



# ECONOMIC DEVELOPMENT AND TOURISM ADVISORY COMMITTEE BYLAW

## BYLAW NO. 1395-14

BEING A BYLAW OF THE TOWN OF GRAVELBOURG, IN THE PROVINCE OF SASKATCHEWAN, TO ESTABLISH THE TOWN OF GRAVELBOURG ECONOMIC AND TOURISM DEVELOPMENT COMMITTEE.

WHEREAS the Council for the Town of Gravelbourg has agreed to establish an Economic and Tourism Development Committee;

THEREFORE under the authority of Section 8(1) of the Saskatchewan Municipalities Act, and amendments thereto, the Council of the Town of Gravelbourg, in the Province of Saskatchewan, duly assembled enact as follows:

1. This Bylaw may be cited as the Economic and Tourism Development Committee Bylaw.
  - a. In this Bylaw the following definitions apply:
    - i. **“Act”** means the Municipal Government Act.
    - ii. **“Committee”** means the Town of Gravelbourg Economic and Tourism Development Committee.
    - iii. **“Chief Administrative Officer”** or **“CAO”** means the person authorized to exercise the duties and responsibilities on behalf of the Municipality in the administration of the affairs of Council.
    - iv. **“Department”** means the Economic and Tourism Development Department of the Town of Gravelbourg;
    - v. **“Manager”** means the Economic and Tourism Development Manager;
    - vi. **“Council”** means the Council of the Town of Gravelbourg.
    - vii. **“Municipality”** means:
      1. the Corporation of the Town of Gravelbourg.
      2. where the context requires, means the areas of land contained within the boundaries of the Municipal corporate limits.

### ESTABLISHMENT OF THE ECONOMIC AND TOURISM DEVELOPMENT COMMITTEE

2. The Committee is hereby established and shall consist of the following:
  - a. The Committee shall be composed of not more than nine (9) members that upon the adoption of this Bylaw, shall consist of the following:
    - i. Two (2) representatives from the Council of The Town of Gravelbourg appointed by resolution of the Council of the Town of Gravelbourg;
    - ii. One (1) representative of the Rural Municipality of Gravelbourg; at their sole discretion; and appointed by resolution of the Council of the Rural Municipality of Gravelbourg;

- iii. Six (6) representatives at large appointed by the Council of the Town of Gravelbourg.
  
- b. The members of the Committee shall serve at the pleasure of the respective Councils.
- c. The members of the Committee shall elect from its membership a Chairperson and Vice-Chairperson. A Recording Secretary may also be elected if required.
- d. Elections of the Chairperson and Vice-Chairperson shall occur at the first meeting of the Committee after the adoption of this Bylaw, and every first meeting of the Committee following Council's organizational meeting of each calendar year thereafter. If the Recording Secretary is elected, the same procedure will follow.
- e. In the event of absence or inability of the Chairperson to preside at a meeting, the Vice-Chairperson shall preside.
- f. In the event of absence or inability of both the Chairperson and Vice-Chairperson to preside at the meeting, the members shall elect one of its members as Chairperson for that meeting.
- g. All members shall be required to disclose any conflict of interest in the same manner as required of an elected official under the provisions of the Act.
- h. If a conflict is declared, that member shall not sit or vote on that item before the Committee.
- i. The Manager, who shall not have a vote, shall be a liaison to the Committee only and reports to the CAO.
- j. The majority of all the Committee members that comprise the Committee shall constitute a quorum.
- k. Only those members of the Committee in attendance at a meeting of the Committee may vote on any matter before the Committee.
- l. The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Committee.
- m. The Chairperson shall vote on every question, and, in the event of a tie, the motion shall be lost.
- n. The Committee shall hold no less than six (6) regular meetings each year and it may hold special meetings at the call of the Chairperson or any five (5) members upon twenty four (24) hours written notice.

- o. Meetings of the Committee shall be open to the public.

### **DUTIES AND RESPONSIBILITIES**

#### **3. The Committee:**

- a. The Committee shall act in an advisory capacity to the Council in relation to matters relating to the development of Economic and Tourism Development programs and services within the approved functions of the Department, provided in or to be provided within the Town of Gravelbourg.
- b. The Committee may create sub-committees as it sees fit but when doing so must:
  - i. Recommend to Council Terms of Reference for each sub-committee which will include and address:
    - 1. Name of committee;
    - 2. Purpose, functions and deliverables;
    - 3. Membership and appointment;
    - 4. Chairing;
    - 5. Frequency of meetings;
    - 6. Record of meetings;
    - 7. Reporting mechanism;
    - 8. Specific duties;
    - 9. Delegated authority;
    - 10. Attendance at meetings; and
    - 11. Resources and budget
    - 12. When the Committee dissolves.
  - ii. If members of the Sub-committee are not existing members of the Economic and Tourism Development Committee, recommend for the consideration of Council, the names of suggested sub-committee members.
- c. The Committee may cooperate with and encourage all organizations, public, private and civic, within the Town, supporting, promoting or working in the area of Economic, Tourism and/or Business Development.
- d. Annually and no later than December 31st of the previous year, the Committee shall review and provide advice to the Council regarding the expenditures to be made by the Department and the revenues to be generated by the Department and the Capital Budget Expenditures as prepared by the Department Manager during the following year with respect to all matters over which, under the terms of the Bylaw, the Committee has advisory jurisdiction.

### **LIMITATION OF POWERS**

- 4. Regarding limitations of Powers:

- a. Neither the said Committee nor any member thereof shall have power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the said Committee or any member thereof have any power to authorize any expenditure to be charged against the Town.
- b. Neither the said Committee nor any member thereof shall have power to negotiate or be involved in the negotiations for the acquisition or sale of land.
- c. Except when appointed to communicate a decision of the Committee no member thereof shall issue or purport to issue any order, direction or instruction to any member of Town Staff.
- d. The Committee shall have no authority over the Manager of Economic Development and Tourism and no member thereof shall issue or purport to issue any order, direction or instruction to any member of Town Staff.

**OTHER**

- 5. The Recording Secretary of the Committee shall:
  - a. Keep proper and accurate minutes of the proceedings of all meetings of the Committee, true copies of which shall be filed with the CAO for inclusion in the next regular Council meeting in accordance with the Procedural Bylaw.
  - b. Carry out other such administrative duties as the Committee may specify, including, but not limited to, completion of all necessary correspondence.
- 6. The Manager shall:
  - a. Notify all members and advisors of the Committee of the arrangements for the holding of each regular and special meetings of the Committee by preparing and circulating an agenda for the meeting.

This Bylaw comes into full force and effect on the date of the third and final reading.

READ A FIRST, SECOND this 15th day of September A.D., 2014.

J. Giesen-Stefiuk  
 Mayor

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 Chief Administrative Officer

READ A THIRD AND FINAL TIME this 29th day of September A.D., 2014

Certified a true copy of  
Bylaw No. 1395-14  
 adopted by Council on the  
29<sup>th</sup> day of September, 2014

G. Martin  
 Administrator