

TOWN OF OLDS BYLAW NO. 2023-28

BEING A BYLAW OF THE TOWN OF OLDS ESTABLISHING THE ECONOMIC DEVELOPMENT ACTION COMMITTEE

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26 and amendments thereto, a municipality may pass bylaws in the relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26 and amendments thereto, a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, The council of the Town of Olds wishes to establish a council committee that acts in an advisory role by making recommendations and providing strategic advise to council on economic and business development in the Town of Olds;

NOW THEREFORE the Council of the Town of Olds in the Province of Alberta, duly assembled, enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called the “**Economic Development Action Committee Bylaw**”.

2. DEFINITIONS

2.1 “Act” means the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto.

2.2 “Administration” means the operational arm of the Town, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the Chief Administrative Officer (CAO).

2.3 “Town” means the municipal corporation of the Town of Olds in the Province of Alberta.

2.4 “Chief Administrative Officer” means the administrative head of the Town of Olds.

2.5 “Committee” means the Economic Development Action Committee.

2.6 “Council” means the Council of the Town of Olds elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21 and amendments thereto.

2.7 “Councillor” means an elected member of Council, including the Mayor.

2.8 “Economic Development” means activities that support business retention, growth, and diversification with the objective of fostering a positive business

climate and attracting new investment, employment opportunities and increased assessment.

- 2.9 “Economic Development Strategy” means the strategy and action plan that guides economic development activities in the Town, and updates thereto.

3. STATEMENT OF TO WHOM AND TO WHAT THE BYLAW APPLIES

- 3.1 A council committee is hereby established and will be referred to as the Economic Development Action Committee (EDAC).
- 3.2 The mandate of the Economic Development Action Committee is to provide strategic advice and make recommendations to the Council on economic and business development matters in Olds and area.
- 3.3 The Committee will use an inclusive approach that contributes to strong partnerships and leverages community assets.
- 3.4 In order to fill its mandate, the Committee may:
- (a) identify and engage stakeholder groups and seek their input into the Committee’s work;
 - (b) work with Administration to develop and maintain a dialogue about matters of concern or interest related to economic development;
 - (c) assist Council to conduct research, develop strategies and policies related to economic development; and
 - (d) respond to requests from Council for strategic advice on specific business and economic development issues.
- 3.5 The Committee will develop and present recommendations to the Council to enhance future growth, economic and business resiliency, and prosperity in the Olds area and if approved, the Council will provide direction to Administration.
- 3.6 The Committee will provide input into the review and updating of the Economic Development Strategy as needed to address changing economic circumstances.
- 3.7 The Committee will seek to create partnerships with community stakeholders in attracting investment and working with business to take advantage of economic opportunities.

4. MEMBERSHIP

- 4.1 The Committee will be comprised of up to nine (9) members appointed by Council and will include:
 - (a) up to two (2) Councillors;
 - (b) seven (7) public-at-large members to be recruited through a public application process.
 - (c) Considerations for public at large appointments for EDAC will include, when possible:
 - o Business representative(s) of key industries (agriculture, oil and gas, retail, manufacturing, service)
 - o Business & Industry service association representative
 - o Educational / research and innovation institution representative
 - o Financial institution, business development officer / advisor
- 4.2 Councillors appointed to the Committee are voting members.
- 4.3 When making appointments to the Committee, the Council will consider individuals that have a broad knowledge of Olds area and a demonstrated interest in economic development.
- 4.4 Members must not be current employees of the Town and must not have been employed by the Town for a minimum of 12 months prior to appointment.
- 4.5 Members shall be appointed for terms of two (2) years and can be renewed for an additional term of three (3) years at the pleasure of Council, with the exception of Councillors, who shall be appointed for a one-year (1) term at the annual organizational meeting of Council.
- 4.6 Should a vacancy arise, Council may appoint a replacement to fill the vacancy for the remainder of the term.
- 4.7 For the initial appointments only, one half of the members would be appointed for a 1 year term and the rest for a 2 year term, notwithstanding section 4.6.
- 4.8 The committee will appoint a Chairperson and Vice-Chairperson for the Committee from amongst the appointed members.
- 4.9 If a member is absent for three (3) consecutive meetings, the Council may declare the position vacant and appoint a successor.
- 4.10 The council may terminate the appointment of any member at any time.
- 4.11 Members appointed to this Committee will not receive remuneration. Councillors may receive remuneration in accordance with the Town's Council Remuneration

Policy.

5. BUDGET

5.1 The EDAC budget will be included under the Economic Development Officer's budget. It may, however, identify a budget item subject to approval of the Council or as delegated through a reserve or operating budget.

6. PROCEDURE

6.1 Committee members are required to agree and maintain confidentiality and comply with all Town bylaws, policies, and procedures.

6.2 The Committee will:

- (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings;
- (b) meet on a quarterly basis; and
- (c) provide the annual meeting schedule to the Town's Legislative Clerk to be posted on the Town's website.

6.3 No additional notice of regularly scheduled meetings is required.

6.4 The Chair may call a special meeting by giving at least 24 hours' notice to:

- (a) members of the Committee by email; and
- (b) the public by posting a notice on the Town's website.

6.5 The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the Town's website.

6.6 A quorum at any regular meeting shall be six (6) members and must include one (1) Councillor. One member shall be the Chairperson or Vice- Chairperson.

6.7 The Committee will follow the meeting procedures set out in the Town's Council Procedure Bylaw. A tie vote shall constitute defeat of any motion considered by the Committee.

6.8 The Chairperson will preside over all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chairperson's duties, the Vice-Chairperson will perform those duties.

6.9 Committee meetings will be held in public unless the meeting is closed for

reasons permitted by the Act.

- 6.10 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 6.11 Sub-committees may be appointed and will report back to the Committee as necessary. It is not required that the Chairperson or Vice-Chairperson be a member of any sub-committee.
- 6.12 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

7. ANNUAL WORKPLAN AND REPORTING

- 7.1 The Committee will develop an annual work plan that identifies key priorities and goals based on its mandate.
- 7.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate and annual work plan to the Council, as appropriate.
- 7.3 At least once per year, the Committee will report to Council.

8. SEVERABILITY

- 8.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

9. EFFECTIVE DATE

- 9.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

READINGS

Read for the first time on the 11th day of September 2023.

Read a second time on the 11th day of September 2023.


Unanimous consent given for third reading given on the 11th day of September 2023.

Read a third and final time on the 11th day of September 2023.

SIGNATURE LINE



Judy Dahl,
Mayor



Brent Williams,
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this 15th day of September 2023.