



# TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1797

A Bylaw of the Town of Claresholm to establish an **Economic Development Committee** to promote residential, commercial and industrial development in the Town of Claresholm.

**WHEREAS** the council of the Town of Claresholm desires to promote, expand and enhance the economic development of the town;

**AND WHEREAS** the council considers it expedient to establish an Economic Development Committee and to set out the terms of reference for this committee;

**NOW THEREFORE**, under the authority and subject to the provisions of the *Municipal Government Act* the Council of the Town of Claresholm enacts as follows:

## PART 1

### Definitions

In this bylaw:

- a) “**CAO**” means the Chief Administrative Officer of the Town of Claresholm;
- b) “**Committee**” means the Claresholm Economic Development Committee;
- c) “**Council**” means the Town of Claresholm Council;
- d) “**Chamber of Commerce**” means the Claresholm & District Chamber of Commerce.

## PART 2

### Economic Development Committee

There is hereby established a Committee to be known as the Claresholm Economic Development Committee. This bylaw is to be cited as the Town of Claresholm's “**Economic Development Committee Bylaw.**”

## PART 3

### Purpose

The Committee shall provide advice on both economic and community development matters identified by the Committee or as assigned to the Committee by Council. Specific powers, duties and responsibilities of the Committee include:

- a) serve as a liaison between town government and the community;
- b) in conjunction with Council and Town staff, facilitate economic growth and redevelopment activities for the Town of Claresholm;
- c) work with citizens, staff, business owners, property owners, prospective developers, the Chamber of Commerce, and other economic development stakeholders on a variety of economic and community development and redevelopment activities;
- d) provide review and comment on economic and community development and redevelopment policies to Council;
- e) make recommendations to Council regarding economic and community development issues, strategy development and implementation and other initiatives that can be undertaken by the Town to expand and strengthen its economy, inclusive but not limited to investment attraction, business retention and expansion, workforce retention and expansion, entrepreneur development and small business support; and
- f) to assist Council in finding funding sources for economic and community development and redevelopment initiatives.

## PART 4

### Appointments/Terms

- a) The Committee shall consist of ~~ten (10)~~ eight (8) voting members appointed by Council. The said members shall consist of:
  - i. Two (2) members of Town Council;
  - ii. One (1) member from the Municipal District of Willow Creek Council;
  - iii. One (1) member nominated by the Chamber of Commerce;

- iv. One (1) member representing the agricultural community;
  - v. ~~Four (4)~~ **Two (2)** members representing the business/industrial community;
  - vi. One (1) member representing the community at large.
- b) A maximum of ~~three (3)~~ **two (2)** members of the Committee may be from outside the municipal boundaries of the Town of Claresholm.
- c) Appointments shall be for four (4) years.
- d) All members shall remain in office until their respective successors are appointed by Council.
- e) By mutual consent, the Council and the Committee may with reason, request the resignation of any of the members, prior to the expiry date of the member's appointment.
- f) Any member may resign at any time upon sending a written notice to the CAO.
- g) A person is disqualified from remaining a member of the Committee if he/she fails to attend, without being authorized by a resolution of the Committee to do so, the meetings of the Committee for three (3) consecutive regular meetings.
- h) If a member of the Committee is disqualified from remaining a member under subsection (g), he/she is deemed to have resigned his/her seat on the Committee.

## **PART 5**

### **Proceedings**

- a) Annually, during the month of November, the Committee shall hold a meeting at which time a chairperson and vice-chairperson shall be selected for the ensuing year.
- b) Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee, at least once every three (3) months, and at such other times as deemed necessary.
- c) ~~All minutes, resolutions and policies of the Committee shall be entered in books to be kept by it for that purpose and the books shall be signed by the Chair or Acting Chair.~~
- d) A copy of all minutes, resolutions and policies shall be ~~given to the CAO to be~~ filed with the Town records.
- e) Remuneration of the members of the committee shall be established by resolution of Council.
- f) **Quorum shall be reached once five (5) voting members are present.**

## **PART 6**

### **Board Functions**

- a) The Committee shall be responsible for preparing for the consideration of Council an Economic Development plan for the Town of Claresholm and for recommending to Council such amendments as should from time to time be required.

## **PART 7**

### **Budget**

- a) Annually, the Committee may submit to the Council for ratification, a budget of estimated expenditures and revenues for the next year with respect to all matters over which or under the terms of this bylaw, it has jurisdiction.
- b) Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever; nor shall the said Committee nor any member thereof have the power to authorize any expenditure to be charged against the Town.
- c) In the event that there is any deviation of the ratified budget desired by the Committee, application for change from the ratified budget must be made to Council before the change is affected.

## **PART 8**

### **Economic Development Officer or Designate**

- a) There shall be an ~~Economic Development Officer~~ **Designated Officer** who shall assist and advise the Committee.
- b) The ~~Economic Development~~ **Designated** Officer shall be an employee of the Town of Claresholm.
- c) The ~~Economic Development~~ **Designated** Officer shall:

- i. Provide expertise and assistance to the Committee in the development and implementation of economic goals and objectives;
- ii. Notify all members and advisers of the Committee of the holding of any regular or special meetings;
- iii. Keep proper and accurate minutes of the process of all meetings which shall be retained in the Town office;
- iv. Maintain all records and correspondence that are relevant to the Committee;
- v. Carry out such other administrative duties as the Committee may require.

d) The ~~Economic Development~~ Designated Officer shall have no voting privileges.

**PART 9**

**Repeal and Passage:**

a) Under passage of this bylaw, Town of Claresholm Bylaw #16~~09~~35 is hereby repealed.

b) This Bylaw shall come into effect on the date of the third reading.

Read a first time in Council this            day of            2025 A.D.

Read a second time in Council this            day of            2025 A.D.

Read a third time in Council and finally passed in Council this            day of            2025 A.D.

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**Brad Schlossberger, Mayor**

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**Abe Tinney, CAO**