

CITY OF YORKTON BYLAW NO. 7/2011

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Bylaw No. 7/2011

**A Bylaw of the City of Yorkton in the Province of Saskatchewan
Providing for the Appointment of an Economic Development Committee**

Section 55 of *The Cities Act* provides for the establishment of Committees and the Council of the City of Yorkton deems it expedient and in the general interest of the community that an Economic Development Committee be appointed.

The Council of the City of Yorkton in Council assembled enacts as follows:

1.0 Purpose of the Committee

The purpose of the Committee is to provide strategic direction with its recommendations to Council and centralize the efforts of different stakeholders in order to foster the process of sustainable economic development in the City of Yorkton and area.

The Committee will work towards accomplishing the wide range objectives as follows:

- 1.1 To identify issues and opportunities in order to work actively with all tiers of government, private sector and other relevant stakeholders in enhancing the diverse economic base of the City and capitalizing on local competitive strategic advantages and niche markets.
- 1.2 To investigate and evaluate the needs of the City, and then recommend the implementation and development of new programs and initiatives that would enhance the marketability of the City to attract new business/investment and retain/expand existing businesses.
- 1.3 To identify the social, economic and environmental implications of its programs and initiatives.
- 1.4 To build a capacity within the community in order to manage existing and future economic growth.
- 1.5 To work with all other Committees of Council, associations and organizations having an interest in the delivery of economic development services, in particular but not limited to the Saskatchewan East Enterprise Region.

1.6 To liaise and consult various community groups for the implementation of programs. Hold public meetings and publish information for the purpose of obtaining the participation and input of the residents of the municipality in determining the solution to problems or matters affecting the delivery of economic development services in the municipality.

2.0 Definition - Committee Member Eligibility

2.1 In order to be appointed to a Committee of Council, individuals must qualify as electors meeting the following requirements:

2.1.1 Canadian citizen;

2.1.2 full age of 18 years;

2.1.3 resided in the municipality, or on land now in the municipality, for at least three months; or

2.1.4 is the owner of assessable land situated in the municipality, or of land now situated in the municipality, for at least three months; and

2.1.5 has resided in Saskatchewan for at least six months.

2.2 Individuals who do not meet all of the eligibility requirements in 2.1 may be appointed to the Committee subject to Council passing a resolution exempting them from the requirement.

3.0 Economic Development Committee

3.1 That an Economic Development Committee of the City of Yorkton be established consisting of a maximum of 10 and no less than 5 members whom will be appointed from time to time by resolution of Council as specified herein in their sole discretion.

3.2 The members of the Committee shall be appointed by Council from among the following:

Amended By
Bylaw
7/2014
(3.2.1, 3.2.2)

~~3.2.1 Two members from the Council of the City of Yorkton;~~

~~3.2.1 Up to two members from the Council of the City of Yorkton~~

~~3.2.2 Up to eight eligible members from the City at large~~

3.2.2 Up to nine members from the City at large

3.2.3 City Council may appoint a municipal employee to this Committee provided that:

3.2.3.1 The employee has special relevant expertise to contribute; and/or

3.2.3.2 The appointment is necessary by virtue of the employee's office, and

3.2.3.3 There will be no detrimental effect on the employee's normal responsibilities.

3.3 Council will consult following organizations to get their input for the appointment of Committee members:

- 3.3.1 Yorkton Chamber of Commerce
 - 3.3.2 Yorkton Business Improvement District
 - 3.3.3 Tourism Yorkton
 - 3.3.4 Yorkton Tribal Council
 - 3.3.5 Parkland Regional College
 - 3.3.6 Sunrise Health Region
 - 3.3.7 Yorkton Municipal Airport Authority Inc.
 - 3.3.8 Saskatchewan Abilities Council
- 3.4 All members of Council may attend meetings of the Committee pursuant to Section 55 of *The Cities Act* and may take part in the proceedings of the same, except that non-members may not vote.
- 3.5 Representatives from any group or organization may be invited to attend the Committee Meetings when deemed appropriate by the Committee.
- 3.6 The members of the Economic Development Committee shall be appointed at a regular meeting of the Council of the City of Yorkton in accordance with the City of Yorkton's Procedure Bylaw as amended from time to time.
- 3.7 As part of the condition of accepting an appointment, the appointee shall agree to abide by the mandate, objectives and terms of reference of the Committee.
- 3.8 Appointees shall be responsible for advising the Recording Secretary of the Committee if they are unable to attend a meeting.
- 3.9 Appointees shall be responsible for adhering to the Code of Ethics Policy and shall sign the acknowledgement form annually.
- 3.10 All members shall hold office for one calendar year unless they are reappointed or until their successors are appointed. Prior to December 1st each member shall advise the Chairperson if they wish to be considered for reappointment. Prior to December 15th of each year, the Chairperson shall provide notice to the Mayor of the Committee members wishing to be reappointed and propose any new members that are interested in serving on the Committee. Members cannot serve on this Committee for longer than six (6) consecutive years unless authorized by resolution of Council.
- 3.11 No person shall serve as Chairperson for more than 3 years.
- 3.12 Any member of the Committee may resign at any time upon sending a written notice to the Chairperson of the Committee who shall advise the Mayor.
- 3.13 If, before the end of the term for which he/she was appointed, any member of the Committee appointed from City Council should cease to be a Council member or any resident member should cease to meet the eligibility requirements, his/her term of office as member of the Committee shall cease.

- 3.14 Any member of the Committee who is absent from 3 consecutive, regular scheduled meetings of the Committee shall, unless authorized by resolution of the Committee, forfeit his/her membership and the Chairperson of the Committee shall advise the Mayor of the vacancy. Council may, by resolution and at their discretion, revoke the membership of any individual appointed to this Committee.
- 3.15 Any vacancies that occur on the Committee, during the appointed term, shall be filled by resolution of the Council.
- 3.16 The Committee members shall meet as soon as possible after they have been appointed to elect a Chairperson and Vice-Chairperson.
- 3.17 The meeting of the Committee shall be open to the public and held a minimum of four times per year, in a Meeting Room at City Hall at dates and times as established by the Committee, excluding the months of July and August. The notice for these meetings shall be posted for at least 24 hours prior to the meeting at City Hall and on the City's Web Page.
- 3.18 It is the duty of the Chairperson to summon a special meeting of the Committee whenever requested in writing to do so by a majority of the Committee members. Twenty-four hours written notice of a special meeting shall be provided to each member and the public shall be provided 24 hours notice by posting same at City Hall and on the City's Web Page.
- 3.19 A majority of the Members of the Committee shall constitute a quorum.
- 3.20 When the Committee is meeting and the quorum is lost, the meeting shall stand adjourned. Once adjourned, the meeting can continue for discussion purposes only and meeting notes shall be recorded.
- 3.21 The Committee may appoint advisory Committees or establish Sub-Committees consisting of members who are qualified to assist the Committee in carrying out its duties and functions and shall :
 - 3.21.1 Establish any additional Sub-Committees that are deemed necessary to meet the needs and interests of the community and the delivery of economic development services in the city.
- 3.22 All Sub-Committees established by this Committee shall follow the procedure as established herein and report all proceedings and recommendations to the Economic Development Committee for their review and recommendation to City Council.
- 3.23 The committee shall adhere to the general rules and rules of procedure as established by the Council of the City of Yorkton in carrying out its function.

- 3.24 The Committee shall render an account of its proceedings and decisions by submitting to Council all minutes to be received and filed.
- 3.25 The City Manager or his designate and/or the Council Members appointed to the Committee shall provide background information on any issue as may be requested by Council.
- 3.26 The Economic Development Officer shall be the City of Yorkton's Administrative representative to the Committee to assist and provide direction on all matters relating to the mandate of the Committee and his/her department shall be responsible for implementing policy and the directives as approved by Council.
- 3.27 Where a member of the Committee has an interest in the matter before the Committee, whether directly or indirectly, he/she shall declare his/her interest, remove themselves from the meeting, be excluded for all discussions and shall not be entitled to vote thereon.
- 3.28 The City Clerk's Office shall be responsible for the minutes of all meetings and shall designate a recording secretary. The Recording Secretary and Chairperson presiding at the meeting shall sign the minutes of each meeting and the original minutes shall be provided to the City Clerk once they are approved by the Committee.
- 3.29 The Committee shall submit an annual report on initiatives and programs to Council.
- 3.30 The Committee shall review its' mandate at the end of 3 years and submit a report to Council with recommended adjustments in the structure of the Committee, if deemed necessary.

4.0 Role of Administration

- 4.1 Administration reports to and takes their direction from Council.
- 4.2 The Committee shall provide their recommendations on certain initiatives or issues as provided for under the Purpose of the Committee.
- 4.3 These recommendations will be brought forward to Council through a Council report format prepared by the Administrative representative to the Committee. The report shall clearly state the intent of the Committee with respect to the issue, but the recommendation to Council will come from Administration.
- 4.4 Council has the final decision making power to accept or reject any recommendation.

5.0 Repealing Bylaw

Bylaw No. 37/2009 providing for the appointment of an Economic Development Committee passed on the 14th day of December, 2009 and any amendments thereto, are hereby repealed.

6.0 Effective Date

This bylaw shall come into force and take effect on the day of final passing thereof.

MAYOR

CITY CLERK

Introduced and read a first time this 28th day of February, A.D., 2011.

Read a second time this 28th day of February, A.D., 2011.

Read a third time and adopted this 28th day of February, A.D., 2011.