



### Official Name

The official name of the committee is The Rimby Business Sector Sustainability Advisory Committee, herein after referred to as **“The Committee”**.

### Composition of Committee

The members of **“The Committee”** as appointed at one or more duly constituted Council meetings as referenced through Bylaw 897/15 shall consist of no more than eleven(11) members. The Mayor shall be an ex-officio of all Council committees and bodies which Council has a right to appoint members under the Municipal Government Act. Council may also appoint a councillor to provide liaison between **“The Committee”** and Council.

### Context of **“The Committee”**

**“The Committee”** was founded through Council discussion and Bylaw 896/14, with amendments to the Bylaw and amended at a duly constituted Council Meeting January 26, 2015 through Bylaw 897/15.

Council recognized that community partnerships are an important component to municipal government and sought to have advice from the community regarding development and sustainability of Rimby’s business sector. The main purpose of **“The Committee”** is to provide informed advice and suggest best practices to Council through reports and delegations to Council.

### Term of Membership

Terms of membership of **“The Committee”** will be for one (1) year with option to renew individual appointments for an additional year to a maximum of two (2) years. Terms will be staggered to maintain the continuity of **“The Committee”**.

### Groups that will be represented on **“The Committee”**

- a) Owners of a business in Rimby;
- b) Landowner of commercially zoned property within Rimby;
- c) Residents of Rimby;
- d) Residents living near Rimby that utilize Rimby stores and services;
- e) Members of the Rimby Chamber of Commerce;
- f) Board members or employees of the Central Alberta Economic Partnership;
- g) Representatives of the petroleum industry;
- h) Representatives of the agricultural community;
- i) Representatives from service clubs or other community groups which serve the Rimby area;

Other individuals with a demonstrable interest in the development and sustainability of Rimbey's business sector.

### Roles and Responsibilities of "The Committee"

1. "The Committee" shall consist of the following:
  - a) A Chairperson appointed by Council as set out in Bylaw 897/15;
    - The Chairperson is responsible for developing the meeting agenda, setting the meeting dates, presiding over the meetings, reporting to Council, through delegation and reporting and adhering to Bylaw 897/15 (8) regarding yearly Chair and Deputy Chair appointments. The Chairperson is responsible to vote.
  - b) A Deputy Chairperson as voted by "The Committee";
    - The Deputy Chairperson is responsible for assuming the responsibilities of the Chair during times of The Chair's absence. The Deputy Chair assists with the Duties of The Chair. The Deputy Chair is responsible to vote.
  - c) A recording Secretary as voted by "The Committee";
    - The recording Secretary takes notes at the meetings, prepares any press releases with Town Administration, prepares meeting notices, and prepares the meeting reports for Council monthly, or at the appropriate timing of the first Council meeting after "The Committee" Meeting. The Recording Secretary is responsible to vote.
  - d) Eight (8) voting committee members;
    - The committee members are responsible to assist "The Committee" in all matters within the scope of the committee.
2. All members of "The Committee" shall have equal voting rights within "The Committee"
3. All members of "The Committee" will be appointed by Council of the Town of Rimbey at a duly constituted Council meeting.
4. Meetings shall take place at the Chair's discretion after the first meeting of "The Committee" as determined by Council and shall be open to the Public as per Bylaw 897/15 (15).
5. Quorum shall consist of a majority of all members appointed to "The Committee" or five (5) members, whichever is more.
6. The authority of "The Committee" is to provide advice and best practices.

### Scope of "The Committee"

"The Committee shall not:

1. Have any budgetary responsibilities;
2. Receive any honoraria or expense reimbursement unless through resolution of Council;
3. Represent Council, nor make decisions for Council;
4. Discuss circumstances that "may" require "In-camera" discussion.

## TERMS OF REFERENCE – TOWN OF RIMBEY COUNCIL COMMITTEE

“The Committee” shall:

1. Provide their expertise, enthusiasm, creativity, imagination, for the sustainability for Rimbey Business and transmit those ideas and best practices to Council.

### Resources

“The Committee” will be granted access public documents required for research, reference, or understanding.

“The Committee” will be afforded any assistance from the Town of Rimbey’s Executive Team consisting of the Interim CAO, Acting CAO/CFO, Public Works Manager, Community Services Manager.



\_\_\_\_\_  
Mayor

\_\_\_\_\_  
January 27, 2015

Date



\_\_\_\_\_  
Acting Chief Administrative Officer

\_\_\_\_\_  
January 27, 2015

Date