

Economic Development Board

Terms of Reference

1. PURPOSE

- 1.1. The role of the Economic Development Board is to advise Sturgeon County Council and Administration of policies and potential actions or advice related to strategic goals and objectives of economic development in Sturgeon County.

2. LEGISLATIVE AUTHORITY

- 2.1. *Municipal Government Act*, RSA 2000 c.M-26, as amended (Section 145)
- 2.2. *Committee Bylaw 1381/16 (Section 2.5)*

3. DUTIES & RESPONSIBILITIES

- 3.1. Advise Sturgeon County Council on strategic goal implementation related to economic development, marketing and promotion, investment attraction, retention and expansion of existing businesses and other development opportunities which could advance Sturgeon County as a jurisdiction to start and grow a business.
- 3.2. Review and make recommendations relative to economic development initiatives and strategies identified and/or referred by Council to the board.
- 3.3. Relay pertinent information about economic development to Council and Administration.
- 3.4. Provide support to Economic Development initiatives as requested by Council or Administration.
- 3.5. Report annually to Council, regarding economic development initiatives and activities related to the Board.

4. ROLES

- 4.1. Councillors appointed to the Economic Development Board shall be responsible to keep Council informed as to Board activities.
 - 4.1.1. Council representatives shall provide ongoing, regular reports to Council.
- 4.2. The Board will provide an annual report of activities to Council; the Chair or Vice-Chair will be responsible for creating and presenting the report.
- 4.3. The Board members will play a high level, advisory role to Mayor, Council and Administration representatives in any meetings, engagements, or interactions with business.
- 4.4. The Board and its members are advised to understand the strategic direction of Sturgeon County, as well as its regulations, policies and procedures which must be acknowledged and followed in business development (noting there are amendment functions for any MDP, LUB, Area structure plan, Area master plan or other regulatory document produced by Sturgeon County).

4.5. Board members shall only speak on behalf of the Economic Development Board when formally given such authority by Council or the Board for a specific defined purpose. In such instances, the Chair, or in their absence, Vice-Chair, will be the key spokesperson.

5. MEMBERSHIP

5.1. Up to ten (10) Public members from various backgrounds related to economic development – diversity is encouraged.

5.2. Up to two (2) Sturgeon County Council members.

6. TERM OF MEMBERSHIP

6.1. Public members are appointed on a three (3) year (calendar) rotation by resolution of Council.

6.2. Public Members shall not serve more than three (3) consecutive terms unless no other applications are received.

6.3. Council members are appointed annually at the organizational meeting.

6.4. Council may request resignation of any Board Member at any time prior to the expiry of the member's term of office, and any member of the Board may resign at any time upon sending notice to the Manager, Legislative Services.

6.5. The municipal representative shall not be a member of the Board and may not vote on any matter.

6.6. Any member of the Economic Development Board who is absent from two (2) consecutive meetings of the board shall forfeit his or her office, unless there is a resolution of the committee accepting a valid reason for their absence.

7. BOARD CHAIR

7.1. At the first meeting each year, the board shall elect a Chair and Vice-Chair from among its voting public members.

7.2. The Chair shall hold office for the remainder of the calendar year from the date of appointment.

7.3. The Chair shall preside over all meetings of the Committee and decide all points of order that may arise; manage the process of the meeting; preside over the conduct of the meeting, including the preservation of good order and decorum; determine speaking order; and rule on all questions related to the orderly procedure of the meeting.

7.4. The Chair shall fulfill the roles outlined in the Boards and Committees Selection Committee as described in their Terms of Reference (attending interviews of the respective committee; evaluating potential applicants for the respective Committee; Complete the Board and Committee recommendation for the Committee and submitting it to the legislative officer to be included in the Board and Committee recommendation provided to Council.)

7.5. In absence of the Chair, the Vice-Chair shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chair would be entitled to exercise if present.

8. MEETINGS

8.1. The board shall hold meetings four (4) times per year or as determined by the Economic Development Board; Ad Hoc meetings as required will be at the call of the Chair, or in the absence of the Chairperson, at the call of the Vice-Chair.

8.2. Electronic attendance and participation at meetings shall be permitted if the need and capability exists.

9. GOVERNANCE

9.1. A majority of the voting members shall constitute a quorum at a board meeting.

9.2. All voting members of the board, including the Chair, shall be required to vote on any motion before the board and, in the event of a tie, the motion shall be lost.

9.3. The Chair or Vice-Chair will report annually to Council, regarding economic development initiatives and activities related to the Board; but may otherwise determine that additional reporting is necessary.

10. REMUNERATION

10.1. Remuneration and travelling expenses for Public Members shall be paid in accordance with Sturgeon County policy (subject to changes approved by Council).

11. ADMINISTRATIVE RESPONSIBILITY

11.1. Coordination of Board meeting locations and setup.

11.2. Preparation of meeting minutes and agendas.

11.3. Circulation of the Agenda Package five (5) days prior to quarterly meetings.

11.4. Provide context for decisions to promote understanding of the issue.

11.5. Processing expense claims for Public Board Members.

12. ENACTMENT

12.1. Upon approval by resolution of Council.