

TOWN OF PICTURE BUTTE  
BYLAW NO. 906-21

A BYLAW OF THE COUNCIL OF THE TOWN OF PICTURE BUTTE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN ECONOMIC DEVELOPMENT COMMITTEE TO PROMOTE RESIDENTIAL, COMMERCIAL AND INDUSTRIAL DEVELOPMENT IN THE TOWN OF PICTURE BUTTE

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

AND WHEREAS the Municipal Government Act also provides that a Council may pass bylaws in relation to the establishment and functions of Council committees, and the procedure and conduct of Council committees, and the conduct of Council committees established by the Council;

AND WHEREAS the Council of the Town of Picture Butte considers it expedient to establish an Economic Development Committee to advise them on Economic Development matters;

NOW THEREFORE, the Municipal Council of the Town of Picture Butte, hereby enacts as follows:

1. CITATION

1.1. This bylaw may be cited as the "Economic Development Committee Bylaw".

2. DEFINITIONS

2.1. In this bylaw:

1. "CAO" means the Chief Administrative Officer of the Town of Picture Butte;
2. "Committee" means the Picture Butte Economic Development Committee;
3. "Council" means the Town of Picture Butte Council;
4. "Chamber of Commerce" means the Picture Butte and District Chamber of Commerce.

3. Economic Development Committee

3.1. There is hereby established a Committee to be known as the Picture Butte Economic Development Committee.

4. Appointments/Terms

4.1. The Committee shall consist of seven (7) voting members appointed by Council. The said members shall consist of:

1. Two (2) members of Town Council;
2. One (1) member nominated by the Chamber of Commerce;
3. Two (2) members representing the agricultural community;
4. Two (2) members representing the business/industrial community;

4.2. A maximum of three (3) members of the Committee may be from outside the municipal boundaries of the Town of Picture Butte.

4.3. All members shall be appointed by Council Resolution at the recommendation of the Economic Development Committee submitted in writing.

4.4. Appointments shall be for four (4) years.

4.5. All members shall remain in office until their respective successors are appointed by Council.

- 4.6. By mutual consent, the Council and the Committee may with reason, request the resignation of any of the members, prior to the expiry date of the member's appointment.
- 4.7. Any member may resign at any time upon sending a written notice to the CAO.
- 4.8. A person is disqualified from remaining a member of the Committee if he/she fails to attend, without being authorized by a resolution of the Committee to do so, three (3) consecutive Committee meetings.
- 4.9. If a member of the Committee is disqualified from remaining a member under subsection 5.6., he/she is deemed to have resigned his/her seat on the Committee.

## 5. Proceedings

- 5.1. Annually, the Committee shall hold a meeting at which time a chairperson and vice-chairperson shall be selected for the ensuing year.
- 5.2. Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee, at least once every three (3) months, and at such other times as deemed necessary.
- 5.3. A majority of members of the Committee constitute a committee.
- 5.4. Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee.
- 5.5. All minutes, resolutions and policies of the Committee shall be entered in books to be kept by it for that purpose and the books shall be signed by the Chair or Acting Chair.
- 5.6. A copy of all minutes, resolutions and policies shall be given to the CAO to be filed with the Town records.
- 5.7. Remuneration of the members of the committee shall be established by resolution of Council.

## 6. Economic Development Officer

- 6.1. There shall be an Economic Development Officer who shall assist and advise the Committee.
- 6.2. The Economic Development Officer shall be an employee or appointed by the CAO of the Town of Picture Butte.
- 6.3. The Economic Development Officer shall:
  1. Provide expertise and assistance to the Committee in the development and implementation of economic goals and objectives;
  2. Notify all members and advisers of the Committee of the holding of any regular or special meetings;
  3. Keep proper and accurate minutes of the process of all meetings which shall be retained in the Town office;
  4. Maintain all records and correspondence that are relevant to the Committee;
  5. Carry out such other administrative duties as the Committee may require.
  6. Have no voting privileges.

## 7. Duties of the Committee

- 7.1. The Committee's objectives shall be to devise methods of:
  1. Improving Picture Butte's image;
  2. Attracting new residents;
  3. Attracting new businesses.
- 7.2. The Committee shall provide advice on both economic and community development matters identified by the Committee or as assigned to the Committee by Council.
- 7.3. Specific powers, duties and responsibilities of the Committee include:
  1. serve as a liaison between town government and the community;
  2. in conjunction with Council and Town staff, facilitate economic growth and redevelopment activities for the Town of Picture Butte;

3. work with citizens, staff, business owners, property owners, prospective developers, the Chamber of Commerce, and other economic development stakeholders on a variety of economic and community development and redevelopment activities;
4. provide review and comment on economic and community development and redevelopment policies to Council;
5. make recommendations to Council regarding economic and community development issues, strategy development and implementation and other initiatives that can be undertaken by the Town to expand and strengthen its economy, inclusive but not limited to investment attraction, business retention and expansion, workforce retention and expansion, entrepreneur development and small business support; and
6. to assist Council in finding funding sources for economic and community development and redevelopment initiatives.

7.4 The Committee Chairperson shall present an annual written report to Council in December of each year.

8. Budget


- 8.1. Annually, before the 30<sup>th</sup> of September, the Committee shall submit to the Council for ratification, a budget of estimated expenditures and revenues for the next year with respect to all matters over which or under the terms of this bylaw, it has jurisdiction.
- 8.2. Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever; nor shall the said Committee nor any member thereof have the power to authorize any expenditure to be charged against the Town.
- 8.3. In the event that there is any deviation of the ratified budget desired by the Committee, application for change from the ratified budget must be made to Council before the change is affected.


9. COMING INTO EFFECT

- 9.1. This Bylaw shall come into effect on the date of the third reading.

READ A FIRST TIME THIS 11<sup>TH</sup> DAY OF JANUARY, 2021. A.D.  
READ A SECOND TIME THIS 11<sup>TH</sup> DAY OF JANUARY, 2021. A.D.  
READ A THIRD TIME AND FINALLY PASSED THIS 11<sup>TH</sup> DAY OF JANUARY, 2021. A.D.

TOWN OF PICTURE BUTTE

  
\_\_\_\_\_  
Cathy Moore  
Mayor

  
\_\_\_\_\_  
Keith Davis  
CAO