

BYLAW NO. 368-16

A BYLAW IN THE TOWN OF PONOKA IN THE PROVINCE OF ALBERTA TO GOVERN AN ECONOMIC DEVELOPMENT BOARD

WHEREAS the Town of Ponoka considers it expedient to maintain an Economic Development Board (EDB) to promote, expand and enhance economic development.

NOW THEREFORE the Council of the Town of Ponoka in the Province of Alberta duly assembled enact as follows:

PART 1 – BACKGROUND

1. The Ponoka Economic Development Board was established in 2004 to facilitate the promotion and expansion/enhancement of economic development in the Town of Ponoka.
2. The primary responsibility of the Board is to provide advice for the Town on Community Economic Development Initiatives and to assist in the implementation of these initiatives.

PART 2 – DEFINITIONS

3. “**Board**” shall mean and include the Economic Development Board of the Town of Ponoka.

“**Coordinator**” shall mean staff employee representative of the Town of Ponoka as designated by the Town Manager.

“**Town**” means the Council of the Town of Ponoka.

PART 3 – APPOINTMENTS

4. The Board shall consist of not less than seven (7) voting members and The Town, by resolution, shall make all appointments to the Board.

PART 4 – TERMS

5. The Board members appointed by Town Council shall serve the following terms.

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- a) The term for a first time member shall be one (1) year. This will allow the member the opportunity to attend meetings and events and determine if they wish to continue as a member past their first term.
 - b) The term for a returning member shall be three (3) years.
 - c) Terms will end after the last October EDB meeting each year. New appointments and reappointments will be heard at the first council meeting following this date.
 - d) Members may only serve two consecutive 3 year terms with the Board. Any former member can apply to rejoin the board after a waiting period of one year.
 - e) Council may waive the one year waiting period in the event that the membership drops below the minimum number of seven and additional members cannot be recruited.
6. If any member no longer can attend meetings or resigns they must communicate this to both the Town and the Board in writing. The Town shall appoint another member for the balance of the absentee member's term of office.
7. Upon notification to the Town by the Board of a member absenting himself/herself from three (3) consecutive meetings of the Board (unless such absence be caused through illness or unless authorized by resolution of the Board entered upon it's minutes) the Town shall reserve the right to appoint another member for the balance of the absentee member's term of office.

PART 5 – PROCEDURES

8. Annually during the month of November, the Board shall hold a meeting, at which time a Chairperson and Vice Chairperson shall be elected by the Board for the ensuing year.
9. The Chairperson shall preside at meetings of the Board and in the absence of the Vice Chairperson the Board may elect a Chairperson
10. Meeting of the Committee shall be held on a regular basis at a time to be set by resolution of the Board, at least once every three (3) months, and at such other times as deemed necessary.
11. A Quorum for regular and special meeting of the Committee shall be a simple majority.

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12. Special Meetings may be called on twenty-four (24) hours' personal notice by the Chairperson or at the request of any three (3) members of the Board.
13. The Board will have access to funding through the Operating Budget of the Economic Development Office. Access to funding for projects outside this budget must be approved by the Town. The Board shall not pledge the credit of the Town in connection with any matters whatsoever, nor shall the said Board or any member thereof, have any power to authorize any expenditure charged against the Town of Ponoka.
14. The Town shall be the signing authority for the Board.

PART 6 – COORDINATOR

15. The Coordinator shall:
 - a) Notify all members and advisors of the Board of the holdings of any regular or regular special meeting.
 - b) Keep proper and accurate minutes of the proceedings of all meetings, which shall be retained in the Town Office.
 - c) Maintain all records and correspondence that are relevant to the Board.

PART 7 – DUTIES OF THE BOARD

16. The Board shall be responsible for preparing for the consideration of Council, an Economic Development Plan for the Town of Ponoka and facilitate implementation of this plan and provide direction and advice to Town Council on economic development and/or issues that affect economic development.
17. Annually, as requested by Town Council, the Board shall submit to the Town a written statement showing in reasonable form and detail, expenditures proposed to be made by the Board during the next following year with respect to all matters over which the Board has jurisdiction.
18. Within the budget approved by the Town the Board shall carry out a program for the promotion of the goals and objectives of the Economic Development Plan.

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PART 7 – DUTIES OF THE TOWN

19. The Town shall be responsible for providing two council members to serve as non-voting advisors to the Board.

This Bylaw repeals Bylaw 341-14 Establish an Economic Development Board and takes effect at the final reading of the Bylaw.

First Reading: March 8, 2016

Second Reading: March 8, 2016

Third & Final Reading: March 22, 2016

MAYOR

CHIEF ADMINISTRATIVE OFFICER