

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1273-14**

Being a Bylaw of Smoky Lake County in the Province of Alberta, to authorize the Municipal Council to enter into a **JOINT AGREEMENT** to establish the provision of a **Regional Community Development Committee (RCDC)**, for the purpose of promoting the development of a diversified economic base in the Smoky Lake Region.

WHEREAS the Municipal Government Act, S.A. 2000, c. M-26 as amended ("the Act") provides that a Municipal Council may pass such bylaws to enter into an agreement as to the joint control and management of anything that concerns respective municipalities; and

AND WHEREAS, the Council of Smoky Lake County wishes to enter into an Joint Agreement with the Town of Smoky Lake, Village of Waskatenau, and Village of Vilna to promote the development of a diversified economic base in the Smoky Lake Region, all pursuant to the laws of the Province of Alberta, and operate such undertaking as per "**Schedule A**" included in this Bylaw.

NOW THEREFORE, the Council of Smoky Lake County duly assembled, in consideration of the mutual covenants contained herein, agrees to a **Joint Agreement** of a **Regional Community Development Committee (RCDC)**, as jointly executed, by the municipalities of Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna.

REPEAL

That Bylaw NO. 1167-08, known as the "*Joint Economic Development Initiatives*" be and is hereby repealed upon the passing of this Bylaw.

EFFECTIVE DATE

This Bylaw shall come into force and effect on the final date of passing thereof.

READ A **FIRST TIME** IN COUNCIL THIS 28th day of August, AD 2014.

READ A **SECOND TIME** IN COUNCIL THIS 28th day of August, AD 2014.

READ A **THIRD AND FINAL TIME**, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 28th day of August, AD 2014.

Reeve

SEAL

Chief Administrative Officer

Schedule "A"

Joint Agreement for Regional Community Development Committee (RCDC)

BETWEEN:

SMOKY LAKE COUNTY - BYLAW NO. 1273-14
a Municipal Corporation, in the Province of Alberta
Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
(hereinafter referred to as "County")

OF THE FIRST PART

AND

TOWN OF SMOKY LAKE - BYLAW NO. 003-14
a Municipal Corporation, in the Province of Alberta
Box 460
56 Wheatland Avenue
Smoky Lake, Alberta T0A 3C0
(hereinafter referred to as the "Town")

OF THE SECOND PART

AND

VILLAGE OF WASKATENAU - BYLAW NO. 645-2014
a Municipal Corporation, in the Province of Alberta
Box 99
Waskatenau, Alberta T0A 3P0
(hereinafter referred to as the "Village")

OF THE THIRD PART

AND

VILLAGE OF VILNA - BYLAW NO. 509-14
a Municipal Corporation, in the Province of Alberta
Box 10
Vilna, Alberta T0A 3L0
(hereinafter referred to as the "Village")

OF THE FOURTH PART

WHEREAS, the Council of Smoky Lake County wishes to enter into an Joint Agreement with the Town of Smoky Lake, Village of Waskatenau, and Village of Vilna to establish the provision of a **Regional Community Development Committee (RCDC)**.

NOW THEREFORE, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the parties agree as follows in accordance to the provisions of the Terms of Reference outlined:

TERMS OF REFERENCE

1. VISION: Toward 2020: A Suggested Vision for Economic and Community Development in Smoky Lake Region

Smoky Lake Region has a growing and diversified economy – together with an attractive business climate that supports entrepreneurship, business retention and growth, and new business attraction.

Smoky Lake Region is a sustainable community of communities, with a strong commitment to environmentally-sound economic development and long-term fiscal sustainability. This enables regional municipalities to maintain the quality services, programs and infrastructure that residents have come to expect.

The quality of life that Smoky Lake Region offers its citizens is ultimately what makes the region a recognized community of choice for residents, businesses and new investment.

2. PURPOSE OF COMMITTEE

- 2.1 One of the Committee's key roles and responsibilities is to recommend an annual **Economic and community Development Strategic Plan** to the four member Councils (Smoky Lake County, Town of Smoky Lake, Village of Waskatenau and Village of Vilna) and, upon approval, to monitor and assist in the implementation and execution of that plan.
- 2.2 Whether a multi-year or annual update to the Economic and Community development Strategic Plan, the Committee is responsible for overseeing its development and for bringing the plan forward of approval of the four member Councils.
- 2.3 The Economic and Community Development Strategic Plan to be recommended for Council approval should include, but not be limited to:
 - 2.3.1 A review of the performance measures and targets established in the previous plan. What was actually achieved in delivering on the key economic and community development goals and objectives?
 - 2.3.2 An assessment of the region's / individual municipalities' current economic situation and overall business climate. How competitive is the business and investment climate relative to other comparable or competitor regions/municipalities?
 - 2.3.3 Recommended actions to ensure the region / municipalities are proactive in responding to emerging economic challenges.
 - 2.3.4 Recommended actions that ensure the region / municipalities are well-positioned to take full advantage of new and emerging business development opportunities.
 - 2.3.5 Specific actions items which further promote and enhance business retention, growth and new business attraction.
 - 2.3.6 An outline of the updated plan's specific goals/objectives and related performance measures and targets.
 - 2.3.7 A proposed action plan responding to specific issues the four member Councils have asked be reviewed and explored in more detail. This may also involve stakeholder or even broader public consultations, but this will likely depend on the specific issue(s) the Committee has been asked to address.

3. FUNCTIONAL RESPONSIBILITIES OF COMMITTEE

- 3.1 A provides broad-based community leadership, experience and expertise in helping build and effectively implement the region's Economic and Community Development Strategic Plan.

- 3.2 Facilitates an informed multi-stakeholder discussion of the region's /municipalities' key economic strengths, challenges and opportunities – and the future direction and vision for economic and community development.
- 3.3 Oversees and is responsible (accountable) for recommending an Economic and Community Development Strategic Plan, or an annual update to the plan, to the four member Councils.
- 3.4 Monitors, assists and helps guide in the implementation and executive of the plan.
- 3.5 Identifies specific goals / objectives, corresponding performance measures and targets, and makes recommendations for fine-tuning the Economic and Community Development Strategic Plan, as required.
- 3.6 Responds to specific requests by the four Councils to review, further consider, advise and/or undertake consultations around a particular economic and/or community development issue.
- 3.7 Promotes and advances sustainable economic and community development.
- 3.8 Visibility conveys the ongoing importance of partnerships and alliances in achieving the region's /municipalities' key economic development goals and objectives.
- 3.9 Consults with and maintains ongoing and regular contact with regional business, volunteer and community leaders and other stakeholders to ensure that the full range of views and perspectives are considered in the various economic, business and community development initiatives and strategies being discussed.

The Regional Community Development Committee (RCDC) initiative is intended to reflect the diversity of interests and wide range of business-, community- and volunteer-related experience and expertise available within the region. This is the primary reason for the strong, ongoing commitment of RCDC to community engagement and seeking out the views and perspectives of all regional stakeholders on the various issues being discussed.

RCDC is intended to serve as both a strategic advisory committee to the four member municipalities and as a senior-level, multi-stakeholder oversight committee.

This governance model may be somewhat new to Alberta, but it does reflect a growing sense that partnerships, alliances and the active participation of all stakeholders is essential. It is a reflection that this is not just the four member municipalities' economic and community development strategy; it is ultimately a community-wide, community-developed strategy.

4. REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): A DUAL MANDATE

MANDATE 1: Strategic Advisory Committee
▶ Recommends Economic and Community Development Strategic Plan
▶ Advises Municipalities on Economic and Community Development Issues
MANDATE 2: Multi-Stakeholder Oversight Committee
▶ Monitors and Advises on Plan Implementation / Execution
▶ Reports on Goals / Objectives and Related Performance Measures

5. MEMBERSHIP

- 5.1 The Regional Community Development Committee (RCDC) shall be comprised of eight (8) members, appointed by a resolution of each respective Council. The membership shall include:
- Four (4) members from Smoky Lake County (serving throughout their term);
 - Two (2) members from the Town of Smoky Lake (serving throughout their term);
 - One (1) member from the Village of Waskatenau (serving throughout their term);
 - One (1) member from the Village of Vilna (serving throughout their term);
- 5.2 Each respective Council shall ensure that an Alternate member to the Regional Community Development Committee is in place.
- 5.3 The four member municipalities' Chief Administrative Officers and the regional Community Economic Development Officer (CEDO) are both deemed to be non-voting participants in Committee meetings.

6. GOVERNANCE AND PROCEDURES

- 6.1 Annually, during the month of November, the Committee shall hold a meeting at which time a Chair and Vice-Chair shall be elected from its membership for the ensuing year.
- 6.2 The Chair and Vice-Chair, with the approval of the Committee, shall establish (or reconfirm) the operating ground rules for Committee meetings and ensure that these are in accordance with generally-accepted standards and practices.
- 6.3 Regular meetings are to be held monthly, on a date and time agreed to by the Committee, and a other such times as the Committee determines necessary.
- 6.4 Special meetings of the Committee may be called by the Chair or Vice-Chair provided that not less than two (2) full business days notice is given to each member of the committee.
- 6.5 No regular or special meeting of the Committee shall be convened unless the Chair or Vice-Chair is present.
- 6.6 A quorum for regular and special meetings of the Committee shall be not less than four (4) members. Consisting of at least one member present from three (3) of the four (4) member municipalities.
- 6.7 All members shall have equal voting privileges on issues / items where a vote is called, with a simple majority (with quorum) deciding any vote.

7. MANDATE LETTER

- 7.1 At its discretion, the Smoky Lake Region Joint Municipalities Committee may choose to provide the Committee with an annual mandate letter by the end of each calendar year for the following year outlining any specific or additional tasks or work it would like the Committee to undertake.
- 7.2 The mandate letter would be developed in consultation with the Committee. It would acknowledge the budgetary and staff resources available to the Committee, the time constraints facing individual Committee members, and be for a fixed period of time.
- 7.3 The presence of a mandate letter would not preclude the Smoky Lake Region Joint Municipalities Committee from making additional requests of the Committee at any time during the year. However, an in-year request would also have to acknowledge the capacity of the Committee to undertake or oversee this additional work.

7. ROLES OF MUNICIPAL ADMINISTRATION

More specifically, the **CEDO** shall:

- 7.1 Assist the Committee in carrying out its primary purpose, role and responsibilities related to economic and community development and the promotion and advancement of economic development within the region/individual municipalities.
- 7.2 Refer economic development matters to the Committee for its information, review, consideration and/or recommendations.
- 7.3 Assist the Committee in responding to specific issues that the Smoky Lake Region Joint Municipalities Committee Council has requested be reviewed or considered in more detail.
- 7.4 Prepare agendas, maintain minutes, records, and action lists; as well as correspondence related to the Committee's ongoing activities.
- 7.5 Prepare, oversee and advise the Committee on its operating budget – which must also be approved by the four member Councils.
- 7.6 Assist the Committee in preparing an annual year-end report to the four member Councils, and the Smoky Lake Region Joint Municipalities Committee, on the various initiatives and activities it has undertaken.

More specifically, the **CAO's** shall:

- 7.7 Be the liaison with the CEDO for arising issues.
- 7.8 Present interim budgetary updates as requested, or required, by the Committee.

More specifically, the **Managing Partner** shall:

- 7.9 Be Smoky Lake County, as the Managing Partner of the RCDC.
- 7.10 Monitor financial resources including Grant funds.
- 7.11 Monitor and manage any employment contracts with CEDO or other support staff.
- 7.12 Provide office space and additional resources as deemed necessary.

8. FUNDING FORMULA

- 8.1 Funding Formula will be pro-rated based on Population as per Alberta Municipal Affairs.
- 8.2 Finances shall be administered by Smoky Lake County, as the Managing Partner of the Regional Economic Development Committee.
- 8.3 Budgets shall be prepared annually by the Committee and presented to each respective Council for approval.
- 8.4 Any per diems and/or expenses for Committee members shall be paid by the Committee members' respective municipality, unless specifically provided for in the Regional Community Development Committee (RCDC) Budget.

IN WITNESS WHEREOF the parties hereto execute this Agreement and affixed their corporate seals of its proper signing officers duly authorized:

SMOKY LAKE COUNTY

DATE: August 28, 2014




Reeve
Smoky Lake County



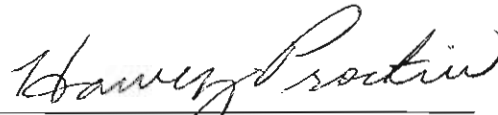
Chief Administrative Officer
Smoky Lake County

TOWN OF SMOKY LAKE

DATE: Sept 12, 2014




Mayor
Town of Smoky Lake



Chief Administrative Officer
Town of Smoky Lake

VILLAGE OF WASKATENAU

DATE: September 12, 2014



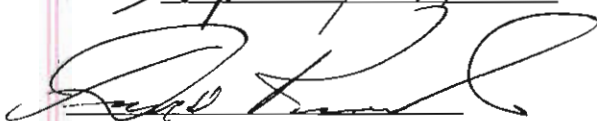
Mayor
Village of Waskatenau



Chief Administrative Officer
Village of Waskatenau

VILLAGE OF VILNA

DATE: Sept 12 / 2014



Mayor
Village of Vilna



Chief Administrative Officer
Village of Vilna