



BYLAW NO. 10 – 2019

TOWN OF VEGREVILLE

THIS BYLAW NO. 10-2019 OF THE TOWN OF VEGREVILLE, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING THE VEGREVILLE 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 Tourism Advisory Board to promote, expand and enhance tourism development for the benefit of the Community;

NOW THEREFORE the Council of the Town of Vegreville enacts as follows:

1. SHORT TITLE

1.1 This Bylaw may be cited as the **Vegreville Tourism Advisory Board Bylaw**.

2. DEFINITIONS

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

2.2 **Board** means the Vegreville Tourism Advisory Board.

2.3 **CAO** means Chief Administrative Officer of the Town of Vegreville.

2.4 **Chair** means the appointed member of the Board who shall preside over the Board meetings.

2.5 **Closed Session** means a private, closed session of the Board

2.6 **Community** means the Town of Vegreville and surrounding area.

2.7 **Council** means the municipal council of the Town of Vegreville.

2.8 **County Council** means the municipal council of the County of Minburn No. 27.

2.9 **CSD** means Community Services Director of the Town of Vegreville.

2.10 **TRC** means Tourism, Recreation & Culture Coordinator of the Town of Vegreville.

2.11 **Member** means a person appointed by resolution of Council pursuant to Section 4 and those individuals attending Committee meetings pursuant to Section 7.

2.12 **Secretary** means the appointed administrative staff member and/or TRC who shall record the minutes of the Board meetings.

2.13 **Stakeholder** means a business or organization that has interest or concern in the Board

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

2.15 **Vice-Chair** means the appointed member of the Board who shall preside over the Board meetings when the Chair is unavailable.

3. MANDATE

3.1 The mandate of the Board is to review and make recommendations to Council with respect to priorities and objectives as outlined in the Town's Strategic Plan.

3.2 The Board supports the TRC through member participation in tourism development which includes, but is not limited to, information gathering, marketing, new opportunities and visitor attraction and retention.

3.3 The Board is to represent a broad-based tourism-focussed profile which reflects the diversity of the community. The Board is an advisory body and provides Council with information on tourism development in alignment with strategic priorities.

4. BOARD STRUCTURE

4.1 The Board to be known as the Vegreville Tourism Advisory Board is hereby established.

4.2 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.

4.3 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, development or technology sector

(c) one (1) member representing the Economic Development sector

(d) one (1) member representing the retail or hospitality sector

(e) one (1) member representing agri-business sector

(f) one (1) member representing the Real Estate or professional services sector

(g) two (2) members-at-large representing the community, including but not limited to, local services clubs, youth and the historical sector

4.4 The appointment pursuant to Section 4.2 shall be effective as of the date of the resolution of Council.

(a) 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.

- (b) Members appointed by Section 4.2 may serve a maximum of four (4) consecutive terms.
- (c) Members appointed by Section 4.3 may serve a maximum of two (2) consecutive terms.
- (d) 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.

4.5 If a Member is absent for three (3) 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.

5. POSITION ROLES AND RESPONSIBILITIES

5.1 Chair

- (a) Provide leadership to Board.
- (b) Monitors agendas and supporting documentation delivered to Board Members in advance of meetings.
- (c) Prepares an Annual Report in conjunction with the TRC and/or Board.
- (d) Is Ex-officio to all Committees of the Board.

5.2 Vice-Chair

- (a) Shall assume all the responsibilities of the chair in his/her absence.

5.3 Secretary

- (a) Records Minutes of Board and/or Committee meetings.

5.4 Member

- (a) Attends and effectively contributes to the Board meetings and assigned committees.
- (b) Represents and informs the Board on relevant initiatives and activities.
- (c) Understands the goals, objectives and priorities of the Board.
- (d) Understands and represents the interests of the Community stakeholders.
- (e) Communicates positively about the Board and community.
- (f) Agrees to sign an Oath of Confidentiality in a format adopted by the Town.
- (g) Is subject to the Town Code of Conduct Policy.

5.5 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.

5.6 The CSD shall prepare annual operating budgets and long-term forecasts applicable to the Board. The budgets and forecasts shall be forwarded to the CAO.

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

6. MEETINGS AND RULES OF PROCEDURE

- 6.1 The Board shall meet a minimum of eight (8) times per year.
- 6.2 Annually in January, the Chair shall hold a meeting at which time the Board 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.
- 6.3 The Board may fill any position that has been vacated before January elections.
- 6.4 The TRC or designate shall be responsible for the preparation and circulation of agendas prior to meetings of the Board.
- 6.5 The CAO or designate, at his/her discretion, may delegate staff to provide support to the Board or any committees of the Board.
- 6.6 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.
- 6.7 The Chair shall vote on every question, and in the event of a tie, the motion shall be lost.
- 6.8 The Town shall be the signing authority for the Board.
- 6.9 The Board shall conduct its meetings in public unless authorized otherwise by the Act.
- 6.10 Except as otherwise provided in this Bylaw, the Board will adhere to the meeting procedures set forth in the 08-2019 Council Procedural Bylaw. Any dispute will be resolved in accordance with the latest version of Roberts Rules of Order.

7. COMMITTEES

- 7.1 The Board may form Committees from time to time to review and advise on specific tourism issues or initiatives.
- 7.2 Committees shall be chaired by a Member of the Board.
- 7.3 Committees may include, as members, individuals who are not Members of the Board.
- 7.4 Any recommendations of a Committee must be ratified by the Board.

8. REPORTING

- 8.1 The TRC shall submit a progress report to the Board.
- 8.2 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.

9. NON-VOTING PARTICIPANTS

- 9.1 Non-voting participants of the Board are the CAO, CSD, TRC and Secretary.

9.2 The CAO or designate may attend any Board meetings, including any Closed Sessions, and participate in any discussions, but may not make motions or vote on any issue before the Board.

10. QUORUM

10.1 A majority of the Board members constitutes a quorum.

11. FINANCIAL

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

12. EFFECTIVE DATE

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

READ for a first time this 11th Day of February , 2019 A.D.

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UNANIMOUS CONSENT RECEIVED FOR THIRD AND FINAL READING

READ for a third time this 11th Day of February , 2019 A.D.



TIM MACPHEE, Mayor



CLIFF CRAIG CLGM, Town Manager