

BYLAW NO. 372-16

A BYLAW OF THE TOWN OF PONOKA IN THE PROVINCE OF ALBERTA TO ESTABLISH A HERITAGE AND DOWNTOWN REVITALIZATION COMMITTEE.

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended or replaced from time to time, Council may pass a bylaw to establish a Council Committee and establish the procedures and conduct of a Council Committee and its members;

AND WHEREAS Council of the Town of Ponoka deems it necessary to establish a Heritage and Downtown Revitalization Committee;

NOW THEREFORE the Council for the Town of Ponoka in the Province of Alberta duly enacts as follows:

SHORT TITLE

This Bylaw shall be cited as the "*Heritage and Downtown Revitalization Committee Bylaw*."

DEFINITIONS

Terms and words in this Bylaw which are defined in the Municipal Government Act, RSA 2000, c.26, as amended from time to time, have the meaning expressed in that Act. Other terms and words, unless the context requires otherwise, are defined as follows for the purpose of this Bylaw:

1. "Act" means the Municipal Government Act, R.S.A 2000, Chapter M-26., as amended.
2. "Committee" means the Heritage and Downtown Revitalization Committee.
3. "Council" means the Council of the Town of Ponoka.
4. "Downtown" shall mean the area outlined in Schedule A.
5. "Municipality" shall mean the Town of Ponoka.
6. "Quorum" shall mean a simple majority of voting members of the Committee.
7. "Town" means the Town of Ponoka.

GENERAL

Pursuant to the Act, Council hereby enacts as follows:

8. The Heritage and Downtown Revitalization Committee is hereby established.
9. The mandate of the Committee is to provide input to Council regarding the revitalization and the redevelopment of downtown with an emphasis on retaining the Town's heritage components.

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10. The purpose of the Committee is to:
 - a. Provide strategic direction, guidance and ideas to Council regarding the enhancement and redevelopment of downtown.
 - b. Work to determine an innovative strategy to fund the initiatives of the Committee, as approved by Council, including promoting sponsorships on behalf of the Town.
 - c. Promote buy-in for downtown revitalization amongst businesses and residents of the Town.
 - d. Advise Council regarding decisions relating to Building Façade Improvement and historical grants.
 - e. Develop architectural and design guidelines that provide downtown with a cohesive pleasing appearance that allows for the Town's historical significance to be retained.
 - f. Increase the identity and profile downtown through positive advocacy and promotion in the community.
 - g. Align the Committee's Terms of Reference with the Land Use Bylaw and Municipal Development Plan.

MEMBERSHIP AND TERMS

11.
 - a. Council shall appoint members to the Committee by resolution.
 - b. The Committee shall consist of 11 Ponoka area residents and downtown business representatives with the following breakdown:
 - i. Two (2) voting members of Council.
 - ii. One (1) voting member of the Ponoka Chamber of Commerce.
 - iii. One (1) voting member of the Economic Development Board.
 - iv. Five (5) voting members representing Downtown businesses.
 - v. Two (2) voting members of the public at large.

The Committee shall also include a non-voting representative from the Town's Economic Development department who shall provide administrative support and resources.

- c. The Committee shall pursue the membership via newspaper advertisements and recruitment strategies. For the initial membership, the two members of Council and the Town's Economic Development representative shall review the applications and appoint the initial Committee members who shall have staggered terms as follows:
 - i. Ponoka Chamber of Commerce member – 1 year
 - ii. Economic Development Committee member – 1 year
 - iii. Two of the five Downtown businesses representatives – 1 year
 - iv. Three of the five Downtown businesses representatives – 2 years

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- v. One member of the public at large – 1 year
- vi. One member of the public at large – 2 years

Thereafter all terms shall be for 3 years and shall run from November 1 until October 31st.

d. Members of Council may change yearly at Council's Organizational Meeting.

12. At its first meeting after Council's Annual Organizational Meeting, the Committee shall elect a Chairman and Vice-chairman from its members. In the absence of the Chair and Vice-Chair during a meeting, the Committee shall elect an Acting-Chair from the members present at the meeting.
13. Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee at the first Committee meeting of the year and at such other times as deemed necessary.
14. A vacancy on the Committee may be filled for the remainder of that term upon resolution of the Council. Resignations must be made in writing to the Chair of the Committee and shall come in effect at the time of receipt.
15. With the exception of Council members, if any Committee member is absent from three consecutive meetings, the Chair shall schedule a meeting with the member to discuss their continued membership. Upon recommendation from the Chair, Council may declare the office of such member vacant.
16. Council may remove any member of the Committee.
17. An employee of the municipality shall not be appointed to the Committee.

PROCEDURES

18. Pursuant to Section 197 of the Act, all meetings of the Committee shall be open to the public.
19. All members of the Committee present at a meeting shall vote on any matter before it unless otherwise exempted by conflict of interest.
20. All meetings shall have quorum.
21. The Chair shall set the Agenda with the assistance of the Economic Development representative.
22. The Economic Development representative shall endeavor to distribute the agenda and minutes to Committee members one week prior to any scheduled meeting. Minutes of all meetings shall be approved by the Committee at the following meeting of the Committee. Approved minutes shall be presented to Council as information.

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- 23. The Chair or its designate shall represent the Committee. When speaking in public or addressing the media, the Chair shall declare if they are speaking as Chair of the Committee or as an individual.
- 24. The Council Committee members shall report to Council on Committee activities and recommendations.
- 25. The Committee may make budget recommendations to Council to fund special initiatives.

CONFLICT OF INTEREST

- 26. Any member of the Committee who has a pecuniary interest in a matter being considered by the Committee shall disclose their pecuniary interest and abstain from voting. Members of Council shall comply with the provisions of Section 169 to 173 of the Act.

EFFECTIVE DATE

- 27. Bylaw No. 354-15 is hereby repealed.
- 28. This Bylaw comes into effect upon third and final reading.

First Reading:	August 9, 2016
Second Reading:	August 9, 2016
Third Reading:	August 9, 2016

TOWN OF PONOKA

MAYOR

CHIEF ADMINISTRATIVE OFFICER