

**BYLAW 20-039  
OF  
LAC LA BICHE COUNTY**

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A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING THE LAC LA BICHE COUNTY ECONOMIC DEVELOPMENT ADVISORY COMMITTEE.

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**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, Chapter M 26, and amendments thereto, Council may pass a bylaw in relation to the establishment and function of Council Committees, and the procedures and conduct of Council Committees;

**AND WHEREAS** the Council of Lac La Biche County has determined that it is in the best interests of the municipality to establish the Lac La Biche County Economic Development Advisory Committee;

**NOW THEREFORE** under the authority and pursuant to the provisions of the said *Municipal Government Act*, and by virtue of all other enabling powers, the Council of Lac La Biche County, duly assembled, enacts as follows:

- 1 The Lac La Biche County Economic Development Advisory Committee (“the Committee”) is hereby established to serve in an advisory capacity to County Council, providing recommendations with respect to:
  - a. prioritization of policies, objectives and projects related to strategic goals and outcomes for economic development in the County;
  - b. monitoring relevant planning documents and providing broad perspective feedback for updates and/or changes, as required;
  - c. assisting to open lines of communications on economic development opportunities;
  - d. other related functions, in accordance with a terms of reference which is approved annually by Council; or
  - e. specific matters referred to the Committee by Council.
  
- 2 The Committee shall consist of nine (9) voting members, appointed by resolution of Council, in accordance with the following structure:
  - a. one (1) member of Council; and
  - b. eight (8) designated seats for other persons.
  
- 3 The designated seats shall consist of the representation outlined in the terms of reference, as approved by Council resolution.
  
- 4 The term for all designated seats shall be one or two years.
  
- 5 All Members on the Committee shall be appointed in such a manner that the terms are “staggered” so that a portion of the membership of the Committee comes up for review and/or renewal each year.

- 6 The Member's term of office on the Committee shall be a maximum of two consecutive appointments (three years).
- 7 Council may remove any Member from the Committee by resolution, following recommendation from the Committee. The recommendation for removal shall include reasons from the Committee.
- 8 Where a public Member position is vacant for any reason, Council may appoint a replacement for the remainder of the term upon the recommendations from the Chair.
- 9 The Committee shall annually select a Chairperson and Vice-Chairperson from amongst the Members at the first meeting of each year. In the absence of the Chairperson, the Vice-Chairperson shall exercise all the same powers, duties and responsibilities that the Chairperson would be entitled to exercise if present.
- 10 Quorum of the Lac La Biche Economic Development Advisory Committee shall consist of fifty per cent (50%) of the voting membership plus one (1) Councillor.
- 11 The majority vote of Members present, providing quorum is met, constitutes the decision for recommendation of the Committee. Members shall be required to vote on any matter before the Committee unless a conflict of interest is declared. In the event of a tie, the recommendation is lost.
- 12 The Committee shall establish its own rules of procedure following the mandate outlined in the terms of reference, but in doing so, shall have due regard for the principles of procedural fairness.
- 13 The Committee shall be provided with advice, research, information and additional support from the non-voting Lac La Biche County Administration representative(s), as designated by the Chief Administrative Officer.
- 14 The Chief Administrative Officer shall ensure that accurate minutes are kept of the Committee meetings.
- 15 The proceedings and deliberations of the Committee must be conducted in public, except where the Committee deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F 25, and amendments thereto.
- 16 When a meeting is closed to the public, no recommendation decision may be passed at the meeting, except a resolution to revert to a meeting held in public.
- 17 All Members of the Committee are required to sign a Code of Ethics, Non-Disclosure, and participate in training and orientation as outlined in the terms of reference. Whereby failure to sign and participate or adhere to such an agreement would result in the Members removal from the Committee.
- 18 This Bylaw shall come into effect upon passing of the third reading.

THAT BYLAW 20-039 BE GIVEN FIRST READING THIS 8<sup>th</sup> DAY OF DECEMBER, 2020.

THAT BYLAW 20-039 BE GIVEN SECOND READING THIS 8<sup>th</sup> DAY OF DECEMBER, 2020.

THAT BYLAW 20-039 BE GIVEN THIRD AND FINAL READING THIS 15<sup>th</sup> DAY OF DECEMBER, 2020.

“Original Signed”  
Mayor

“Original Signed”  
Chief Administrative Officer