



Request for Decision

Title	10:20 a.m. - Economic Development Board - Terms of Reference
Proposed Motion	That Council endorse the Terms of Reference as reviewed and recommended by the Economic Development Board.
Administrative Recommendation	Administration supports the motion and the level of participation by the Board.
Previous Council Direction	October 25, 2016 – Motion 370/16: That Council give third reading to the Council Committees Bylaw 1381/16.
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • Council’s Boards and Committees are required to review and, if required, modify their respective terms of reference annually. • The Economic Development Board reviewed and suggested changes to their Terms of Reference at their January 2017 Board meeting – edits were provided to the group with a timeframe to allow ample time for suggestions and edits. • The updates reflect alignment with Committee Bylaw and Public Engagement Policy, as well as the changing economic development environment requiring greater focus by the Board. • In addition, other highlighted changes also include: <ul style="list-style-type: none"> ○ Duties and responsibilities remain consistent with past Terms of References; ○ Membership numbers have been modified to better reflect the current board structure; ○ The opportunity for committee members to attend through electronic means; and ○ Staff will continue to support the boards and committees of council. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • <i>Municipal Government Act</i>, RSA 2000 c.M-26, Section 3 • Bylaw 1381/16, Council Committees

<p>Implication of Administrative Recommendation</p>	<p><u>Strategic Alignment:</u></p> <p>The acceptance of the updated Terms of Reference will allow Council and Administration to seek clarity, opinion and advice from the Economic Development Board.</p> <p>Strong Local Governance and Regional Leadership – Council will have more clearly defined and endorsed terms of reference for their Economic Development Board, which should more clearly define and outline the expectations of the board, board members, and administration.</p> <p><u>Organizational:</u></p> <p>Engaging the Economic Development Board with clear expectations, roles and responsibilities provides greater clarity and common understanding for board members and Administration.</p> <p><u>Financial:</u></p> <p>None.</p>
<p>Alternatives Considered</p>	<p>That Council refer the Terms of Reference back to the Economic Development Board for further comment.</p>
<p>Implications of Alternatives</p>	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> Referring the Terms of Reference back to the Economic Development Board will extend timeframes for the approval of the Terms of Reference Governing the Board and could take time away from board-outlined goals and referred items from Sturgeon County Council. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> More time will be needed for responses on the items referred to the Economic Development Board by Sturgeon County Council. <p><u>Financial:</u></p> <ul style="list-style-type: none"> None.
<p>Follow up Action</p>	<ol style="list-style-type: none"> Provide the approved Terms of Reference to all Economic Development Board Members. Post the accepted and approved Terms of Reference on Sturgeon County’s website.

Attachment(s)	1. 2017 Economic Development Board Terms of Reference 2. Bylaw 1381/16, Council Committees Bylaw
----------------------	---

Report Reviewed by:	 Tyler Westover, Manager, Economic Development  Stephane Labonne, General Manager, Integrated Growth  Peter Tarnawsky, County Commissioner - CAO
----------------------------	--

Strategic Alignment Checklist

Vision: Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

Mission: Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
Strong Local Governance and Regional Leadership			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Consistent with neighborhood role (see MDP), master plans, policies</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers fiscal stability and sustainability</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Has a positive impact on regional and sub-regional cooperation</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Respect the Natural Environment			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Compliance with Provincial and Federal regulations and/or legislation</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Ensure effective environmental risk management</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community Identity & Spirit			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Promotes and/or enhances residents' identification with Sturgeon County</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Enhances service provision through community partnerships</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Supports Sturgeon County's cultural history</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planned Growth and Prosperity			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers cumulative costs and long-term funding implications</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Targets growth around current or planned infrastructure</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintain and Enhance Strong Communities			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Positive impact on residents' quality of life</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Supports and promotes volunteer efforts</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Provides programs and services that are accessible to all residents</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operational Excellence			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Staff have the knowledge, skills and capability to perform their jobs</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Streamlines operational processes and policies</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Promotes engagement and professional interaction with stakeholders</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>