

BYLAW 655/07

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF ELK POINT IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN ECONOMIC DEVELOPMENT ADVISORY BOARD AND TO DEFINE ITS POWERS, DUTIES, AND RESPONSIBILITIES.

WHEREAS the Council of the Town of Elk Point deems it desirable and expedient to establish an Economic Development Advisory Board.

NOW THEREFORE, the Municipal Council of the Town of Elk Point duly assembled enacts as follows:

PART I

Definitions:

- 1 a) "Board means and includes the Economic Development Advisory Board of the Town of Elk Point.
- b) "Council" means the Council of the Municipality of the Town of Elk Point in the Province of Alberta.
- c) "Town" means the Town of Elk Point.

PART II

Mandate:

- 1 The mandate of the Economic Development Advisory Board is to explore short and long term development strategies; gain broad community involvement and support; develop existing resources including community infrastructure, capital assets of the community and human resources within the community.

PART III

Appointment/Terms:

- 1 The Board to be known as the Elk Point Economic Development Advisory Board is hereby established.
- 2 The Board shall consist of thirteen (13) members who shall be appointed by resolution of Council. The said Board members shall consist of:
 - a) One (1) member from Council
 - b) One (1) member from County of St. Paul Council
 - c) One (1) member from the Elk Point Chamber of Commerce
 - d) One (1) member from Agricultural Society
 - e) One (1) member from Recreation
 - f) One (1) member from the Energy Sector
 - g) Three (3) members from the community at large.



- h) one (1) member each from the following four (4) Focus Groups:
 - Business Retention and Expansion
 - Opportunity Identification and Attraction
 - Marketing and Promotion
 - Community Lifestyle
- 3 All positions shall be advertised by Council seeking qualified volunteers. Council will recruit and appoint with input from the Economic Development Advisory Council Members.
- 4 All members of the Board must be residents of the Town of Elk Point or immediate vicinity. Two thirds of the membership must live within the Town of Elk Point.
- 5 The Board members appointed shall serve for the following terms:
 - 5.1 Members of Council shall be appointed annually at the Organizational Meeting of Council.
 - 5.2 All other members shall be appointed at the Organizational Meeting of Council with three (3) members for a three (3) year term, four (4) members for a two (2) year term, and five (5) members for a one (1) year term in order that alternating appointments are possible.
 - 5.3 The term of any member shall not exceed six consecutive years, without special permission of Council.
- 6 All members shall remain in office until Council appoints their respective successors.
- 7 If any member of the Board is absent from three consecutive regular meetings (unless such absence be caused through illness or authorized by resolution of the Board), the Council may, upon recommendation of the Board, declare the office of such absent member to be vacant.
- 8 The Council may remove any member of the Board for malfeasance in office or any other good and sufficient cause.
- 9 Any member of the Board may resign at any time upon sending written notice to the Economic Development Board Chairman.
- 10 The Mayor be ex-officio member of the Board, but does not have voting privileges.

PART IV

Proceedings:

- 1 Annually, during the month of November, the Board shall hold a meeting at which time a Chairperson and Vice-Chairperson shall be selected for the ensuing year. Neither a member of the Municipal Administration nor a member of Council shall be eligible for selection as Chairperson.
- 2 Meetings of the Board shall be held on a regular basis at a time to be set by resolution of the Board, at least once every three months, and at such other times as deemed necessary.
- 3 A quorum for meetings of the Board shall be five (5) members, as per Resolution #09-156.
- 4 Special meetings may be called by the Chairperson or Vice-Chairperson.



- 5 Meeting of the Board shall be open to the public.
- 6 Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Roberts Rules of Order, Newly Revised.
- 7 Neither the Board nor any member thereof, shall have the power to pledge the credit of the municipality in connection with any matters whatsoever, nor shall the said Board or any member thereof, have any power to authorize any expenditure charged against the Town of Elk Point.

PART V

Secretary:

- 1 There shall be a Secretary who shall assist the Board.
- 2 The Secretary shall, upon recommendation from the Mayor, be appointed by resolution of Council.
- 3 The Secretary shall:
 - 3.1 Notify all members and advisors of the Board of the holding of any regular or special meetings.
 - 3.2 Keep proper and accurate minutes of proceedings of all meetings, which shall be retained at the Municipal Office.
 - 3.3 Maintain all records and correspondence relevant to the Board.
 - 3.4 Carry out such other administrative duties as the Board may required.
- 4 The Secretary shall not have voting privileges.

PART VI

Duties of the Board:

- 1 The Board shall be responsible for preparing, for the consideration of Council, an Economic Development Plan for the Town of Elk Point and for recommending to Council such changes as should from time to time be required.
- 2 Annually, before the 31st day of December, the Board shall submit to Council a written annual report together with a statement showing in reasonable form and detail, expenditures proposed to be made by the Board during the ensuing year with respect to all matters over which the Board has jurisdiction.
- 3 Within the budget approval by Council the Board shall carry out a program for the promotion of the goals and objectives of the Economic Development Plan.
- 4 It is understood that the Council as elected representatives of the Town shall have the final decision on any recommendation proposed by the Board.



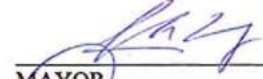
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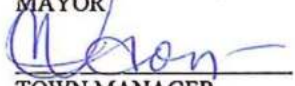
That Bylaw 643/06 known as the "Economic Development Advisory Board" is hereby rescinded.

This Bylaw shall come into force and have effect upon the final passing.

READ A FIRST

time in Council this 10th day of December A.D. 2007.



MAYOR


TOWN MANAGER

READ A SECOND

time in Council this 6th day of January A.D. 2008.

READ A THIRD

time in Council and finally passed this 6th day of January A.D. 2008.



MAYOR


TOWN MANAGER