

**BY-LAW #2368/03
OF THE
CITY OF CAMROSE
PROVINCE OF ALBERTA**

**A BY-LAW OF THE CITY OF CAMROSE TO DESIGNATE THE
DOWNTOWN AREA AS A BUSINESS REVITALIZATION ZONE, AND TO
ESTABLISH A BOARD OF DIRECTORS FOR THE BUSINESS
REVITALIZATION ZONE.**

WHEREAS it is deemed necessary and expedient to consolidate the existing By-Law regarding the Business Revitalization Zone:

AND WHEREAS the Municipal Government Act, being Chapter M-26.1, R.S.A. 2000 and regulations thereto, provides for the establishment of a Business Revitalization Zone;

NOW THEREFORE the Municipal Council of the City of Camrose, duly assembled enacts as follows:-

1. **TITLE**

This By-Law may be cited as the "City Center Camrose By-Law".

2. **DEFINITIONS**

- (1) "Area Member" means any person within the City Center Camrose who is shown on the current assessment roll as being assessed for business assessment.
- (2) "Board" means the Board of Directors of City Center Camrose.
- (3) "City" means the City of Camrose.
- (4) "City Clerk" means the City Clerk of the City of Camrose.
- (5) "Council" means the Council of the City of Camrose.
- (6) "Person" includes a partnership or corporations as well as a natural person.

3. **BUSINESS REVITALIZATION ZONE**

There is hereby established in the City a Business Revitalization Zone to be known as **City Center Camrose** being an area bounded by 45 Street and 46 Street on the east, 53 Street on the west, Highway 13 (48 Avenue) on the south, and the CP Railway on the north, the area so described being more particularly as shown as Areas 1, 2, 3 and 4 outlined on Schedule "A" attached hereto.

4. **BOARD OF DIRECTORS**

There is hereby established a Board to be known as "**The Board of Directors of City Center Camrose**".

5. **PURPOSE OF THE BOARD**

The purpose of the Board shall be:

- (1) to improve, beautify and maintain City owned lands, buildings and structures in the area, in addition to any improvement, beautification or maintenance that is provided at the expense of the City at large;
- (2) to acquire, by purchase, lease or otherwise, any real property necessary for its purposes and improve, beautify and maintain that property;
- (3) to promote the area as a business or shopping area;
- (4) to undertake interim improvement and maintenance of any property mentioned in clause (2) for use as parking and subsequently to dispose of that property, by sale, lease, exchange or otherwise, for public or private redevelopment for commercial purposes at a price not less than its fair market value;

5. **PURPOSE OF THE BOARD** .. continued ..

- (5) to conduct any studies or prepare any designs that may be necessary for the purposes of this section.

6. **BOARD MEMBERSHIP**

- (1) The Board shall consist of a maximum of thirteen (13) members as follows:
- (a) one (1) member from Council, and
 - (b) twelve (12) members from City Center Camrose.
- (2) The twelve (12) area members shall be nominated by persons in City Center Camrose who are shown on the current assessment roll of the City as being assessed for business assessment with respect to City Center Camrose.
- (3) All members of the Board shall be appointed by resolution of the Council.
- (4) The term of office for all members shall be for a three (3) year period.
- (5) The terms of office shall be staggered to expire in alternating years.
- (6) At no time shall the Board consist of less than six (6) members.
- (7) No person, other than the member of Council, shall serve more than two consecutive terms; however such person may reapply after an absence of one year.
- (8) Any member may resign from the Board at any time upon sending written notice to Council to that effect, and any member may be removed from the Board by resolution of the Council at any time.
- (9) Where a member ceases to be a member of the Board before the expiration of the designated term, Council may appoint another eligible person for the unexpired portion of such member's term.
- (10) A member ceases to be a member of the Board when that member:
- (a) fails to attend three (3) consecutive regular meetings of the Board, unless such absence is caused through illness or is authorized by resolution of the Board;
 - (b) is hired in a full time capacity with the City, or
 - (c) ceases to be an area member.

7. **ZONE MEETINGS**

(1) Annual Meetings

The zone shall hold an Annual Meeting for the purposes of reviewing the work done by the Board, approval of program estimates and budgets prior to submission to Council and nominating members to be appointed to the Board; said annual meeting to be held no later than the *30th day of January* in each year.

(2) Special City Center Camrose Zone Meetings

- (a) Special Zone meetings shall be called by the Chairman of the Board with the approval of three (3) members of the Board.
- (b) Special Zone meetings shall be called upon ten (10) or more area members petitioning the Board to call a special meeting.
- (c) Special Zone meetings shall be held within twenty-one (21) days after a resolution is passed by the Board approving of a special meeting or the petition of ten (10) or more area members is received, as the case may be.
- (d) Notice of the Special Zone meeting shall be by written notice mailed or delivered to the address of the Zone members as shown on the current assessment roll not less than seven (7) days prior to the date of such Special Zone meeting.

8. **MEETINGS OF THE BOARD**

- (1) The Board shall hold at least four (4) regular meetings per year at such times and places designated by the Board.
- (2) The first meeting shall be held in February of each year for the appointment of officers of the Board and conduct any other business deemed necessary.
- (3) Special meetings of the Board may be called by the Chairman, with the approval of two (2) members of the Board.
- (4) If the Chairman is absent or refuses to call a special meeting of the Board when requested by three (3) members of the Board, the Secretary to the Board shall call a special meeting when requested to do so in writing by any three (3) members of the Board.
- (5) No special meeting of the Board shall be called unless twenty-four (24) hours notice is given to all members of the Board, or by unanimous consent provided all members of the Board are present.
- (6) The members of the Board may consider or transact any business at any meeting provided it is within the powers established for the Board.
- (7) A majority of the members of the Board shall form a quorum.
- (8) The Board shall establish such rules and regulations as are necessary to govern the conduct of the Board meetings, and meetings of Committees appointed by the Board, provided such rules and regulations are not inconsistent with powers herein conferred; and copies of all such rules and regulations shall be filed with the City Clerk.
- (9) Minutes shall be kept of all Board meetings (regular and special), and copies shall be filed with the City Clerk.
- (10) The Chairman and all members present shall vote on every question before the Board, and in the event of equal division the question shall be disposed of in the negative.

9. **OFFICERS OF THE BOARD**

- (1) Officers of the Board shall be President, Vice-President and Treasurer selected from among the area members of the Board.
- (2) The Board may appoint committees of its members, or from any members of the zone and/or citizens at large to deal with any matter, special study, or assignment coming within its jurisdiction. Such committees shall deal only with the matter or question referred to it for consideration and where appropriate, upon completion or the assignment, shall be dissolved.

10. **POWERS AND DUTIES**

- (1) The Board shall submit to the Council, in the form prescribed by Council, for its approval the program and estimates of revenues and expenditures of the Board of the next year together with any request for sums of money required to carry out the Board's powers and duties on or before March 1st of each year. (e.g. on or before March 1st, 2003 for the 2003 program).
- (2) The Board shall submit the program and estimates to the Zone members at the Zone's annual meeting for approval prior to submission to Council.
- (3) The Board shall include in the estimates an allowance for non-collection administration costs involved in raising the requested money and the giving of any notices required by this By-Law.
- (4) The Council shall provide, in the form and manner it considers adequate, to every person assessed for business purposes in City Center Camrose, notice of the estimates and the date and place of the Council meeting at which the estimates will be considered.

10. **POWERS AND DUTIES** .. continued ..

- (5) On approval of all or part of the estimates the Council shall direct the payment of the approved amount of the Board.
- (6) The Board shall expend only money included in the estimates approved by the Council and any member of the Board who authorizes the expenditure not previously approved by Council is guilty of an offence and liable to a fine of more than \$500.00.
- (7) No indebtedness extending beyond the current fiscal year shall be incurred by the Board.
- (8) The Board shall include in its estimates any funds provided by the Council from money collected from the municipality at large.
- (9) No funds outlined in Section 10 (8) shall be used for the promotion of City Center Camrose as a business or shopping centre or for any studies related thereto.
- (10) On or before March 1st, in each year, the Board shall submit its annual report for the preceding year to the Council and that report shall include a summary of the previous year's activities and a complete audited financial statement of its affairs, with a balance sheet and a revenue and expenditure statement.
- (11) All books, documents, records of transactions, minutes and accounts of the Board shall, at all times, be open to inspection by the City auditor.
- (12) The Board may:
 - (a) appoint one of its members
 - (b) hire any person, or
 - (c) by agreement with the Council, rely on the Cityto maintain any books, documents, records of transactions, minutes and accounts, and for making and receiving payments.
- (13) The Board shall obtain public liability insurance or such other forms of insurance in such an amount as deemed necessary by the City and the Board.

11. **LEVY**

- (1) The Council shall authorize by By-Law, the levy, on all business assessments in the City Center Camrose, of a uniform rate that the Council considers sufficient to raise the amount required for the purpose of Section 10 herein.
 - (2) Any levy imposed under Section 11 may be collected in the same manner and with the same remedies as provided in the Municipal Government Act, R.S.A. 2000, Chapter M-26.1, and amendments thereto, for the collection of taxes or business assessments.
 - (3) In addition to the levy under Section 11 (1), the Council may, by By-Law, provide that the sum for any specific activity of the Board shall be raised by a special benefit levy on the business assessment of those businesses considered by the Council to receive a special benefit or by a system of levies that is a modification thereof and the provisions of the Municipal Government Act with respect to local improvement taxes apply to a special benefit levy or to a system of levies that is a modification thereof under this subsection.
 - (4) The City Assessor shall include in the general roll the businesses that are subject to a Business Revitalization Zone levy.
12. In the event of this By-Law being repealed, the Board shall cease to exist and its undertakings, assets and liabilities shall be assumed by the City.

13. By-Law #2028/96 of the City of Camrose is hereby repealed.

14. This By-Law shall come into force and effect upon the date of final passing thereof.

READ a FIRST time in COUNCIL this 27th day of JANUARY, A.D. 2003.

MAYOR

CITY CLERK

READ a SECOND and THIRD time in COUNCIL and FINALLY PASSED this 27th day of JANUARY, A.D. 2003.

MAYOR

CITY CLERK