

**TOWN OF WAINWRIGHT  
BYLAW NO. 2018-11**

**A BYLAW OF THE TOWN OF WAINWRIGHT TO ESTABLISH AN  
ECONOMIC DEVELOPMENT COMMITTEE**

**WHEREAS** the Councils of the Town and Municipal District of Wainwright desires to promote, expand and enhance the economic development of the Town and Municipal District of Wainwright;

**AND WHEREAS** Council considers it expedient to establish a Committee to advise Council on economic development related issues;

**NOW THEREFORE** the Council of the Town of Wainwright in the Province of Alberta, duly assembled, enacts that:

**PART 1 - Definitions**

"Committee" means the Economic Development Committee of the Town of Wainwright and Municipal District of Wainwright.

"Council" means the Council of the Town of Wainwright.

"MD" means the Municipal District of Wainwright.

"Town" means the Town of Wainwright.

"Economic Development Plan" means a document that describes the Town's and MD's economic development strategies.

**PART 2 - Appointments/Terms**

2.1 A Committee to be known as the Wainwright Economic Development Committee is hereby established in and for the Town and MD.

2.2 The Committee shall consist of three members, two (2) shall be representatives of Town Council, one (1) shall be a representative of MD Council.

At the Organizational meeting of Council, Council representatives will be appointed for one (1) year terms.

**Part 3 - Proceedings**

3.1 Meetings of the Committee shall be held on a quarterly basis at a time to be set by the Committee, and at such other times as deemed necessary.

3.2 Special meetings may be called by the Economic Development Officer.

3.3 A quorum for regular and special meetings of the Committee shall comprise of two of the three members of the Committee being present.

3.4 The Committee can recommend forming subcommittees on special issues but they are subject to Councils final approval.

3.5 Voting via electronic means is acceptable however in-person meetings are preferred.

- 3.6 The Economic Development Officer may be required to attend Council meetings to report on economic development issues, upon request from Town or MD Councils.
- 3.7 Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Robert's Rules of Order, newly revised.
- 3.8 Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town or the MD 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 or the MD.

#### **Part 4 – Economic Development Officer**

- 4.1 The Economic Development Officer will provide assistance to the Committee.
- 4.2 The Economic Development Officer shall:
  - a. notify all members of the Committee of the arrangements for the holding of each regular and special meeting of the Committee including the establishment of the agenda, and
  - b. ensure minutes of the proceedings of all meetings of the Committee are taken, distribute copies to all members and file a copy with the Town office, and
  - c. facilitate the development of, for the consideration and approval of Council, an economic development plan for the Town and recommend to Council such amendments to the plan as should be required from time to time, and
  - d. develop and maintain effective communications with Town and MD Councils and Departments, the media, the business community and other community organizations and stakeholders.
- 4.3 The Economic Development Officer shall not have voting privileges.
- 4.4 The Economic Development Officer will be an employee of the Town of Wainwright and his/her salary will be paid by the Town.
- 4.5 The Economic Development Officer will be under the general direction and supervision of the Director of Planning and Development.

#### **Part 5 – Duties and Mandate of the Board**

- 5.1 The Committee shall act as a body to Council on all aspects concerning economic development within the Town and surrounding area.
- 5.2 The Committee is funded by the Town therefore operating and administrative budgets of the Committee must be approved by Council. Annually, prior to January 31<sup>st</sup>, the Committee shall submit to Town a written statement outlining its proposed activities and expenditures to be made in the upcoming year for approval by Council. Any alterations to the approved budget must be presented to Council for approval.

#### **Part 6- General**

- 6.1 Bylaw 2012-01 is hereby repealed.
- 6.2 This bylaw shall come into force on the date of the final passing thereof.

READ a first time this 18<sup>th</sup> day of September, A.D., 2018.

Brian Bethune  
Mayor

Colin  
Chief Administrative Officer

READ a second time this 2nd day of Oct, A.D., 2018

Brian Bethune  
Mayor

Colin  
Chief Administrative Officer

READ a third time and finally passed this 2nd day of Oct,  
A.D., 2018

Brian Bethune  
Mayor

Colin  
Chief Administrative Officer