

TOWN OF WEMBLEY
BY-LAW NO. 629

BEING A BY-LAW OF THE TOWN OF WEMBLEY, IN THE PROVINCE OF ALBERTA, TO
PROVIDE FOR THE APPOINTMENT OF AN ECONOMIC DEVELOPMENT BOARD

WHEREAS the Council of the Town of Wembley considers it expedient to establish such a Board, pursuant to Section 43(1), MGA;

NOW THEREFORE the Municipal Council of the Town of Wembley assembled enacts as follows:

I. Definitions

"Board" shall mean and include the Economic Development Board of the Town of Wembley.

"Community" shall mean the Town of Wembley.

"Council" shall mean the Council of the Town of Wembley.

II. Appointment/Term

1. The Town of Wembley Economic Development Board is hereby established and shall consist of up to Nine (9) voting members.

Membership shall comprise of the following:

- (a) Up to Eight (8) persons from the Community appointed by resolution of Council.
 - (b) Up to Three (3) member representing the rural area who shall be appointed by resolution of Council.
 - (c) All members shall be volunteers and shall be appointed at the Organizational Meeting of Council and may be reappointed for Three (3) consecutive One Year Terms.
 - (d) An liaison/advisor representative of Council shall be appointed by Council at the Organizational Meeting of Council to attended meetings of the Board when deemed necessary.
2. Any member of the Board may resign at any time upon sending written notice to the Board Chairman. The date of the resignation is received by the Board Chairman shall be the effective date of resignation.
 3. If any member of the Board dies, resigns, or ceases to be a member of the Board during the term, which he/she is appointed, the vacancy may be filled upon recommendation by the Board to Council at the next Regular Meeting of Council and such appointment shall be effective only during the remaining term of the person vacating, unless reappointed at the Organizational Meeting.
 4. Any member of the Board may be removed from office by resolution of Council for just cause.
 5. Any member of the Board who is absent for more than three (3) consecutive regular meetings may be removed from the Board unless the absence was previously authorized by resolution of the Board.
 6. No person is eligible to be a member of the Board if that person is an employee or Councillor of the Town.
 7. No person is eligible to be a member of the Board if that person is indebted to the Town for tax arrears exceeding \$50.00 or for any debt exceeding \$200.00 and in default for more than 90 days.
 8. No person is eligible to be a member of the Board if that person is or has been convicted of an offence punishable by imprisonment for 5 or more years, or for an offence under Section 123, 124 or 125 of the Criminal Code of Canada.

III. Proceedings

1. The Board will hold no less than one scheduled meeting per month for the first six months and thereafter the Board will set a schedule for meetings as deemed necessary. The Board may call Special Meetings as it may determine upon the request of the Chairman, or any two of its members.
2. The Board shall appoint a Chairman, a Vice Chairman and a Recording Secretary at their Organizational Meeting in November of each year.
3. 50% plus one members of the Board constitute a quorum.
4. Any decision of the Board reached by the majority of its members present shall be deemed to be the decision of the Committee.
5. The Board may, if deemed advisable, request the attendance of any person, or persons in an advisory capacity and may appoint such advisors as deemed necessary.
6. The Board may appoint such subcommittees as it deems necessary.
7. The Board will keep official minutes of their meetings and will forward adopted minutes to Council for their records.
8. Meeting procedures shall be conducted in accordance with good meeting practices within the code of conduct and ethics and in accordance with Roberts Rules of Order.

IV. Board Members

1. Each Board member that is in attendance will have one vote.
2. Neither the Board nor any member thereof shall have the power to 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 to be charged against the Town.

V. Duties of the Board

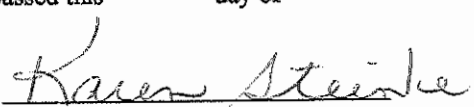
1. The Board shall prepare and recommend a series of goals and objectives to Town Council, for Town Council's consideration and approval, to promote the industrial and commercial, economic, governmental, institutional, tourist and transportation services to the Community.
2. Annually before the 31st of December, the Board shall submit to Council a written statement showing in reasonable form and detail the expenditures proposed by the Board during the next following year with respect to all matters over which the Board has jurisdiction.
3. Annually before the 31st of December the Board shall present to Town Council, for their approval, an annual business plan. This business plan will result from community and economic development driven initiatives.
4. The accompanying Terms of References constitute part of this by-law.

This By-Law shall take effect on final reading thereof and shall replace By-Law No. 625.

READ a first time this 13th day of November A.D. 2004.

READ a second and third time and finally passed this 17th day of January A.D. 2005


Mayor


Administrator

Terms of Reference # A

STRUCTURE: Economic Development Board

PURPOSE: The purpose of the Board is to guide and direct the economic development initiatives for the council and community.

OBJECTIVES:

- . The Board will assist the community with establishing an organizational framework for economic development.
- . The Board will assist in developing an environment for planning economic development.
- . The Board will establish a communication system for the celebrating of the community's economic development initiative achievements.
- . The Board will assist council to ensure there are adequate resources to complete activity plans that are established.
- . Work within the guidelines of the FOIP regulations.

SCOPE: This Board will work within the by-laws, the mandate and the policies as established by town Council and the Economic Development Board.

Terms of Reference # B

STRUCTURE: Business Retention and Expansion Subcommittee - as appointed by and reporting to the Economic Development Board.

PURPOSE: The purpose of this subcommittee is to address the needs of the existing businesses within the community. It will attempt to retain and expand existing businesses.

OBJECTIVES: This subcommittee will work with other community agencies in support of initiatives to help local businesses.

- . Develop and implement an activity plan based on the results of their SWOT analysis.
- . Establish a business visitation program.
- . Identify seminars and workshops for the business community to enhance their operational and management skills.
- . Establish a communication plan creating awareness about support to business.
- . Identify resources available for existing businesses and ensure availability of resources.
- . Work within the guidelines of the FOIP regulations.

SCOPE: The activities of this subcommittee should complement the initiatives of the Economic Development Board.

Terms of Reference # C

STRUCTURE: Opportunity Identification/Investment and Attraction Subcommittee - as appointed by and reporting to the Economic Development Board.

PURPOSE: The purpose of this subcommittee is to undertake an analysis of opportunities for viable family & business attraction.

OBJECTIVES:

- . Undertake an economic environment assessment of the region defining areas of interest for development, based on the results of their SWOT analysis.
- . Establish an action plan to move the information gathered from the assessment to the investing community.
- . Identify resources and partnerships to assist the sub-committee to access and undertake this task.
- . Work within the guidelines of the FOIP regulations.

SCOPE: The activities of this subcommittee should complement the initiatives of the Economic Development Board.

Terms of Reference # D

STRUCTURE: Community Lifestyle Development Subcommittee - as appointed and reporting to the Economic Development Board.

PURPOSE: Promote growth to the community through the development and maintenance of a high quality of life. Most communities are rich in culture and have a strong recreational base. This provides opportunity for economic development to support the culture and recreation environment.

OBJECTIVES:

- . Establish an action plan focusing on opportunities in the social context of the community.
- . Identify opportunities in support of recreational and cultural development.
- . Work within the guidelines of the FOIP regulations.

SCOPE: The activities of this subcommittee should complement the initiatives of the Economic Development Board.

Terms of Reference # E

STRUCTURE: Marketing and Promotions Subcommittee - as appointed by and reporting to the Economic Development Board.

PURPOSE: This subcommittee will identify target markets, customize information, package the material and pass it on to the community, industry, government, and others interested in the Town of Wembley with the review and approval of the Economic Development Board.

OBJECTIVES:

- . Establish a marketing/promotion plan for the Town, based on the results of their SWOT analysis.
- . Develop a communication plan for the economic development board.
- . Support the Town's presence on the World Wide Web by reviewing and validating the Town's web site and internet partnerships.
- . Create multimedia materials in support of initiatives in economic development.
- . Establish packages for marketing based on target markets.
- . Work within the guidelines of the FOIP regulations.

SCOPE: The activities of this subcommittee should complement the initiatives of the Economic Development Board.
