

THE CITY OF SPRUCE GROVE

BYLAW C-1121-20

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26 and amendments thereto, a municipality may pass bylaws in the relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

AND WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, cM-26 and amendments thereto, a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, the City of Spruce Grove wishes to establish a council committee that acts in an advisory role by making recommendations and providing strategic advice to Council on economic and business development matters in Spruce Grove;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled, hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called the “Economic Development Advisory Committee Bylaw”.

2. DEFINITIONS

2.1 “Act” means the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto.

2.2 “Administration” means the operational arm of the City, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the City Manager.

2.3 “Administrative Liaison” means the member of Administration appointed to the Committee by the City Manager.

2.4 “Chairperson” means the Committee member appointed by Council resolution to lead Committee meetings.

- 2.5 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.6 “City Manager” means the administrative head of the City of Spruce Grove.
- 2.7 “Committee” means the Economic Development Advisory Committee.
- 2.8 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21 and amendments thereto.
- 2.9 “Councillor” means an elected member of Council, including the Mayor.
- 2.10 “Economic Development” means activities that support business retention, growth and diversification with the objective of fostering a positive business climate and attracting new investment, employment opportunities and increased assessment.
- 2.11 “Economic Development Strategy” means the strategy and action plan that guides economic development activities in the City, and updates thereto.
- 2.12 “Ex-officio” means membership by virtue of one’s office. Ex-officio members do not form part of the quorum.
- 2.13 “Vice Chairperson” means the Committee member appointed by Council resolution to fulfill the Chairperson’s duties in the absence of the Chairperson.

3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

- 3.1 A council committee is hereby established and will be referred to as the Economic Development Advisory Committee.
- 3.2 The mandate of the Economic Development Advisory Committee is to provide strategic advice and make recommendations to Council on economic and business development matters in Spruce Grove.
- 3.3 The Committee will use an inclusive approach that contributes to strong partnerships and leverages community assets.
- 3.4 In order to fill its mandate, the Committee may:

- (a) identify and engage stakeholder groups and seek their input into the Committee's work;
 - (b) work with Administration to develop and maintain a dialogue about matters of concern or interest related to economic development;
 - (c) assist Council to conduct research, develop strategies and policies related to economic development; and
 - (d) respond to requests from Council for strategic advice on specific business and economic development issues.
- 3.5 The Committee will develop and present recommendations to Council to enhance future growth, economic and business resiliency, and prosperity in the City and if approved, Council will provide direction to Administration.
- 3.6 The Committee will provide input into the review and updating of the Economic Development Strategy as needed to address changing economic circumstances.
- 3.7 The Committee will seek to create partnerships with community stakeholders in attracting investment and working with business to take advantage of economic opportunities.

4. MEMBERSHIP

- 4.1 The Committee will be comprised of up to eleven (11) members appointed by Council and will include:
- (a) up to three (3) Councillors;
 - (b) one (1) member to be nominated by the Greater Parkland Regional Chamber of Commerce from their Board with preference that said nominee be a resident of or own a business in Spruce Grove;
 - (c) one (1) member to be nominated by the City Centre Business Association from their Board;
 - (d) up to four (4) members to be nominated by Administration to represent industrial and commercial stakeholders;

- (e) two (2) public-at-large members to be recruited through a public application process who must be residents of Spruce Grove.
- 4.2 Councillors appointed to the Committee are voting members.
- 4.3 The Mayor is an Ex-officio member of the Committee and is a non-voting member.
- 4.4 When making appointments to the Committee, Council will consider individuals that have a broad knowledge of Spruce Grove and a demonstrated interest in economic development.
- 4.5 Members must not be current employees of the City and must not have been employed by the City for a minimum of 12 months prior to appointment.
- 4.6 Members shall be appointed for terms of three (3) years and can be renewed for an additional term of three (3) years at the pleasure of Council, with the exception of Councillors, who shall be appointed for a one-year (1) term at the annual organizational meeting of Council.
- 4.7 Should a vacancy arise during the three (3) year term, Council may appoint a replacement to fill the vacancy for the remainder of the term.
- 4.8 For the initial appointments only, one half of the members would be appointed for a 2 year term and the rest for a 3 year term, notwithstanding section 4.6.
- 4.9 Council will appoint a Chairperson and Vice-Chairperson for the Committee from amongst the members who will serve for the duration of their respective terms.
- 4.10 If a member is absent for three (3) consecutive meetings, Council may declare the position vacant and appoint a successor.
- 4.11 Council may terminate the appointment of any member at any time.
- 4.12 Members appointed to this Committee will not receive remuneration. Councillors may receive remuneration in accordance with the City's Council Remuneration Policy.

5. **PROCEDURE**

- 5.1 Committee members are required to agree and maintain confidentiality and comply with all City bylaws, policies and procedures.
- 5.2 The Committee will:
 - (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings;
 - (b) meet on a quarterly basis; and
 - (c) provide the annual meeting schedule to the City Clerk's Office to be posted on the City's website.
- 5.3 No additional notice of regularly scheduled meetings is required.
- 5.4 The Chair may call a special meeting by giving at least 24 hours' notice to:
 - (a) members of the Committee by email; and
 - (b) the public by posting a notice on the City's website.
- 5.5 The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.
- 5.6 A quorum at any regular meeting shall be six (6) members and must include one (1) Councillor. One member shall be the Chairperson or Vice-Chairperson.
- 5.7 The Committee will follow the meeting procedures set out in the City's Council Procedure Bylaw. A tie vote shall constitute defeat of any motion considered by the Committee.
- 5.8 The Chairperson will preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chairperson's duties, the Vice-Chairperson will perform those duties.
- 5.9 Committee meetings will be held in public unless the meeting is closed for reasons permitted by the Act.

- 5.10 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 5.11 Sub-committees may be appointed and will report back to the Committee as necessary. It is not required that the Chairperson or Vice-Chairperson be a member of any sub-committee.
- 5.12 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

6. ANNUAL WORKPLAN AND REPORTING

- 6.1 The Committee will develop an annual work plan for Council approval that identifies key priorities and goals based on its mandate and this bylaw.
- 6.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate and annual work plan to Council, as appropriate.
- 6.3 At least once per year, the Committee will report to Council on the following:
 - (a) review of its work plan;
 - (b) update on progress and initiatives; and
 - (c) any information or recommendations on issues or opportunities within its mandate.

7. ADMINISTRATIVE LIAISON'S ROLE

- 7.1 The City Manager, or designate, will appoint an Administrative Liaison to the Committee.
- 7.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
- 7.3 The Administrative Liaison will provide administrative support, advice and procedural guidance to the Committee.

8. SEVERABILITY

8.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

9. EFFECTIVE DATE

9.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried 20 July 2020

Second Reading Carried 20 July 2020

Third Reading Carried [Click here to enter a date.](#)

Date Signed

Mayor

City Clerk