

BEAVER COUNTY
BYLAW 22-1125

A BYLAW OF BEAVER COUNTY IN THE PROVINCE OF ALBERTA
FOR THE PURPOSE OF ESTABLISHING AN
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, a council may pass bylaws for the establishment and functions of council committees, and the procedures to be followed by council committees; and

WHEREAS, pursuant to Section 146 of the *Municipal Government Act*, a council committee may consist entirely of councillors, a combination of councillors and other persons, or entirely of other persons; and

WHEREAS, Council wishes to establish an Economic Development Advisory Committee to consider matters related to economic development and diversification and provide advice to the Governance and Priorities Committee and Council on County policies, programs, or services that impact economic development.

NOW THEREFORE the Council of Beaver County, in the Province of Alberta, duly assembled, enacts as follows:

PART 1

TITLE

1. This Bylaw will be referred to as the "Economic Development Advisory Committee Bylaw".

PART 2

DEFINITIONS

2. In this Bylaw,
 - (a) **"Act"** means the *Municipal Government Act*, RSA 2000, c. M-26, as amended or replaced from time to time;
 - (b) **"Agendas Committee"** means the Chair and Vice-Chair (or alternate selected by the Chair in the absence of either individual) to review and determine potential agenda items;
 - (c) **"CAO"** means the Chief Administrative Officer of Beaver County, or any member of County staff designated by the CAO to carry out functions under this Bylaw;
 - (d) **"Closed Session"** means a portion of the meeting that is closed to the public to discuss a matter within one of the exceptions to disclosure of the *Freedom of Information and Protection of Privacy Act*.
 - (e) **"Committee"** means the Economic Development Advisory Committee;
 - (f) **"Council"** means Beaver County Council;
 - (g) **"County"** means Beaver County;
 - (h) **"Economic Development Officer"** means the Economic Development Officer employed by Beaver County.
 - (i) **"Procedural Bylaw"** means the Bylaw enacted by Beaver County Council to regulate the proceedings of Council and Committee meetings, as amended from time to time.
 - (j) **"Public-at-Large Members"** means members of the public appointed by Council, but excluding Beaver County employees.

PART 3

ESTABLISHMENT

3. An Economic Development Advisory Committee is hereby established and is a permanent standing committee of Council.
4. The name of the Committee is the "Economic Development Advisory Committee".

PART 4

FUNCTION AND TERMS OF REFERENCE

5. Advisory
 - (a) The purpose of the Committee is advisory in nature, making recommendations to the Governance and Priorities Committee and/or Council by way of resolution.
 - (b) Committee meetings serve as an opportunity for Committee members to consider matters related to economic development and diversification and provide advice to the Governance and Priorities Committee and Council on County policies, programs, or services that impact economic development.
 - (c) The committee provides Council and administration with advisory guidance related to current industry trends and suggests potential directives for Council/administration to pursue.
 - (d) The objective of the Committee is to seek to understand various issues and to discuss and identify matters to be submitted to formal Governance and Priorities Committee or Council meetings.
6. Strategic Work

The Committee's work aligns with Council's Strategic Plan and strategic goals, as adjusted by Council from time to time. In particular, the Committee focuses on the following objectives:

 - (a) recognizes and champions the importance of agriculture for its economic, environmental, and community contributions,
 - (b) considers support services to various sectors of the local economy (e.g. agriculture, tourism, small business, commercial, and industrial),
 - (c) stimulates investment, development, and economic growth in the County.
 - (d) networks, promotes, markets, and champions development and growth opportunities in the County with business associates and other contacts.
7. Decision Making
 - (a) The Committee is a forum for information gathering and discussion rather than as a decision-making venue.
 - (b) No decisions are made at Committee meetings.
 - (c) The Committee makes recommendations on matters which it considers are within current County policy.
 - (d) The Committee refers matters which are not subject to current County policy to the Governance and Priorities Committee.
8. Council may delegate topics or initiatives to the Committee at its discretion.

PART 5

COMMITTEE MEMBERSHIP

9. The Committee is comprised of one (1) member of Council (with an alternate appointed by Council) and no more than five (5) Public-at-Large Members appointed in accordance with County Policy.
10.
 - (a) Two of the initial Public-at-Large Members are appointed for two (2) year terms and three are appointed for three (3) year terms.
 - (b) Subsequent appointments are for three (3) year terms to maintain staggered terms of office amongst the Public-at-Large Members.
 - (c) If a vacancy occurs before the expiration of a term, the Public-at-Large Member appointed to fill the vacancy will hold office for the remainder of that term.
 - (d) Public-at-Large Members serve for a maximum of two (2) terms, unless Council determines that extraordinary circumstances warrant further extensions.



- (e) Council may, by resolution, terminate the appointment of a Public-at-Large Member for any reason, including the absence of the Public-at-Large Member for more than three consecutive meetings.
- 11. At the first meeting of the Committee following the annual Organizational Meeting of Council, the Committee appoints, by majority vote, a Chair and Vice-Chair. The Chair (or Vice-Chair in the Chair's absence), presides over the meeting and maintains order at the meeting.
- 12. (a) The EDO is the principal advisor to the Committee, and is responsible for providing technical, administrative, meeting management, and other supports to the Committee as required for its meetings.
 - (b) The CAO is entitled to attend any meeting of the Committee.
 - (c) Attendance of other municipal staff is at the discretion of the CAO.

PART 6

MEETING PROCEDURES, AGENDAS, AND MINUTES

- 13. The Committee operates under the guidance of the Act and meetings comply with legislation that is applicable to regular Council or Committee meetings under the Act and Council's Procedural Bylaw, as amended from time to time.
- 14. (a) The Committee meets quarterly (4 times per year) in the Council Chambers of the Beaver County Services Centre on a day and at a time established by the Committee. The Committee may alter the day and time of meetings as the need arises.
 - (b) The Chair will call a special meeting upon written request of a Committee member.
 - (c) Committee members may attend by virtual conference.
- 15. The quorum requirements of the Act apply to the Committee.
- 16. All meetings of the Committee are chaired by the Chair appointed in accordance with this Bylaw, or in the Chair's absence, by the Vice-Chair.
- 17. Committee meetings are open to the public and notification of regular and special meetings is advertised in the same manner as regular Council meetings.
- 18. On a majority vote of Committee members in attendance, the Committee may determine to meet in private (in Closed Session) to discuss confidential matters. Closed Sessions are held in accordance with privacy legislation, the Act, and Council's Procedural Bylaw.
- 19. Matters are placed on the Committee agenda by the Agendas Committee or the Chair or at the request of any Committee member or the CAO.
- 20. Administrative reports and presentations to the Committee must be placed on the agenda.
- 21. Requests to present matters to the Committee and to be placed on the agenda by ratepayers, residents, or stakeholders either individually or as representatives of organizations, are first reviewed and approved by the Agendas Committee or the Chair, or in some instances by majority vote of the Committee.
 - (a) Presentations may not exceed 15 minutes, excluding time for the Committee members to ask questions for clarification. Extensions of time require approval of the majority of the Committee members in attendance.
 - (b) No decisions regarding the matters presented are made during Committee meetings.
- 22. At each meeting, the Committee votes to accept the Agenda as presented or amended, previous Committee meeting minutes, and whether to refer a matter to the Governance and Priorities Committee or Council with comments or recommendations, or return to administration for additional information.
- 23. Minutes of each meeting are recorded and subsequently maintained by the CAO as an official record of the Committee. Minutes reflect the topic, general information about the matter, and direction given by the Committee in the form of a resolution. Matters not requiring any direction from the Committee are accepted as information.
- 24. Minutes of Committee meetings are available to the public after acceptance by the Committee at a subsequent meeting.



PART 7

GENERAL

25. The laws of Alberta apply to this Bylaw and if any section or parts are found to be illegal or beyond the power of Council to enact by a Court of Alberta, such section or parts are deemed to be severable and all other sections or parts are deemed to be separate and independent therefrom and are enacted as such.

26. This Bylaw comes into force and effect after third and final reading and upon being signed.

Read a FIRST time this 23 day of November, A.D. 2022

Read a SECOND time this 23 day of November, A.D. 2022

Read a THIRD time and finally passed this 23 day of November, A.D. 2022


REEVE


CHIEF ADMINISTRATIVE OFFICER

December 16, 2022
DATE SIGNED