

**Town of High River**  
**Alberta**  
**Bylaw 4243/2009**

Being a Bylaw of the Town of High River, in the Province of Alberta, to establish the High River Business and Tourism Development Advisory Committee.

**WHEREAS** Pursuant to the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, a Council may pass bylaws relating to the right to govern the Town in the 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 members of Council committees established by the Council, **and**

**WHEREAS** Council has deemed it desirable to promote, expand and enhance the business and tourism development of the Town of High River, **and**

**WHEREAS** Council wishes to form a Business and Tourism Development Advisory Committee Bylaw that is unique and will foster the economic viability of High River, **and**

**NOW THEREFORE** The Municipal Council of the Town of High River, in the Province of Alberta, duly assembled in a Regular Meeting, enacts as follows:

**I. TITLE**

This By-Law will be cited as "The Business and Tourism Development Advisory Committee Bylaw."

**II. DEFINITIONS**

In this By-law, unless another meaning is required by the Contract the interpretation set out in the following subsections will be used:

1. **Act** will mean the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto.
2. **Committee** will mean and include The Town of High River Business and Tourism Development Committee.
3. **Council** will mean the municipal council of the Town of High River.
4. **Town** will mean the Town of High River.

**III. COMMITTEE/APPOINTMENT/TERM**

1. There is hereby established a "Town of High River Business and Tourism Development Advisory Committee" in and for the Town of High River.
2. The Business and Tourism Development Advisory Committee may create Steering Committees, as outlined in Schedule "A," on an as needed basis.
3. The Town of High River Business and Tourism Development Manager, and/or their designate shall attend in a non voting advisory capacity.
4. Council will appoint one or two Council members to attend in a non-voting capacity.
5. The Committee shall consist of residents of High River and surrounding area who are willing to provide expertise to achieve the Action/Work Plan goals and objectives.
6. All Members appointed will be appointed for three year terms following the initial appointments as indicated on Schedule "A" attached to and forming part of this Bylaw.
7. Members may be appointed for a maximum of two (2) consecutive terms.
8. Upon expiry of their term, each member will remain in office until a successor is appointed by Council.
9. Any member of the Committee may resign upon sending written notice to Council - the date on the resignation will be the effective date of the resignation.

10. 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.
11. A member of the Committee will be disqualified from holding Office if he or she:
  - a. ceases to be a resident of the area of the Town of High River that he or she represents,
  - b. is removed by a majority vote of the respective Council; or
  - c. is absent from three (3) consecutive meetings of the Committee unless such absence be authorized by resolution of the Committee recorded in its minutes.
12. The Chairman of the Committee may be consulted when an appointment to the Committee is considered by Council.
13. Members of the Business and Tourism Development Advisory Committee shall not be simultaneously a member of any Town Planning Committee or Town Development Appeal Board.

#### **IV. PROCEEDINGS**

1. The Committee will hold no less than one scheduled meeting per month unless otherwise approved by a resolution of the Committee.
2. The Committee may hold special meetings at the call of the Chairperson, or any three (3) members upon 24 hours notice given verbally or in writing.
3. The Committee will elect a Chairperson and Vice-Chairperson from its membership each year at their first meeting following the organizational meeting of Council.
4. The Town will provide a 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.
5. A quorum of the Committee will be 2/3 of the total voting members.
6. Only those members of the Committee in attendance at a meeting of the Committee may vote on any matter then before the Committee.
7. Each Committee member will have only one vote.
8. The Chairperson will vote on every question, and, in the event of a tie, the motion will be lost.
9. 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.
10. 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.
11. The business of the Committee will be conducted in accordance with the Town of High River Council Procedure Bylaw, the Act and such rules or procedures as the members may agree upon.
12. Meetings of the Committee will be open to the public, but all matters relating to conduct, management or employee relations will be conducted in closed session.

#### **V. POWERS AND DUTIES**

1. No Committee member(s) will have the power to represent or pledge the credit of the Town of High River in connection with any matters whatsoever, nor will the Committee have the power to authorize any expenditure charged against the Town.
2. The Committee will endeavor to advise and contribute to the development of economic development work plans and strategies.
3. On an annual basis the Committee will review their steering committees, objectives and goals.
4. The Committee will fulfill its role as advisor to the economic development coordinator of the Town of High River.
5. All Committee members will recognize the need for and uphold the rule of confidence as appropriate to economic development activities.
6. The Committee will develop and adopt such policies, rules and

procedures as its members may agree upon, provided that any said policies, rules and procedures are consistent with established Council policies. These will generally relate to:

- a) governance and Committee operations;
  - b) Committee and staff relations;
7. Except when appointed otherwise by the Committee to communicate a decision of the Committee, the Chairperson or his designate will be responsible for this undertaking.
  8. The Committee may be dissolved by unanimous decision only in consultation with Council of the Town of High River.

**VI.** Bylaw 4196/2008 and any amendments thereto are hereby rescinded.

**VII.** This Bylaw comes into full force and effect upon Third and Final reading thereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
**MAYOR/DEPUTY MAYOR**

\_\_\_\_\_  
**TOWN MANAGER/  
DIRECTOR OF CORPORATE SERVICES**

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
**MAYOR/DEPUTY MAYOR**

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**TOWN MANAGER/  
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**MAYOR/DEPUTY MAYOR**

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**TOWN MANAGER/  
DIRECTOR OF CORPORATE SERVICES**

## SCHEDULE A

### Economic Development Committee - Steering Committees

#### Terms of Reference

As per section III Committee Appointment/Term. The Economic Development Committee can formulate Steering Committee(s), which would be comprised of a maximum of five (5) members, consisting of one (1) appointed EDC committee member, the Economic Development Officer of the Town of High River, and up to three (3) members at large who are directly involved in the issue or industry under investigation.

The Steering Committee(s) would be formed to research, provide recommendations and advice on specified issue or topic, as recognized by the Committee.

The Steering Committee(s) will be created for a set period of time which will be determined by the Economic Development Committee at the meeting at which the Committee is formed. The set date of completion of the steering committee should be determined and voted on by the Economic Development Committee. The Steering Committee(s) are then dissolved on the prescribed date, and are expected to submit a report of their findings to the Economic Development Committee on/or prior to this date.

Steering Committees are advisory bodies, and therefore do not represent or act on behalf of the Town or any Agency of the Town.

Steering Committees report directly to the Chair of the Economic Development Committee, with documented reporting at the end of the identified term of the Steering Committee(s). Reporting may also be undertaken by the Steering Committee(s) at other at any other time during the Committee(s) operation, as needed or as requested by the Economic Development Committee.