

BYLAW NO. 524-13
OF THE VILLAGE OF MARWAYNE
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the Village of Marwayne to establish an economic development committee.

WHEREAS the Council of the Village of Marwayne desired future for Marwayne, as set forth in the Marwayne Sustainability Plan, is: **Marwayne has a diverse, resilient and vibrant local economy with successful and adaptive businesses that move Marwayne towards sustainability. The community works together to support local businesses, encourage innovation, new businesses and has an entrepreneurial spirit. Through collaborative actions across the wider region, residents have the capacity to find or create work opportunities and incomes to support sustainable lifestyles.**

WHEREAS Council desires to build an entrepreneurial community where the entrepreneur grows from within and helping people think outside the traditional way to increase opportunity for Marwayne to prosper.

WHEREAS the mandate of the committee will be to engage in nurturing the culture of welcoming entrepreneurs into Marwayne and supporting the existing business community through the exploration of short and long term development strategies; gaining broad community involvement and support; and developing existing resources including community infrastructure, capital assets of the community and human resources within the community.

AND WHEREAS the council considers it expedient to establish such a committee;

NOW, THEREFORE, the council of the Village of Marwayne duly assembled enacts:

Part 1 – Definitions

1. “Committee” shall mean and include the economic development committee of the Village of Marwayne
“council” shall mean the municipal council of the Village of Marwayne
“Village” means the Village of Marwayne
“Chamber” means the Marwayne & District Chamber of Commerce
“CAO” means the Chief Administrative Officer
“CDO” means the Community Development Officer

Part 2 – Appointments/Terms

1. A committee to be known as the Marwayne Economic Development Committee is hereby established in and for the Village of Marwayne.
2. The committee shall be appointed by resolution of the Council and the members shall consist of:
 - a. Two members nominated by the Chamber
 - b. Five members from the public at large; add
 - c. Two members of Council.
3. The members appointed shall serve for the following terms:
 - a. Members of council shall be appointed annually at the organizational meeting of council.
 - b. One member of the Chamber, for a term ending in October 2014, and one member for a term ending in October 2015, and thereafter, for terms of two years.
 - c. Two members of public at large, for a term ending in October 2014, and two members for a term ending in October 2015, and thereafter, for terms of two years.
4. All members shall remain in office until their respective successors are appointed by council.

5. If any member of the committee shall be absent from three consecutive regular meetings, the council may, upon recommendation of the committee, declare the office of such absent committee member to be vacant.
6. The council may remove any member of the committee for misconduct in office or any other good and sufficient cause.
7. The CAO and CDO provide administrative support to the committee.

Part 3 – Proceedings

8. Annually, during the month of November, the committee shall hold a meeting at which time a chairman and vice-chairman shall be selected for the ensuing year. The CAO or CDO is not eligible for selection as chairman or vice-chairman. Upon selection of the chairman, council should be requested to approve the appointment. Upon the election of the chairman and vice-chairman, council shall be informed for their ratification.
9. 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 months: November, February, May, and September, and at such other times as deemed necessary. Special meetings may be called by the chairman or vice-chairman.
10. Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Roberts Rules of Order,
11. Remuneration of the members of the committee shall be established by resolution of Council.
12. Neither the committee nor any member thereof shall have the power to pledge the credit of the Village in connection with any matters whatsoever, nor shall the said committee, or any member thereof, have any power to authorize any expenditure charged against the Village of Marwayne.

Part 4 –Community Development Officer (CDO)

13. The CDO will provide project management of the economic development activities within the budget allocations and time arrangements within the existing Marwayne Agricultural Society contract. The CDO shall not have voting privileges.
14. The CDO shall be appointed by resolution of the council.
15. The CDO shall:
 - a. Notify all members and advisors of the committee of the holding of any regular or special meetings. The committee agenda should be distributed at least two (2) clear business days prior to the meeting date.
 - b. Keep proper and accurate minutes of the process of all meetings, bearing in mind the confidential nature of some discussions within the community (re: industrial and/or commercial development), which shall be retained in the Village Office.
 - c. Maintain all records and correspondence that are relevant to the committee.
 - d. Execute the communication plan that celebrates the community's achievements, new initiatives and events.
 - e. Keep the committee up to date on new information
 - f. Carry out such other administrative duties as the committee may require, within their annual budget.

Part 5 – Duties of the Committee

16. The purpose of the committee will be to provide strategic direction and leadership on matters of economic development. The committee, for the consideration of council, shall be responsible for preparing an economic development plan for the Village of Marwayne and for recommending to council such amendments as should from time to time be required. The committee will conduct much of the investigative and detailed work leading to a recommendation to council to enable an informed decision to be made.
17. The committee will provide a written report from each of its meetings the next regular Council meeting. The written report will contain both the committee's deliberations and its advice or recommendations.
18. Annually, before the 28th day of February, the committee shall submit to council a budget outlining its proposed activities and cost for that year. Funding partnerships with other entities is essential.

19. Within the budget approved by the council, the committee shall carry out a program from the promotion of the goals and objectives of the economic development plan.
20. At least annually, one of the regional economic development organizations (HUB, Community Futures etc) shall be invited to attend committee meetings to offer their expertise and advice in economic development.
21. Annually, at the November committee meeting, the committee shall undergo a self-assessment process to ensure all the functions and business of the committee is being dealt with in an efficient and effective manner. The assessment process shall include but not be restricted to time of meetings, length of meetings, attendance of meetings (members and public), location of meetings, content of meetings, results of recommendations on matters discussed, achievements, satisfaction rating of members and the meeting management.

Part 6 – General

22. Bylaw 488-10 is hereby repealed.
23. This bylaw shall come into force on the date of the final passing thereof.

READ A FIRST TIME THIS 28th DAY OF OCTOBER 2013.

READ A SECOND TIME THIS 28th DAY OF OCTOBER 2013.

READ A THIRD TIME THIS 28th DAY OF OCTOBER 2013.

Mayor Jenelle Saskiw

Joanne Horton, Chief Administrative Officer

Terms of Reference

Name: *The Marwayne Economic Development Committee*

Members:

- Two members nominated by the Chamber
- Two members from the public at large
- Council

With Governance/Administrative support of:

- The Chief Administrative Officer (CAO)
- Community Development Officer (CDO)

Governance: see Bylaw 999-10 for the appointment/term, proceedings, CDO duties, and committee duties.

Mandate:

To engage in nurturing the culture of welcoming entrepreneurs into Marwayne and supporting the existing business community through:

- Exploration of short and long term development strategies;
- gaining broad community involvement and support; and
- developing existing resources including community infrastructure, capital assets of the community and human resources within the community.

So that within two years we will have two new business fronts or expansions within existing business fronts.

Vision:

To build an entrepreneurial community where the entrepreneur grows from within and helping people think outside the traditional way to increase opportunities for Marwayne to prosper.

Goals:

- Infrastructure readiness
- Multi-stakeholder collaboration with regional groups,
 - Knowledge transfer from regional groups
- Education
 - For the entrepreneur, community leaders and community at large
- Idea generation, strategically supported, through creative cooperation to generate a practical, flexible, result-oriented strategy, that includes:
 - Marketing of Marwayne
 - Hard and systematic look at our local economy and strategic assets. Find a niche through revisiting the foundational economic development questions and determine if we have reliably answered them. Why are we unique? Lever that into a success.
 - Downtown revitalization which includes using our historical resources for tourism attraction
 - Industrial park attraction

Also, the Municipal Sustainability Plan (MSP) will be referenced during economic development planning for the community.

Background Information:

The MSP sets out the following:

The community's desired future from the Municipal Sustainability Plan is stated as follows:

Marwayne has a diverse, resilient and vibrant local economy with successful and adaptive businesses that move Marwayne towards sustainability. The community works together to support local businesses, encourage innovation, new businesses and has an entrepreneurial spirit. Through collaborative actions across the wider region, residents have the capacity to find or create work opportunities and incomes to support sustainable lifestyles.

How will we get there?

- **Marwayne has created an environment and has land available where new businesses, including commercial, professional offices, industrial, tourism and value-added industries, have established and they contribute to a strong local economy.**
- **Marwayne is welcoming to new business initiatives and entrepreneurial innovations, seeking ways to cooperatively make things happen.**
- **a diverse and balanced economic base provides quality employment and sustainable wages for residents**
- **Marwayne has established a tourism economy to augment the local businesses**
- **Marwayne supports local businesses with a “buy local” attitude as they understand they are an economic advantage that keeps our community sustainable**
- **Marwayne has communication technology that enables residents to work from home or to expand their business through virtual networks.**
- **effective partnership with governments and other organizations support the economic health of Marwayne. Local businesses play an important role in helping the community achieve its social, cultural and environmental goals**

Community Strategies to be implemented:

- create a business plan to ensure there is
 - an atmosphere where existing and new businesses want to be established
 - demonstrates that there is sufficient competitive advantage to establish in Marwayne
 - there is a streamlined development process that attracts businesses by making our community a viable alternative
- create a vibrant downtown core area attracting and supporting a ‘buy-local” ethic. A stakeholder needs to be identified to take on the preparation of an Area Redevelopment Plan for the Village Centre area to provide detailed analysis and specific recommendations for redeveloping, revitalizing and improving the Village Centre. (also see initiative #4 Safe Small Town Atmosphere which is:
 - history promotion through: Village walking tour, regional historical tour, investigation of museum)
 - vibrant downtown core through volunteer involvement
 - murals
 - business participation in beautification
- a community marketing strategy is established
 - that promotes the advantages and opportunities for business and tourism creation in Marwayne
 - that includes the citizens engaged as ambassadors. Positive attitudes by individuals and businesses about what a great place Marwayne is to be makes others take notice that Marwayne is an attractive option when to relocating or investing
 - with a Business Attraction listing
- continue to compel the regional economic development organizations to provide effective small-town oriented initiatives
- develop a tourism plan to help augment the local economy

Marwayne Community Core Values

The following guiding values represent the key themes and values that have emerged from community consultation. These form the basis of ‘who we are’ and ‘what we believe in’ as a community. These values can be used to enhance the quality of decision-making, prioritize actions, and evaluate programs and policy decisions.

Value 1: Small Town Character
Marwayne ensures development, land use and transportation policies serve to maintain the small town feel of Marwayne with a Village Centre and a centralized recreation area. Green space and trees are valued in our landscape.
Value 2: A Friendly Family Oriented Community
Marwayne strives to build and maintain a vibrant, safe, and healthy community with a strong social fabric that supports the family. Marwayne works to ensure that its citizens have access to quality education and basic public services.
Value 3: Innovative Leadership
Marwayne provides leadership whether government or community based, in many aspects of sustainable and community development. Marwayne considers best practices and develops innovative “Marwayne-made” approaches to reaching its goals.
Value 4: Collaboration and Partnership
Marwayne empowers volunteers to remain the “heartbeat” of our community. Marwayne builds partnerships among residents, businesses and community stakeholders to achieve the shared Community Vision. Marwayne understands we are part of a larger community and seek to find opportunities to work with neighboring communities, regional, provincial and federal governments.
Value 5: Planning and Prioritizing Together
Marwayne plans and prioritizes community projects together to ensure adequate funding and volunteer availability while recognizing the autonomy of each organization.
Value 6: A Culture of Recreation and Leisure
Marwayne is united in their culture of recreation. Marwayne encourages the facilitation of year-round indoor and outdoor recreation that keep residents healthy, active and engaged in arts and culture. Marwayne plans to be a “walkable” community.
Value 7: A Sustainable Community
Marwayne is committed to meeting its existing needs without compromising the ability of future generations to meet their own needs. We are open to growth that is positive, managed, well-balanced and takes into consideration the long term impacts of policy decisions and programs.
Value 8: Stewards of the Environment
Marwayne is a steward of our environment and work to preserve and manage the ecological health of the environment for present and future generations. Marwayne recognizes that a healthy environment is integral to Marwayne’s long-term economic and social interests.
Value 9: A Resilient Economy
Marwayne’s approach to economic development is guided by a desire to support local business, foster prosperity and develop an economy and labor force that is sufficiently diverse. Such an economy could withstand economic cycles and capitalize on emerging economic opportunities.
Value 10: Developmental Assets
In Marwayne children are valued and cared for by all adults so that their lives are rich in developmental assets.
*see Appendix A with framework of developmental assets

The 2001 Economic Development Structure was:

- 1. Business Retention and Expansion**
Purpose: to address the needs of the existing businesses within the community. Attempt to retain and expand existing businesses.
- 2. Opportunity Identification and Attraction**
Purpose: to undertake an analysis of opportunities for viable business attraction to the Marwayne area.
- 3. Marketing and Promotions**
Purpose: to identify target markets, customize information, package the material and pass it on to the community, industry, government and others interested in our town.
- 4. Community Lifestyle Development**

Purpose: Promote immigration to the community through the development and maintenance of a high quality of life.

2001 vision: will ensure that the merits of the community are used to create a successful and prosperous community by increasing population and developing a market strategy that attracts new business within a 3 year period.

APPLICATION FOR COMMITTEE / BOARD APPOINTMENT

Instructions: Complete application, then submit to the Town Office at ,or fax

Name Telephone #

Civic Address :

Mailing Address : Box , Alberta

Email Address: _____

Committee or Board Applied for:

Why are you interested in this Committee or Board?

What skills or abilities do you possess that you feel will benefit the committee?

What do you feel you will gain from being involved with this committee?

Are you willing to be an active member of this committee?

Please list your Volunteer Experience:

Kindly list two individuals who could provide a reference for you:

Date of Application: _____