

**BYLAW 19-06  
TOWN OF BLACK DIAMOND**

**A BYLAW OF THE TOWN OF BLACK DIAMOND FOR THE PURPOSE OF ESTABLISHING AN INTERMUNICIPAL BLACK DIAMOND – TURNER VALLEY ECONOMIC DEVELOPMENT COMMITTEE**

**WHEREAS** the *Municipal Government Act, R.S.A. 2000, Chapter M-26*, as amended, provides that a Council may by bylaw establish standing or special committees of Council and delegate to such committees certain duties and powers imposed and conferred upon a Council by the said *Municipal Government Act*;

**WHEREAS** both communities seek to increase the level of economic investment and agree that collaboration between Black Diamond and Turner Valley will accelerate the ability to realize economic development benefits;

**AND WHEREAS** the Councils of Black Diamond and Turner Valley will establish an Intermunicipal Economic Development Committee;

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

**1. TITLE**

1.1. This bylaw may be cited as the “Intermunicipal Economic Development Committee Bylaw”.

**2. PURPOSE OF BYLAW**

2.1. This Bylaw shall govern the establishment of an Intermunicipal Economic Development Committee between the Towns of Turner Valley and Black Diamond.

**3. ESTABLISHMENT**

3.1. Council does hereby establish the Intermunicipal Economic Development Committee as set out in the Terms of Reference attached to and forming part of this bylaw.

**4. DEFINITIONS**

4.1. “Council” shall mean the Council of the Town of Black Diamond.

4.2. “Councils” shall mean the Councils of the towns of Black Diamond and Turner Valley.

4.3. “Terms of Reference” means those terms pertinent to the establishment and mandate of

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the Intermunicipal Economic Development Committee and which are in addition to or beyond the parameters of this Bylaw.

**4.4.** "Town" shall mean the Town of Black Diamond.

**5. GENERAL**

**5.1.** The Black Diamond Code of Conduct will be adhered to by Black Diamond Intermunicipal Economic Development Committee members.

**6. REPEAL**

**6.1.** Bylaw 16-12 Economic Development Committee Bylaw and any amendments thereto are hereby rescinded.

**7. EFFECTIVE DATE**

**7.1.** This Bylaw will take force and effect upon third and final reading and signing thereof.

**READ A FIRST TIME** this 17th day of April A.D. 2019.

**READ A SECOND TIME** this 1st day of May A.D. 2019.

**READ A THIRD AND FINAL TIME** this 1st day of May A.D. 2019.

Original Signed  
MAYOR

Original Signed  
LEGISLATIVE SERVICES MANAGER

May 1, 2019  
Date signed

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**SCHEDULE "A"**

**Black Diamond and Turner Valley  
INTERMUNICIPAL ECONOMIC DEVELOPMENT COMMITTEE  
TERMS OF REFERENCE**

#	ITEM	DETAILS
1	NAME	<b>Black Diamond/Turner Valley Intermunicipal Economic Development Committee</b>
2	PURPOSE	<ol style="list-style-type: none"> <li>1. To generally assist each of Turner Valley and Black Diamond municipal Councils with accomplishment of economic development goals established in the Intermunicipal Economic Development Strategy.</li> <li>2. To consider and approve an annual economic development work plan if a Shared Services Agreement specifies an Intermunicipal Economic Development Officer function.</li> <li>3. To provide strategic advice to an Economic Development Officer, or services contractor, and/or other municipal employees designated to serve in an economic development function in the communities:               <ol style="list-style-type: none"> <li>a. in the formation and implementation of an Intermunicipal Economic Development Plan;</li> <li>b. other matters brought forward from time to time by an Economic Development Officer, and/or other municipal employees designated to serve in an economic development function in the communities.</li> </ol> </li> <li>4. To advise Councils on specific strategic planning, policy and/or economic development municipal services matters referred to the Committee by one or both Councils.</li> <li>5. To serve as a community economic development ambassador for Black Diamond and Turner Valley in and beyond the communities.</li> <li>6. To promote communication of aspirational and creative/innovative community and economic development ideas and initiatives relevant to Black Diamond and Turner Valley residents in pursuit of future prosperity and quality of life.</li> <li>7. Where Black Diamond and Turner Valley individually or intermunicipally have an economic development officer and/or designate function, the Committee shall not have decision making mandate for day-to-day operation of that function.</li> </ol>
3	COMPOSITION	<p>The volunteer Committee will be comprised of representatives from Black Diamond and Turner Valley:</p> <ol style="list-style-type: none"> <li>1. Two (2) members each from the Town of Black Diamond and the Town of Turner Valley Council; to be appointed at the establishment of the Intermunicipal Economic Development Committee, then at the Annual Organizational Meeting of Council thereafter.</li> <li>2. Six (6) members-at-large with business acumen from either community.</li> </ol>

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		<ol style="list-style-type: none"> <li>3. Member-at-large appointments for each community must be approved by their respective Councils. Members-at-large will be appointed for a term of three (3) years with a maximum term of two consecutive terms.</li> <li>4. Appointments will be staggered as follows to ensure overlap of current and new members:               <ol style="list-style-type: none"> <li>a. will be appointed to a three (3) year term during even-numbered years;</li> <li>b. will be appointed to a three (3) year term during odd-numbered years;</li> <li>c. Annually, members of Council will be appointed to the Committee for a full election term at the organizational meeting.</li> </ol> </li> <li>5. Recruitment process shall comply with applicable municipal committee recruitment policies.</li> </ol>
4	ACTIVITY LEVEL	<ol style="list-style-type: none"> <li>1. The Committee members shall set their own meeting schedule and regular location. Given strategic and policy Committee focus, at a minimum of six (6) meetings annually.</li> </ol>
5	MEETING PROCEDURES	<ol style="list-style-type: none"> <li>1. The Committee will follow meeting procedures as outlined in Town of Turner Valley Bylaw 15-1039 Council Procedural Bylaw or the Town of Black Diamond Bylaw 16-06 Procedure Bylaw.</li> <li>2. Meetings will be conducted based on Robert's Rules of Order.</li> </ol>
6	LEADERSHIP, GOVERNANCE STRUCTURE, AND DECISION MAKING	<ol style="list-style-type: none"> <li>1. This Committee is accountable to Town Councils for each of Black Diamond and Turner Valley, with advisory from an Economic Development Officer or other economic development municipal employee designated by Councils.</li> <li>2. Annually, the Committee shall select its own Chair and Vice-Chair at the first meeting held in the year. In the absence of the Chair, the Vice-Chair will assume the Chair's meeting and committee duties.</li> <li>3. A recording secretary will be appointed to record minutes of each meeting.</li> <li>4. A quorum consists of the simple majority of the voting Committee members.</li> <li>5. A meeting agenda will be provided to all Committee members at least two days prior to the meeting.</li> <li>6. Each Committee member shall have one vote.</li> <li>7. All Committee members shall vote on every question and, in the event of a tie, the motion shall be defeated.</li> <li>8. Any member must declare a conflict of interest on discussion items in which the member has a pecuniary interest as defined in the <i>Municipal Government Act</i>, sec. 169 - 173.</li> <li>9. Members of the Committee may have access to information that is confidential. Members of the Committee are expected to hold all closed sessions items in confidence in accordance with the <i>Municipal Government Act</i>.</li> <li>10. If a member is absent from three (3) consecutive meetings without cause, then the Chair shall request the member's Committee resignation.</li> </ol>

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		<p>11. The Committee may hear and consider representations by any individual, organization or delegation with respect to economic development and may act on such recommendations arising should it be deemed by the Committee to be in the general interest of the community and/or the strategic economic development agenda.</p> <p>12. Committee members may not authorize expenditures or payments on behalf of the municipalities.</p>
7	REPORTING	<p>1. The Committee will advise and make recommendations to an Economic Development Officer or other economic development municipal employee designated by Councils, and Councils on specific matters of request.</p> <p>2. The following items will be generated and submitted:</p> <ul style="list-style-type: none"> <li>• Meeting minutes: For distribution to Committee Members after each meeting. Minutes will be distributed within one week of the next meeting.</li> <li>• Committee minutes, summaries and reports shall be sent to Council for applicable reviews and decisions before being made public.</li> <li>• Where information is general, the Committee will forward to Council as required. Such items shall be submitted in writing to the Town Council in accordance to Council agenda submission requirements.</li> <li>• Regular reports shall be submitted to Council by the Committee for approval as required.</li> </ul>
8A	RESOURCES – FINANCIAL	<p>1. Funding for the intermunicipal economic development program shall be managed by the Town of Black Diamond or the Town of Turner Valley as designated by Councils. The budget will be determined annually by Councils, with input from this Committee if requested by Councils.</p>
8B	RESOURCES – HUMAN / OTHER	<p>1. The Committee will be self-supporting, with advisory from an economic development and/or designate economic development function operating individually or intermunicipally by Black Diamond and/or Turner Valley if it exists. Other departments and/or staff may be required to attend meetings on an ad hoc or regular basis at the discretion of the Chief Administrative Officers. These staffing resources do not have a voting function.</p>
9	COMMUNICATION	<p>1. Times and locations of meetings shall be communicated via email or by written notice to all members.</p> <p>2. Meetings shall be publicly posted.</p>
10	REVIEW & EVALUATION	<p>1. The Terms of Reference will be reviewed as required.</p> <p>2. Any revised Terms of Reference shall be forwarded to Councils for final approval before implementation.</p> <p>3. A committee self-evaluation will be completed annually for review in order to evaluate progress of the project based on the plan.</p>