

BYLAW 838/21  
TOWN OF ELK POINT #043

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

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

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

PART I

**Definitions:**

1. a) "Committee" means and includes the Economic Development Committee 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.
- d) "Surrounding area" means the immediate surrounding.
- e) "CAO" means the Chief Administrative Officer.
- f) "Youth" means ages 18 to 29.

**Mandate:**

1. The mandate of the Economic Development Committee is to promote and stimulate economic growth in the Town of Elk Point and surrounding area by exploring short and long term development strategies, promoting retention and development of infrastructure, supporting the retention and expansion of existing businesses, encouraging new business and industry, broad community and regional support through communication, accountability and responsibility and assisting the Mayor and Council with researched, meaningful ideas, input and recommendations.

PART II

**Appointment/Terms:**

1. The Committee to be known as the Elk Point Economic Development Committee is hereby established.

## PART IV

### **Proceedings:**

1. Annually, during the month of November, the Committee shall hold an Organizational meeting at which time a Chairperson and Vice-Chairperson shall be selected for the ensuing year. The CAO or his designate shall be the Secretary-Treasurer.
2. Meetings of the Committee shall be set by resolution of the Committee, at least one every month, and at such other times as deemed necessary.
3. A quorum for meetings of the Committee shall be five (5) members.
4. Special meetings may be called by the Chairperson or Vice-Chairperson or by request of five (5) or more Committee members.
5. Meetings of the Committee shall be open to the public with minutes posted to the Town of Elk Point website.
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. The Committee shall follow the operational guidelines as set out and voted on within the Economic Development Committee and these guidelines to be ratified by Town Council. Changes to the operational guidelines must be approved by the EDC members by motion and ratified by Town Council.
8. Neither the Committee 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 Committee or any member thereof, have any power to authorize any expenditure charged against the Town of Elk Point.

## PART V

### **Chairperson, Vice-Chairperson, Member (the Executive):**

1. All members with voting privileges can be nominated for Executive positions, with the exception of any appointed remunerated Elected Official.
2. There shall be a Chairperson who shall be responsible for chairing the meetings of the Committee and shall be the overall contact person for the Committee.
3. There shall be a Vice-Chairperson, who shall be responsible for the Chairperson's responsibilities if the Chairperson is unavailable.
4. There shall be a Secretary-Treasurer who shall dually perform the duties of Secretary and Treasurer within the EDC.

5. The Chairperson and Vice-Chairperson shall be elected by the EDC members at the organizational meeting in November of each year and will serve from January to December of the following year. All positions are 1 (one) year terms and no one member can serve for more than 2 (two) consecutive years in any one position.
6. The Secretary-Treasurer shall:
  - a) Notify all members and advisors of the Committee of the holding of any regular or special meetings.
  - b) Keep proper and accurate minutes of proceedings of all meetings which shall be retained at the Municipal Office and be posted on the Elk Point website.
  - c) Maintain all records and correspondence relevant to the Committee.
  - d) With the assistance of the Committee, create a budget for the ensuing year that fulfils the mandate of the Committee and present it at the November organizational meeting.
  - e) Keep all financial records of the Committee in good order.
  - f) Carry out such other administrative and financial duties as the Committee may require.

## PART VI

### **Duties of the Committee:**

1. The Committee shall work to fulfil its mandate on an ongoing basis.
2. The Committee 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.
3. Annually, before the 31<sup>st</sup> of October, the Committee shall submit to Council a written annual report for the past year, together with budget and plan for the ensuing year with respect to all matters over which the Committee has jurisdiction.
4. Within the budget approved by Council, the Committee shall carry out a program for the promotion of the goals and objectives of the Economic Development Plan.
5. It is understood that the Council as elected representatives of the Town shall have the final decision on any recommendations proposed by the Committee.
6. The Economic Development Committee may establish working groups as required and as necessary.
7. The Economic Development Committee may request by invite subject matter experts or various resource people at our discretion to carry out the goals and objective of the Committee.

### **Rescind:**



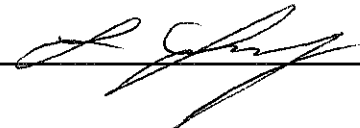
That Bylaw 807/19 and 788/18, known as the “Economic Development Committee” are hereby rescinded.


This Bylaw comes into force on the final passing thereof.

READ a FIRST time in Council this 25<sup>th</sup> day of January, A.D. 2021.

READ a SECOND time in Council this 25<sup>th</sup> day of January, A.D. 2021.

READ a THIRD time and FINALLY passed this 25<sup>th</sup> day of January, A.D. 2021.

  
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Mayor

  
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Chief Administrative Officer

