



Bylaw 2016-3 Community Economic Development Board

A bylaw of the Town of Eston to provide for the creation, powers and duties of the Eston & District Community Economic Development Board for the Town of Eston and the Rural Municipality of Snipe Lake No. 259.

The Council for the Town of Eston in the Province of Saskatchewan enacts as follows:

1. Short Title

1.1. This bylaw may be cited as the Community Economic Development Board Bylaw.

2. Purpose

2.1. The purpose of this bylaw is to create the Eston & District Community Economic Development Board and establish its powers and duties for the purpose of promoting, enhancing and growing the Town of Eston and the Rural Municipality of Snipe Lake No. 259 and the surrounding regions.

3. Definitions

In this bylaw:

3.1. "Board" means the Eston & District Community Economic Development Board.

3.2. "Town" means the Town of Eston.

3.3. "RM" means the Rural Municipality of Snipe Lake No. 259.

3.4. "EDO" means the Economic Development Officer who is a person employed or contracted by the Town to act on the Board's behalf and provide the Board with advisory and secretarial services.

4. Composition of the Board

4.1. The Board shall consist of seven voting members appointed by resolution of the Town and RM as follows:

4.1.1. Three members appointed by the Council of the Town, including a minimum of one Town Councillor.

4.1.2. Three members appointed by the Council of the RM, including a minimum of one RM Councillor.

4.1.3. One member appointed by the Eston & District Recreation Board and approved by both the Town and the RM.

4.2. Members shall be appointed for a one year term from January 1 to December 31.

4.3. The seat of any member shall become vacant upon receipt of a written resignation by the EDO.

4.4. The EDO shall act as the recording secretary for the Board and act in an advisory capacity only. The EDO shall not be considered a voting member or have any voting privileges.

5. Meetings

5.1. The Board shall elect a Chairperson and Vice-Chairperson at their first meeting following January 1 and that person shall hold that office until replaced.

5.2. The Board can set the dates of their regular meetings by resolution.

5.3. Special meetings can be called by the Chairperson or by a request from at least four members conveyed to the Chairperson or the EDO.

5.4. The EDO will provide twenty-four (24) hours' notice of any change to the date, time or location, or of cancellation of a regularly scheduled meeting to all members not present when the decision to change or cancel was made.

5.5. Minutes will be kept by the EDO of each meeting in a proper form. The minutes from the previous meeting and any special meetings will be presented to the Board for approval and if approved placed in a minute book. The minute book shall be kept in perpetuity.

- 5.6. A minimum of four members are required to have a quorum for a meeting.
- 5.7. The EDO or his/her staff designate must be present in person, by phone, or by video conference at all Board meetings.
- 5.8. The minutes of the meeting shall be distributed electronically to each Board member at least twenty-four (24) hours' before the next meeting.

6. Powers and Duties

- 6.1. The Board is directly accountable to the councils of the Town and the RM.
- 6.2. The Board shall establish annual priorities, long term goals and a budget and present those goals to the Town and to the RM for approval. Goals should align with the regional plan and the official community plan of the respective municipalities.
- 6.3. The Board and the EDO shall advise the Town and the RM in economic development related matters.
- 6.4. The Board may undertake economic development activities that relate to the promotion and development of the region. This may include: business retention and expansion, investment attraction, Main Street development, tourism development and management, facilitate workforce training, marketing activities, events, advising, policy development, community growth, and other activities as requested by the Councils of the Town and the RM.
- 6.5. The Board provides an avenue for citizens and community groups to discuss and put forward their ideas and concerns with respect to economic development.
- 6.6. The Board shall only expend those funds that are in their approved budget.
- 6.7. No Board member shall release or otherwise make public any information considered at a closed meeting, including discussion of the content of such a meeting with persons other than with members of council or with civic staff who are privy to that information:
 - 6.7.1. unless authorized by the Board; or
 - 6.7.2. until the matter is included on a public agenda
- 6.8. No action of the Board shall be binding on the Town or RM unless:
 - 6.8.1. Power to take such action is expressly conferred on the committee by legislation, bylaw or resolution of council; or,
 - 6.8.2. Council has considered the report of the committee and if adopted, shall become the resolve of council.
- 6.9. The Town shall provide accounting services to the Board and administrative oversight of the Economic Development Department.
- 6.10. All Economic Development staff will report to the Town's Chief Administrative Officer unless otherwise specified by the Council of the Town.
- 6.11. The EDO will be responsible for implementation of economic development goals and priorities, communication with the Board, tracking meeting attendance, preparing meeting agendas and minutes, and reporting the committee's decisions to the Administrator and Council. A full job description will be provided by the Town to the EDO.

7. Terms

- 7.1. This bylaw shall come into force on the day of its final passing.
- 7.2. Bylaw 3-2012 Community Development Board is hereby repealed.

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 Mayor

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 Administrator



A certified true copy of Bylaw 2016-3 adopted by resolution of Council of the Town of Eston on March 23, 2016.

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 Administrator