

**TOWN OF OYEN
BYLAW NUMBER # 837-14**

BEING A BYLAW OF THE TOWN OF OYEN IN THE PROVINCE OF ALBERTA TO ESTABLISH A TOURISM AND ECONOMIC DEVELOPMENT ADVISORY COMMITTEE.

WHEREAS

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

AND WHEREAS

pursuant to section 145 of the *Municipal Government Act*, being Chapter M-26 of the Revised Statues of Alberta, 2000, Council may pass bylaws in relation to the establishment, functions, procedures and conduct of all Council committees;

AND WHEREAS

the Council of The Town of Oyen, in the Province of Alberta, has deemed it desirable to promote, expand and enhance the tourism and economic development of the Town of Oyen;

NOW THEREFORE

the Municipal Council of the Town of Oyen, in the Province of Alberta, duly assembled enacts the following:

I. TITLE

This Bylaw will be cited as "The Tourism and Economic Development Advisory Committee Bylaw."

II. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- a. "**Act**" will mean the Municipal Government Act, being Chapter M-26 of the Revised Statues of Alberta 2000, and amendments thereto.
- b. "**Committee**" will mean the Tourism and Economic Development Advisory Committee.
- c. "**Council**" will mean the Mayor and Members of Council of the Town of Oyen.
- d. "**Recording Secretary**" will mean a person appointed to the position of recording secretary of the Committee pursuant to this Bylaw.
- e. "**Town**" will mean the Town of Oyen.
- f. "**Vacancy**" will mean the absence of a member from the Committee, including absence due to death, retirement or registration and including an in ability or refusal by a member to continue to fulfill his or her obligations as a member of the Committee.

III. ESTABLISHMENT

A Committee to be known as the Tourism and Economic Development Advisory Committee is hereby established for the Town of Oyen.

IV. MEMBERSHIP

- a. The Committee shall consist of members appointed by resolution of Council as follows:
 - i. The Mayor as ex officio member;
 - ii. A maximum of three (3) Councillors;
 - iii. Seven (7) representatives that equitably represent the diverse Economic interests within the Town; and,
 - iv. Ex officio representation from local and regional interest groups as determined by Council and Committee.

- b. Any vacancy may be filled by resolution of Council.

V. TERM OF OFFICE

- a. Appointments shall be for three (3) years. The Councillor Committee member(s) will be appointed annually at the Organizational meeting.
- b. The term of office for a Committee member shall commence on the date of the Town of Oyen's Organizational meeting unless there is a vacancy or Council has provided otherwise by resolution, and shall expire on the date of the Town of Oyen's Organizational meeting, unless Council has provided otherwise by resolution.
- c. A Committee member may be reappointed by Council resolution to serve a further term. Committee members may be appointed to not more than (2) consecutive terms of office after which, one (1) year shall elapse prior to the reappointment of the member to any additional term of office.
- d. All members shall remain in office until their respective successors have been appointed by Council.
- e. In the event of a vacancy, the person appointed to fill such vacancy shall hold office for the remainder of the term concerned.
- f. If any member of the Committee is absent from three (3) consecutive regular meetings of the Committee during their terms, Council, on recommendation from the Committee, may declare a vacancy in respect of the office of such member.
- g. If any member of the Committee dies, resigns or ceases to be a member of the Committee during the term which he/she is appointed, the vacancy will be filled by Council as soon as possible thereafter, and such appointment will be effective only during the remaining term of the person vacating, unless re-appointed by Council.
- h. Council may, with reason; request the resignation of any member of the Committee at any time prior to expiry date of the member's term of office and any member of the Committee may resign therefrom at any time upon sending a written notice to the Recording Secretary to that effect.

VI. PROCEEDINGS

- a. The Committee will elect a Chairperson and Vice-Chairperson from its membership each year at their first meeting following the Organizational meeting of Council.
- b. The duties of the Chairperson shall consist of:
 - i. Presiding at the regular and special meetings of the Committee;
 - ii. Direction and control of the operation of the Committee;
 - iii. Acting as the spokesperson for the activities of the Committee.
- c. A regular meeting of the Committee shall generally be held once a month, the time and place of such regular meeting to be determined by the Committee.
- d. Special meetings may be called on twenty-four (24) hours' notice by the Chairperson or at the request of a majority of the members of the Committee. The Committee may waive notice of a special meeting with unanimous consent at any time if every member of the Committee is present and has signed a waiver of notice of the special meeting.

- e. The Town will provide a Recording Secretary to provide support, such as agenda preparation, notification of all members and advisors of all regular and special meetings, keeping of accurate minutes, and maintaining all records and correspondence appropriate to the Committee.
- f. The Recording Secretary appointed to the Committee shall not be eligible for the position of Chairperson or Vice-Chairperson.
- g. A quorum of the Committee shall be a majority of the Committee.
- h. Only those members of the Committee in attendance at a meeting of the Committee may vote on any matter then before the Committee.
- i. Each Committee member will have only one vote.
- j. The Chairperson will vote on every question, and, in the event of a tie, the motion will be lost.
- k. The decision of the majority of the members present at a meeting duly convened will be deemed to be the decision of the whole Committee.
- l. Motions put forth must be voted on by all members, except motions in which a member has direct or indirect interests – a pecuniary interest as defined in the Act. A request to abstain from discussions and voting and the reason for same will be recorded in the minutes as per the Act.
- m. Meetings of the Committee shall be open to the public. The Committee may, if deemed appropriate, close the meeting to the public.
- n. The Committee may make rules as are necessary for the conduct of its meetings and its business that are consistent with this Bylaw, the Town of Oyen Procedural Bylaw, and the Act.

VII. POWERS AND DUTIES

- a. The Committee will act in an advisory capacity to the Town in order to ensure community involvement in the development of policy and provision of services that focus on tourism and economic development within the Town. The Committee will also develop and maintain a community based tourism and economic development support network.
- b. No Committee member(s) will have the power to represent or pledge the credit of the Town of Oyen in connection with any matters whatsoever, nor will the Committee have the power to authorize any expenditure charges against the Town.
- c. The Committee will endeavor to advise and contribute to the development of tourism and economic development work plans and strategies.
- d. The Committee shall assist in promotional activities to attract industry and commerce to the Town and shall refer all enquiries, applications, proposals regarding potential industries and commerce to the Chief Administrative Officer for appropriate action, and when necessary make recommendations to Council thereon.
- e. The Committee will identify issues that may impede tourism and economic development and provide advice and recommendations to Council on strategies to mitigate these factors giving consideration to social and environmental considerations in the local, region, and global context.
- f. The Committee will advise and make recommendations to Council regarding policy issues and practices related

to doing business in the municipality that can enhance tourism and economic development in the Town.

- g. The Committee shall respond to requests from Council and the Chief Administrative Officer and provide advice on matters which influence the tourism and economic development climate within the Town.
- h. All Committee members will recognize the need for and uphold the rule of confidence as appropriate to tourism and economic development activities.

VIII. REMUNERATION AND EXPENSES

- a. Members of the Committee shall serve their term of office with the Committee in a voluntary capacity.
- b. Expenses to attend conferences, meetings, seminars, training, workshops, and purchase resources are reimbursed according to Town policies.

IX. GENERAL

- a. Bylaw 618 and Bylaw 644 and any amendments thereto are hereby rescinded.
- b. This Bylaw shall come into force at such time as it has received third (3rd) reading and has been signed in accordance with the Act.

Read a first time this 12th day of November, 2014.

Read a second time this 9th day of December, 2014.

Read a third time and passed this 9th day of December, 2014.

Signed this 10th day of December, 2014.

*Original Signed by
Doug Jones*

MAYOR

*Original Signed by
Charmain Snell*

CHIEF ADMINISTRATIVE OFFICER