’s Strategic Plan and the Town’s Strategic Plan.
- 2.2 The Board supports the EDM through member participation in business visitations, developing strategies, information gathering, report preparations, and attending trade shows.
- 2.3 The Board is to represent a broad based economic development and tourism profile which reflects the diversity of the community. The Board is an advisory body and provides Council with information on economic and tourism development in alignment with strategic priorities.
- 2.4 Economic Development and Tourism includes, but is not limited to, marketing, new business opportunities and investment, business attraction and retention.

3. BOARD STRUCTURE

- 3.1 The Board to be known as the Vegreville Economic Development and Tourism Advisory Board is hereby established.
- 3.2 Council Member appointments:
- a) Town Council shall appoint two (2) representatives from Town Council as Board Members for a one (1) year term.
 - b) County Council shall appoint one (1) representative from County Council as a Board Member for a one (1) year term.

- 3.3 Town Council shall appoint the following Board Members for a two (2) year term:
- a) one (1) member representing Vegreville and District Chamber of Commerce
 - b) one (1) member representing the research and development sector
 - c) one (1) member representing the education sector
 - d) one (1) member representing agri – business sector
 - e) one (1) member representing the energy sector
 - f) three (3) members-at-large
- 3.4
- a) The appointment pursuant to Section 3.2 shall be effective as of the date of the resolution of Council.
 - b) 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.
 - c) Members appointed by Section 3.2 may serve a maximum of four (4) consecutive terms.
 - d) Members appointed by Section 3.3 may serve a maximum of two (2) consecutive terms.
 - e) In the case of a sector vacancy, the term of a current member may be extended for a two (2) year term to fulfill the vacancy.
- 3.5 The Executive Committee is comprised of the Chair, Vice-Chair, Secretary, EDM and/or CAO.
- 3.6 If a Member is absent for three (3) consecutive Board meetings, the member is disqualified from serving on the Board and the appointment of that member is automatically revoked, unless the absence has been approved by the Board.

4. POSITION ROLES AND RESPONSIBILITIES

- 4.1 Chair
- Provide leadership to Board and Executive Committee meetings.
 - Monitors agendas and supporting documentation delivered to Board Members in advance of meetings.
 - Prepares an Annual Report in conjunction with the EDM and/or CAO.
 - Is Ex-officio to all Committees of the Board.
- 4.2 Vice-Chair
- Shall assume all the responsibilities of the chair in his/her absence.
 - Attends Executive Committee meetings.
- 4.3 Secretary
- Records Minutes of Executive Committee and Special meetings.
 - Attends the Executive Committee meetings.
- 4.4 Member
- Attends and effectively contributes to the Board meetings and assigned committees.
 - Represents and informs the Board on relevant initiatives and activities.
 - Understands the goals, objectives and priorities of the Board.
 - Understands and represents the interests of the Community stakeholders.
 - Communicates positively about the Board and community.
 - Agrees to sign an Oath of Confidentiality in a format adopted by the Town.
 - Is subject to the Town Code of Conduct Policy.

4.5 Should neither the Chair nor Vice-Chair be in attendance, and assuming a quorum is present, a Member of the Board can be selected to act as Chair of a regular meeting.

4.6 The role of the Executive Committee is to prepare a draft agenda for Board Meetings. The Executive Committee may make decisions on behalf of the Board on urgent, timely and/or priority issues between Board Meetings.

The Executive Committee shall prepare annual operating budgets and long term forecasts applicable to the Board. The budgets and forecasts shall be forwarded to the CAO.

The CAO shall incorporate the Board budget and forecast recommendations into the Town Operating Budget for approval by Council.

5. MEETINGS AND RULES OF PROCEDURE

5.1 The Board shall meet a minimum of eight (8) times per year.

5.2 Annually in January, the Chair shall hold a meeting at which time the Executive Members shall be elected for the ensuing year. Upon election, 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 Any Executive Committee position(s) that have been vacated before January elections, may be filled by the Board.

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

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

5.6 Members of the Board must be in attendance at a meeting or participate in meetings via electronic media, provided that the technology is available 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 The Board will adhere to the Town's policy of electronic participation in Council, Board and Committee meetings.

5.11 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. COMMITTEES

6.1 The Board may form Committees from time to time to review and advise on specific economic development and tourism issues, or initiatives.

6.2 Committees shall be chaired by a Member of the Board.

6.3 Committees may include, as members, individuals who are not Members of the Board.

6.4 Any recommendations of a Committee must be ratified by the Board.

7. REPORTING

7.1 The EDM shall submit an Annual Report to the Board.

7.2 The Board shall submit an Annual Report to Council. The Board may be requested by Council to submit specific reports or reviews, in addition to the Annual Report.

8. NON-VOTING PARTICIPANTS

8.1 Non-voting participants of the Board are the CAO, EDM, and Staff Recording Secretary.

8.2 The CAO or designate may attend any 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.

9. QUORUM

9.1 A majority of the Board members constitutes a quorum.

10. FINANCIAL

10.1 Board members have no direct financial responsibilities, ability to authorize payments, or other expenditures on behalf of the Town.

11. REPEAL

11.1 Bylaw 05-2013 is hereby repealed.

12. EFFECTIVE DATE

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

READ for a first time this 10th Day of July , 2017 A.D.

READ for a second time this 10th Day of July , 2017 A.D.

UNANIMOUS CONSENT RECEIVED FOR THIRD AND FINAL READING

READ for a third time this 10th Day of July , 2017 A.D.

MYRON HAYDUK
MAYOR

CLIFF CRAIG
TOWN MANAGER