

TOWN OF DIDSBURY  
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE  
BYLAW 2020-05

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BEING A BYLAW OF THE TOWN OF DIDSBURY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN ECONOMIC DEVELOPMENT ADVISORY COMMITTEE.

**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 Didsbury considers it expedient to establish such an Economic Development Advisory Committee to advise them on Economic Development matters and enhance Didsbury's economic viability;

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF DIDSBURY, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

**1. TITLE**

This bylaw will be cited as the Didsbury Economic Development Advisory Committee Bylaw.

**2. DEFINITIONS**

2.1 In this bylaw, unless the content otherwise requires:

**Act** means the *Municipal Government Act*, RSA 2000, being Chapter M-26 of the Revised Statutes of Alberta, and amended thereto.

**Committee** means and includes the Town of Didsbury Economic Development Advisory Committee.

**Council** means the Council of the Town of Didsbury.

**Steering Committee** means the committee tasked with recruitment of inaugural members of the Didsbury Economic Development Advisory Committee.

**Town** means the Town of Didsbury, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Didsbury, as the context may require.

**3. POWERS/DUTIES & AUTHORITY OF COMMITTEE**

3.1 The Committee shall have the authority to form ad hoc Committees and task forces from among its members, to assist in carrying out its objectives and responsibilities under this Bylaw.

3.2 The Committee shall not have the power to pledge the credit of the Town, to pass Bylaws or to enter into any contractual agreements.

3.3 The tasks of the Didsbury Economic Development Advisory Committee (DEDAC) include:

- a. Provide input, feedback and advice on the strategies in the Economic Development Marketing Plan to the Economic Development Officer;
- b. Provide input, feedback and advice on the strategies in the Integrated Community Sustainability Plan to the Economic Development Officer;

- c. Provide advice and comment on Economic Development Officer recommendations that the Economic Development Officer may take forward to Council;
- d. Recommend additional strategies, ideas and solutions related to economic development in the Town of Didsbury and area to the Economic Development Officer.

#### **4. PUBLIC PARTICIPATION**

- 4.1 Community organizations and individuals that wish to appear before or communicate directly with Council on any matter related to economic development will be referred to the Economic Development Advisory Committee.

#### **5. MEMBERSHIP**

- 5.1 The Town of Didsbury Economic Development Advisory Committee (DEDAC) shall consist of a minimum of eleven (11) members. Membership shall comprise the following:
  - a. A maximum of two (2) Town of Didsbury Councillors;
  - b. A minimum of eight (8) voting members of the public at large; that have experience in or a passion for business, innovation or economic development. Backgrounds in, but not limited to the following, are beneficial:
    - Didsbury area business owner and operator;
    - Didsbury and District Chamber of Commerce executive member;
    - Entrepreneur;
    - Investor/financier;
    - Commercial realty;
    - Land development;
    - Tourism operator;
  - c. President of the Didsbury & District Chamber of Commerce (non-voting ex-officio);
  - d. Mayor of the Town of Didsbury non-voting ex-officio);
  - e. A youth voting member (target age Grade 11 or 12).
- 5.2 The inaugural recommendations for appointment of members of the public at large to the Economic Development Advisory Committee shall be provided by the Economic Development Steering Committee.
- 5.3 All subsequent members shall be appointed by Council Resolution at the recommendation of the Economic Development Advisory Committee submitted in writing.
- 5.4 The majority of members must maintain residence within the Town of Didsbury. Those without residence must have a vested interest in the community and economic development region by means of, but not limited to land or business ownership or investment.
- 5.5 Council will select and appoint all DEDAC members on the basis of demonstrated appreciation of and participation in community economic development matters outlined in the letter of interest that is required along with the Volunteer Application Form. Academic qualification, availability, work experience, community involvement, knowledge and professional experience will also be taken into consideration.

## 6. TERM

- 6.1 The term of office shall be for two (2) years, with the term to expire at the organizational meeting of Council held as per Section 192(1) of the *Municipal Government Act*.
- 6.2 Should a vacancy occur, the vacancy shall be advertised through all regular methods of the Town of Didsbury communications when possible. The committee through the Chair, shall recommend a replacement member. The Committee through the Chair, may recommend re-appointment of a member whose terms has expired. In the circumstance of a vacancy for an incomplete term, the appointment will be for the duration of the incomplete term.
- 6.3 Any member of the Committee who has an unauthorized absence from three consecutive meetings shall be automatically removed from the Committee.

## 7. PROCEEDING/MEETINGS

- 7.1 The Committee shall appoint a Chairperson and a Vice-chairperson from the members of the Committee excluding Councillors and ex-officio members.
- 7.2 Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee.
- 7.3 The Committee may request the attendance of any person in an advisory capacity.
- 7.4 At least 24 hours' notice of a Committee meeting or a change in the location or time of a Committee meeting must be given:
  - a. To the members of the Committee; and
  - b. To the public.
- 7.5 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Didsbury website.
- 7.6 A majority of voting members shall constitute a quorum at the Committee meeting.
- 7.7 Notwithstanding 7.6, the Committee may act in the absence of a quorum provided all members have received notice as provided in subsection 7.4 a. and b.
- 7.8 All voting members of the Committee, including the chair shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be defeated.

## 8. ADMINISTRATIVE REPRESENTATIVE (ECONOMIC DEVELOPMENT OFFICER)

- 8.1 The Economic Development Officer shall:
  - a. Be the administrative advisor to the Committee and provide administrative support;
  - b. Notify all members and advise the Committee of any Regular, or Special Meetings;
  - c. Keep minutes of the proceedings of all meetings which shall be retained in the Town Office;
  - d. Maintain all records and correspondence that are relevant to the Committee;
  - e. Work with the Chairperson to establish the agenda for all meetings; and
  - f. Shall not be a voting member of the Committee.

**9. GENERAL**

- 9.1 Committee members shall abide by all Town of Didsbury Bylaws and Policies related to committees.
- 9.2 Committee members shall abide by the Council Code of Conduct Bylaw enacted by Council.
- 9.3 The proceedings and deliberations of the Committee must be conducted in public except where the information is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

**10. COUNCIL PREROGATIVES**

- 10.1 Council may authorize, by motion, variance of any the preceding enactments.
- 10.2 Where there is a conflict of this bylaw with other bylaws, this bylaw shall take precedent.

**11. EFFECTIVE DAY**

- 11.1 This Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

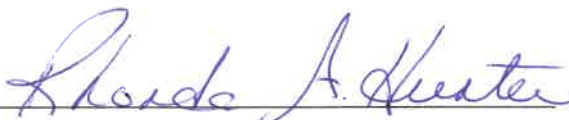
**12. REPEAL**

- 12.1 Bylaw 2005-11 and amendments thereto are hereby repealed.

Read a first time on the 10<sup>th</sup> day of March, 2020.

Read a second time on this 28 day of April 2020.

Read a third and final time on this 12<sup>th</sup> day of May 2020



Mayor – Rhonda Hunter



Chief Administrative Officer – Ethan Gorner