



BYLAW 4-2025
OF THE TOWN OF VERMILION
IN THE PROVINCE OF ALBERTA

**BEING A BYLAW FOR THE PURPOSE OF ESTABLISHING AN ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE**

WHEREAS under the provisions of Section 145 of the Municipal Government Act, RSA 2000 Chapter M-26, Council may pass bylaws in relation to the establishment and function of council committees and other bodies; and

WHEREAS the Town of Vermilion wishes to establish a sub-committee of Council named the Economic Development Advisory Committee for the purposes of further economic development within the boundary of the Town of Vermilion in the Province of Alberta;

NOW THEREFORE, the Council of the Town of Vermilion in the Province of Alberta, duly assembled, enacts as follows:

PART I – DEFINITIONS AND INTERPRETATION

1. **Administration** is the administrative Employees of the Town of Vermilion as appointed by the Chief Administrative Officer or delegate.
2. **Chair** is the person presiding at a meeting.
3. **CAO** is the Chief Administrative Officer for the Town of Vermilion in the Province of Alberta as appointed by Council.
4. **Committee** is the Economic Development and Advisory Committee.
5. **Council** is the Municipal Council of the Town of Vermilion.

6. **Ex-Officio** is membership by virtue of one's office and whose membership status does not permit them to form part of quorum.
7. **Manager** is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.
8. **Mandate Letter** is a letter provided to the Committee from Council identifying the strategic priorities of their four-year term.
9. **Member of Council or Councillor** is an individual elected to office pursuant to the Municipal Government Act (MGA) who serves as an elected official for the Town of Vermilion.
10. **Public Member** is a member of the public appointed by Council.
11. **Stakeholder Groups** means Vermilion & District Chamber of Commerce, Community Futures Lloydminster and Region, and local business owners within the municipal boundary of the Town of Vermilion.
12. **Town** is the Town of Vermilion in the Province of Alberta.
13. **Vice Chair** is the person presiding at a meeting in the absence of the Chair.
14. **Quorum** means a majority of the voting members and cannot be less than three (3).

PART II – MANDATE

15. The Committee shall provide recommendations to Council on matters of economic development within the Town of Vermilion on a quarterly basis.
16. The Committee shall:
 - a. Identify, select and engage Stakeholder Groups on a quarterly basis to seek input on the work carried out by the Committee;
 - b. Conduct research on issues and/or opportunities related to the support of local and regional economic development; and
 - c. Provide recommendations to Council on the development of Town policies, programs or services that impact and/or are related to economic development.

PART III – MEMBERSHIP

17. The Committee will be comprised of:
 - a. Two (2) Members of Council, as appointed during the annual Organizational Meeting of Council;

- b. The Manager of Economic Development or delegate;
- c. Member(s) of Administration; and
- d. The CAO or delegate.

18. The Committee will annually elect a Chair and Vice Chair.

19. The Chair will decide all points of order that may arise.

20. If the Chair is unable to perform the Chair's duties, the Vice Chair shall perform the Chair's duties.

PART IV – PROCEDURES

21. The Committee shall:

- a. Establish an annual meeting schedule that specifies the date, time and place of all Committee meetings; and
- b. Provide the annual meeting schedule to Council.

22. No advance notice of regularly scheduled meetings to the public is required.

23. The Chair may call a special meeting by giving 24 hours notice to the members of the Committee by way of email.

24. The Committee must give a minimum of 24 hours notice of a change in the location or time of a Committee meeting to the members.

25. The Committee shall follow the meeting procedures as established in the Town of Vermilion's Procedural Bylaw.

PART V – ANNUAL WORK PLAN AND REPORTING

26. The Committee shall develop an annual work plan that identifies key priorities and goals based on Town Council's Mandate Letter.

27. At least once per year, the Committee will review:

- a. It's work plan;
- b. Progress and initiatives; and
- c. Any information or recommendations on issues and matters within its mandate.

PART VI – ADMINISTRATION REPRESENTATIVE

28. Administration will perform the following duties and functions for the Committee:

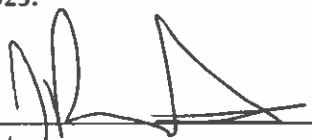
- a. Publish the Committee's meeting schedules and notices;
- b. Provide technical, administrative, meeting management and other support to the Committee as required for its meeting;
- c. Manage the Committee's minutes and records;
- d. Provide Town information or records to the Committee about matters within its mandate if requested, subject to the Access to Information and Protection of Privacy Acts; and
- e. Facilitate the preparation of Committee reports to Council.

29. This Bylaw shall come into full force and effect on the date of the third and final reading.

READ A FIRST TIME IN COUNCIL THIS 12 DAY OF August, 2025.

READ A SECOND TIME IN COUNCIL THIS 12 DAY OF August, 2025.

READ A THIRD TIME IN COUNCIL THIS 12 DAY OF August, 2025.



Deputy Mayor



Chief Administrative Officer

This is a certified True Copy.