



ORGANIZATIONAL MEETING AGENDA OF ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Tuesday, January 20, 2026, 6 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

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REQUEST FOR DECISION

MEETING DATE: January 20, 2026

TITLE: Welcome and Member Introductions - 2026 Economic Development Advisory Committee

DIVISION: City Manager's Office

SUMMARY:

An opportunity for the Economic Development Advisory Committee members to engage with each other and meet the members of Council and Administration who support the work of the Committee.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Councillor Erin Stevenson, Chair, will lead the introductions to welcome members and inspire conversation.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: January 20, 2026

TITLE: Adoption of the Agenda - Economic Development Advisory Committee Organizational Meeting - January 20, 2026

DIVISION: Strategic and Communication Services

SUMMARY:

Committee members are provided the opportunity to add items they would like to discuss during the meeting, remove items, or change the order of proceedings.

PROPOSED MOTION:

THAT the agenda be adopted as presented.

BACKGROUND / ANALYSIS:

The agenda sets the course of action for the meeting. This ensures the business of the day is followed through and completed as required.

The agenda is approved by a motion of the Committee and must be passed by a majority of the members present. Once the agenda is approved, no further changes may be made unless approved by the majority of the Committee members present.

OPTIONS / ALTERNATIVES:

THAT the agenda be adopted as amended.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: January 20, 2026

TITLE: Appointment of Chair and Vice-Chair - 2026 Economic Development Advisory Committee

DIVISION: Strategic and Communication Services

SUMMARY:

The Economic Development Advisory Committee (EDAC) Bylaw requires Council to appoint a Chair and Vice-Chair for the Committee.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

C-1121-20 - Economic Development Advisory Committee Bylaw, Section 4.9, requires that Council appoint a Chair and Vice-Chair for the Committee from amongst the members who will serve for the duration of their respective terms.

During the November 3, 2025, Regular Council Meeting, Councillor Erin Stevenson was appointed as Chair and Councillor Spencer Bennett was appointed as Vice-Chair. The Councillors will hold the positions through to the October 2026 Organizational Meeting of Council.

The role of the Chair supports the order of proceedings of the meeting. In the absence of the Chair, the Vice-Chair will step into the role for that meeting.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

Administration will support the Chair and Vice-Chair in their roles when conducting a meeting following meeting procedures.

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: January 20, 2026

TITLE: Effective Committee Meetings and Meeting Procedures - 2026
Economic Development Advisory Committee

DIVISION: Strategic and Communication Services

SUMMARY:

Effective Committee Meetings and Meeting Procedures is a review of the standard meeting processes. The presentation provides tips on effective meetings and includes information on the items that make up a typical committee agenda. The review is a reminder for current members, and provides general awareness and understanding for new members on how Council Committee meetings are conducted and the expectations for adhering to procedural process.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The presentation provides an overview of how a typical Council Committee meeting is organized and run. As the Economic Development Advisory Committee is a Council appointed Committee, the process follows the same procedural rules as a Council meeting.

The presentation will walk through effective meeting principles, the purpose of meeting rules and procedures, meeting agendas, approving an agenda, meeting minutes, requests for decisions, and motions. The committee will learn how to make a motion, debate a motion, and vote on a motion. The presentation will also cover how a committee moves into Closed Session and what authority the committee has to discuss matters behind closed doors.

An opportunity will be provided for questions.

OPTIONS / ALTERNATIVES:

All Council Committees follow the same meeting processes as Council. This creates a similar forum for conduct within a meeting, resulting in transparency and consistency for both the members and the public.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

As a Council Committee, the Economic Development Advisory Committee follows Council procedures to ensure consistency, transparency, and accountability to Council and the public.

FINANCIAL IMPLICATIONS:

n/a

Effective Committee Meetings and Meeting Procedures: 2026 Economic Development Advisory Committee

What will we cover in this session?

1. Effective Meetings
2. Parliamentary Procedure /
Procedural Bylaw
3. Committee Meetings

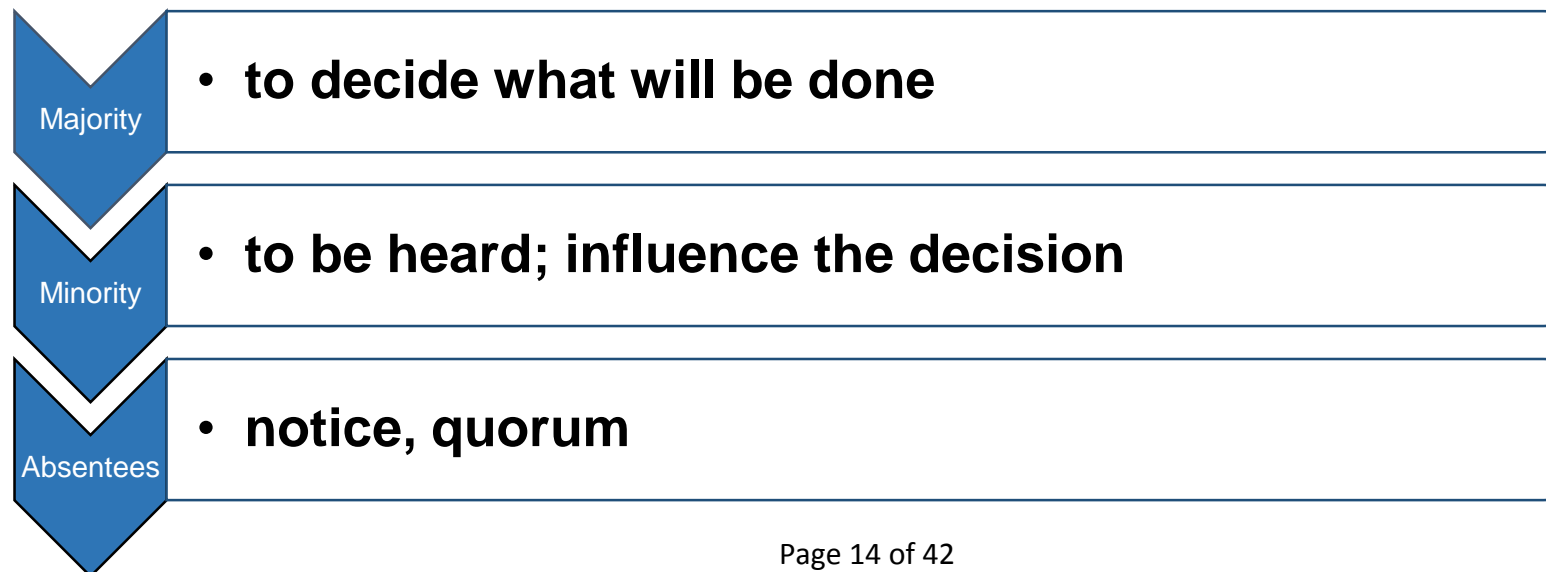
What are characteristics of a “great” committee meeting?

Effective Meetings

- Agendas keep the meeting on track
 - Focus and purpose
 - Adequate information to set-up members to make good decisions
- The rules work well and are understood by the members
- The role of the Chair
 - Knowledge of the rules
 - Applies rules consistently
 - Follows the Agenda to keep the meeting moving
 - Ensures fairness and maintains respect
- The role of the Members
 - Puts the community and the organizations needs ahead of personal interests
 - Attends meetings prepared
 - Remains open to other viewpoints
 - Accepts group decisions and shows support

Parliamentary Procedure / Procedural Bylaw

- A written system of rules designed to provide order to the meetings
- Rules provide protection of rights and essentially assist in decision making
- Committee meetings can be less formal but not informal



Purpose of Meeting Rules

Order

- agenda is clear and easy to follow
- routine is followed and adjusted as needed
- logical & understood proceedings

Efficiency

- well paced meetings
- members feel productive; enabled to get work done

Focus

- one item at a time
- discussion stays on topic
- clear to everyone what is being discussed

Decorum

- robust debate
- respect maintained
- debate always through the chair

Equality

- fair rules that are agreed upon
- equal application of the rules

Safety

- issues not persons are debated
- diverse views welcome

Committee Meetings

- Meeting Agenda – facilitated by Administration / Committee Chair
- Agenda (typically) includes:
 1. Adoption of Agenda
 2. Minutes (from previous meeting)
 3. Delegations
 4. Administrative Updates
 5. Business Items
 6. Information Items
 7. Closed Session (only used if needed)
- All Agenda items include a Request for Decision
- Public Attendance at Meetings

What is a Request for Decision (RFD)



REQUEST FOR DECISION

MEETING DATE:	Click here to enter a date.
TITLE:	Click here to enter your Report Title
DIVISION:	Click here to choose a department.
SUMMARY:	
PROPOSED MOTION:	
BACKGROUND / ANALYSIS:	
OPTIONS / ALTERNATIVES:	
CONSULTATION / ENGAGEMENT:	
IMPLEMENTATION / COMMUNICATION:	
IMPACTS:	
FINANCIAL IMPLICATIONS:	

- Document that provides background information and analysis of an issue for the Committee's consideration
- Proposed Motion – the recommended motion for consideration
- Not all RFD's have a proposed motion. Some items are for information purposes.

Meeting Minutes

- The official written record of a meeting
- Minutes are approved and signed off by the Chair and Recording Secretary
- Provided to Council in a Regular Council Meeting agenda package
- Minutes contain:
 - start time of the meeting
 - wording of motions and the member that moved each motion
 - If a motion was carried or defeated
 - time of any recesses
 - time the Committee went into and came out of Closed Session
 - time the meeting adjourned

Meeting Procedure

1. Call to order

- The Committee Chair is responsible for calling the meeting to order
- The Call to Order is the official start of the meeting

2. Approval of Agenda

3. Agenda Items

- Information purposes only
- Require Action
 - Moving a motion
 - Debating a motion
 - Voting on a motion

4. Adjournment

What is a Motion?

- A Motion is a proposal that the Committee pursue a course of action on a matter or issue
- Motions must be clear and easily understood
- Motions take the form of a business decision

Examples:

1. *THAT the approved 2026 Draft Work Plan be presented to Council for review.*
2. *THAT \$300.00 be allocated from the Committee budget and put towards the production of brochures to promote the committees 2026 initiatives set out in the Work Plan.*

Moving a Motion

- A motion must be moved before any debate or voting can occur
- Only one motion can be considered at a time
 - Including any amendments
- As each agenda item is introduced by the Chair, if a motion is required as identified in the Request for Decision, the Chair will ask for a motion from a committee member
- A Committee member will agree to move the motion by reading the proposed Motion outlined in the Request for Decision or will propose a differently worded motion
 - The motion within the RFD is a proposed motion, it does not have to be the motion moved / placed on the floor
 - A mover of a motion does not have to vote in favour of the motion

Debating a Motion

- Committee members are given an opportunity to explain why they are in favour or against a motion
 - Comments should be succinct and directly relate to the motion being considered
- Members can also ask questions of Administration if they require clarification on issues related to the motion
- A motion must be made before the Committee can begin debate
- Debate discussion is directed through the Chair
- Members indicate to the Chair that they wish to speak, and the Chair calls on individual members to speak; in doing so members called on “obtain/have the floor”
- Typically, the member who made the motion is called on to speak first

Amendment to a Motion

- A Committee member wants to add or change the wording on the motion
- The member raises their hand to advise they wish to make an amendment
- The Chair recognizes the member and asks for the amending motion to be read out
- The discussion now focuses on just the amendment
- Once debate and discussion has completed, the Chair will call a vote on the amendment

Voting on a Motion

- Once the debate is over, the Chair puts the motion to a vote – this is known as “calling the question” or “calling the vote”
 - The Committee members raise their hands if in favour and leave their hands down if they are not in favour of the motion
- If a majority vote in favour, the motion is carried and if there is not a majority the motion is defeated
 - The Chair advises of the number of votes in favour and the number in opposition and proclaims the vote “carried” or “defeated”
- If there is a tie vote, the motion is defeated

What is Closed Session?

- A confidential portion of a meeting taking place with only Committee members and members of Administration present

- **Authority for Closed Session**

The *Municipal Government Act* indicates that Councils and Council Committees must conduct their meetings in open unless the matter to be discussed is within one of the exceptions to disclosure in the *Access to Information Act (ATIA)*

- Public cannot attend the portion of the meeting that is being conducted in Closed Session
- Motions cannot be made in closed session – members can discuss the items and ask questions of Administration

Closed Session Procedures

- A motion is made to go in Closed Session

Example: THAT the Committee go into Closed Session at 7:05 p.m. under Section 29 of the *Access to Information Act*, Advice from officials.

- The Committee discusses the matter in Closed Session
- A motion is made for the Committee to come out of Closed Session

Example: THAT Committee come out of closed session at 7:20 p.m.

- If there is an immediate business decision that is required based on the discussion in Closed Session, a motion is made in Open Session and voted on.

Adjournment

- Once all the agenda item motions have been moved, debated and voted on, the meeting can be adjourned
- The Chair declares the meeting over and asks for a motion to adjourn the meeting and a calls a vote

Learn More!



CONSOLIDATED VERSION

of

C-1204-22

COUNCIL PROCEDURE BYLAW

Enacted December 6, 2022

As Amended By:

Bylaw C-1252-23 - Enacted March 27, 2023
Bylaw C-1366-24 - Enacted December 2, 2024

This Consolidation is not an Official Bylaw. It is prepared by the City Clerk's Office for reference only.

*The ONLY CURRENT AUTHORIZED EDITION of the
CLASSIC WORK on PARLIAMENTARY PROCEDURE*

ROBERT'S RULES OF ORDER

NEWLY REVISED



12TH EDITION

Henry M. Robert III,
Daniel H. Honemann, Thomas J. Balch,
Daniel E. Seabold, and Shmuel Gerber

Questions



REQUEST FOR DECISION

MEETING DATE: January 20, 2026

TITLE: C-1121-20 - Economic Development Advisory Committee Bylaw - 2026 Overview

DIVISION: Strategic and Communication Services

SUMMARY:

The Economic Development Advisory Committee is established by bylaw under the *Municipal Government Act* and the bylaw must prescribe the functions and duties. An overview of the bylaw will be provided to the members.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The Economic Development Advisory Committee (EDAC) is a Council Committee created under s. 145 of the *Municipal Government Act*, and the bylaw serves as its terms of reference and sets out the general functions and procedures for EDAC meetings.

The duties and functions of the members, quorum, term, and procedures are all outlined within the bylaw. The provisions of the bylaw will be reviewed, and Administration will answer any questions the EDAC members may have.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

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 17 August 2020

Date Signed 21 August 2020

Mayor

City Clerk



REQUEST FOR DECISION

MEETING DATE: January 20, 2026

TITLE: Economic Development Advisory Committee 2026 Meeting Schedule

DIVISION: Strategic and Communication Services

SUMMARY:

To approve the Economic Development Advisory Committee meeting dates for the 2026 calendar year.

PROPOSED MOTION:

THAT the 2026 Economic Development Advisory Committee meeting schedule be approved as presented.

BACKGROUND / ANALYSIS:

C-1121-20 Economic Development Advisory Committee Bylaw states that the Committee is to meet on a quarterly basis.

Following discussion at the December 2, 2025 EDAC meeting and upon the appointment of the new EDAC members, feedback on preferred days of the week was received. Administration recommends that the EDAC schedule an additional meeting (above the quarterly requirement) in 2026 and recommends that EDAC meet on the following dates (from 6 to 8 p.m.):

- Tuesday, March 17, 2026
- Tuesday, June 2, 2026
- Tuesday, September 15, 2026
- Tuesday, December 8, 2026

Additional meetings may be called by the Chair by giving at least 24-hours' notice to the members of the Committee by email and to the public by posting a notice on the City's website.

Meetings will be held in the Poplar Room at City Hall from 6 - 8 p.m. and, prior to the meeting start, dinner will be provided at 5:30 p.m.

OPTIONS / ALTERNATIVES:

EDAC members may request amendments to the 2026 Economic Development Advisory Committee meeting dates.

CONSULTATION / ENGAGEMENT:

Administration sought feedback from EDAC members and Council on their preferences to meet so these dates are provided for consideration by Committee.

IMPLEMENTATION / COMMUNICATION:

Upon approval of the 2026 EDAC meeting schedule, Administration will send members calendar invites for the approved meeting dates.

The 2026 EDAC meeting schedule will be posted to the City's Events Calendar and the EDAC webpage.

IMPACTS:

An approved calendar ensures there is a set schedule allowing for proper and effective planning for the meetings.

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: January 20, 2026

TITLE: Adjournment - Economic Development Advisory Committee
Organizational Meeting - January 20, 2026

DIVISION: Strategic and Communication Services

SUMMARY:

Adjournment indicates the end of the meeting and the completion of the agenda items.

PROPOSED MOTION:

THAT the Economic Development Advisory Committee Organizational Meeting adjourn at TIME p.m.

BACKGROUND / ANALYSIS:

The Chair shall ask for a motion from the Committee. Once the motion has been made and the members vote, the meeting is now complete.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a