

**BYLAW 25-004
OF
LAC LA BICHE COUNTY**

A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING THE LAC LA BICHE COUNTY ECONOMIC DEVELOPMENT ADVISORY COMMITTEE.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, Chapter M 26, and amendments thereto, Council may pass a bylaw in relation to the establishment and function of Council Committees, and the procedures and conduct of Council Committees;

AND WHEREAS the Council of Lac La Biche County has determined that it is in the best interests of the municipality to establish the Lac La Biche County Economic Development Advisory Committee;

NOW THEREFORE under the authority and pursuant to the provisions of the said *Municipal Government Act*, and by virtue of all other enabling powers, the Council of Lac La Biche County, duly assembled, enacts as follows:

Title

1. This Bylaw is called the Lac La Biche County Economic Development Advisory Committee.

Establishment

2. The Lac La Biche County Economic Development Advisory Committee ("the Committee") is hereby established to serve in an advisory capacity to County Council, providing recommendations with respect to:
 - a. prioritization of policies, objectives and projects related to strategic goals and outcomes for economic development in the County;
 - b. monitoring relevant planning documents and providing broad perspective feedback for updates and/or changes, as required;
 - c. assisting to open lines of communications on economic development opportunities;
 - d. other related functions, in accordance with a terms of reference which is approved by Council; or
 - e. specific matters referred to the Committee by Council.

Membership

3. The Committee shall consist of ten (10) voting members, appointed by resolution of Council, in accordance with the following structure:
 - f. two (2) members of Council; and
 - g. eight (8) designated seats for other persons.

4. The designated seats shall consist of the representation outlined in the terms of reference per Schedule "A", as approved by Council resolution.
5. The term for all Public Member designated seats shall be for three (3) years.
6. The term for Council appointed Members shall be annual per designation at the Organizational Meeting as approved by Council resolution.
7. The Member's term of office on the Committee shall be a maximum of three (3) consecutive appointments (nine (9) years).
8. Notwithstanding Section 7 above, a member of the Committee is eligible to be reappointed for more than three (3) consecutive terms of office, if at least two-thirds (2/3) of the whole Council passes a resolution stating that the Member may be reappointed as a Member for more than three (3) consecutive terms.
9. Council may remove any Member from the Committee by resolution, following recommendation from the Committee. The recommendation for removal shall include reasons from the Committee.
10. Where a Public Member position is vacant for any reason, Council may appoint a replacement for the remainder of the term.
11. The Committee shall annually select a Chairperson and Vice-Chairperson from amongst the Members at the first meeting of each year. In the absence of the Chairperson, the Vice-Chairperson shall exercise all the same powers, duties and responsibilities that the Chairperson would be entitled to exercise if present.

Quorum

12. Quorum of the Lac La Biche Economic Development Advisory Committee shall consist of fifty per cent (50%) of the voting membership plus one (1) Councillor.
13. The majority vote of Members present, providing quorum is met, constitutes the decision for recommendation of the Committee. Members shall be required to vote on any matter before the Committee unless a pecuniary or conflict of interest is declared. In the event of a tie, the recommendation is lost.

Meetings

14. The Committee shall establish its own rules of procedure following the mandate outlined in the terms of reference per Schedule "A", but in doing so, shall have due regard for the principles of procedural fairness.
15. The Committee shall be provided with advice, research, information and additional support from the non-voting Lac La Biche County Administration representative(s), as designated by the Chief Administrative Officer.

16. The Chief Administrative Officer shall ensure that accurate minutes are kept of the Committee meetings.
17. The proceedings and deliberations of the Committee must be conducted in public, except where the Committee deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F 25, and amendments thereto.
18. When a meeting is closed to the public, no recommendation decision may be passed at the meeting, except a resolution to revert to a meeting held in public.
19. All Members of the Committee are required to sign a Code of Ethics, Non-Disclosure, and participate in training and orientation as outlined in the terms of reference. Whereby failure to sign and participate or adhere to such an agreement would result in the Member's removal from the Committee.

Rescinding of Previous Bylaws

20. Bylaw 20-039 and Bylaw 22-022 of Lac La Biche County are hereby rescinded.

Severability

21. Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

Come Into Effect

22. This Bylaw shall come into effect upon passing of the third reading.

THAT BYLAW 25-004 BE GIVEN FIRST READING THIS 8th DAY OF APRIL, 2025.

THAT BYLAW 25-004 BE GIVEN SECOND READING THIS 8th DAY OF APRIL, 2025.

THAT BYLAW 25-004 BE SUBMITTED FOR THIRD AND FINAL READING THIS 8th DAY OF APRIL, 2025.

THAT BYLAW 25-004 BE GIVEN THIRD AND FINAL READING THIS 8th DAY OF APRIL, 2025..

"Original Signed" _____

Mayor

"Original Signed" _____

Chief Administrative Officer

Schedule "A"

**Lac La Biche County Economic Development Advisory Committee (EDAC) Terms of Reference
(As Attached and Forming Part of This Bylaw)**

Lac La Biche County Economic Development Advisory Committee (EDAC)

TERMS OF REFERENCE

Purpose

The role of the Economic Development Advisory Committee (the Committee) is to provide Lac La Biche County Council (County Council) guidance on general section direction for the purpose of prioritization of policies, objectives and projects related to strategic goals and outcomes for economic development in Lac La Biche County. Furthermore, this committee will monitor relevant planning documents and provide broad perspective feedback for updates and/or change as required. They will assist in opening lines of communication on opportunities.

Composition

Voting Members for a total of ten (10) Voting Members.

Public representation will be from eight (8) designated seats from the preferred representation (but not limited to):

1. Portage College; One (1) Representative;
2. Lac La Biche Chamber of Commerce; One (1) Representative;
3. Resource One Aboriginal Business Association (ROABA); One (1) Representative;
4. Indigenous; One (1) Representative;
5. Community Futures; One (1) Representative;
6. Business & Industry; One (1) Representative;
7. Public Member-at-Large; One (1) Representative;
8. Agricultural Sector; One (1) Representative;

Council representation:

9. Lac La Biche County Council; Two (2) Representatives.

Each of the representatives will be appointed by Council resolution.

The Council representatives shall be appointed annually at Council's Organizational Meeting.

Non-Voting Members

- i. One (1) County Economic Development Administrative Representative will not hold a voting seat.
- ii. Senior Administration will be active participants at committee meetings.
- iii. Other County representatives may be present at meetings as required or requested by the CAO.
- iv. Termination
- v. Council may, at the request of the Committee, terminate an appointment if a Member is not upholding the Terms of Reference.

Structure

- i. The Chair and Vice-Chair shall be elected from the Committee as a whole by the Committee annually at the first meeting of the year.
- ii. In the absence of the Chair, the Vice-Chair shall act as the Chair during meetings and take on the responsibilities and duties for which the Chair would otherwise be responsible.

Remuneration

- i. Committee members shall not be subject to the Lac La Biche County's Committee Members Remuneration Policy. Lac La Biche County Council members appointed to this committee will be compensated as per the Elected Official Remuneration Policy.
- ii. All expenses related to travel, accommodations, and registrations for conferences, trainings, events, and tradeshow will be covered by Lac La Biche County in accordance with the Committee Members Remuneration Policy.

Duties

Roles and Responsibilities

- i. Administration shall be the conduit between the committee and Lac La Biche County Council. This involves ensuring Council's Strategic Plan, Bylaws and Policies are considered in committee discussions and recommendations, and to update Council and keep them informed of the committee's activities, and advocate for and support committee recommendations brought to Council for deliberation and decision.
- ii. The Committee will provide an annual report (or as requested by Council) of the activities of the committee; the Chair and/or Vice-Chair will work with Administration for creation and presentation of this report.

- iii. The Committee members are high-level advisors to Lac La Biche County Council and subsequently to Administration primarily regarding economic development interactions, meetings, engagements, and initiatives. All members will be required to sign confidentiality agreements and may further be subject to project specific non-disclosure agreements.
- iv. The Committee shall understand the strategic direction of Lac La Biche County and adhere to policies, procedures, and regulations in relation to business and development including but not limited to: Council's Strategic Plan, the Municipal Development Plan, Land Use Bylaw, Area Structure Plan, Lac La Biche County Economic Development Strategy, Lac La Biche County Tourism Strategy and Product Development Plan, Retail Gap Analysis, and other documents produced by Lac La Biche County for regulatory and planning purposes.
- v. The Committee shall send agenda topics and any relevant documents to Administration and the Chair at least one (1) week prior to the meeting via email or through the EDAC agenda item request form.
- vi. County Council may request for certain topics and matters to be discussed at the Committee level on a case-by-case basis.
- vii. Each Committee member may participate in an orientation and training in Economic Development Foundations as well as agree to conduct and ethics incorporating the Economic Development Association of Canada Code of Ethics.
- viii. The Committee does not have financial decision-making authority and shall operate under the budgetary responsibilities of Lac La Biche County's Economic Development Department.
- ix. The Committee will not direct Administration or Council on specific projects or direction. The Committee's purpose shall be to provide advice only. No member of the committee will act or speak on behalf of Lac La Biche County or use the Committee for personal gain or advocate on a pre-determined agenda.
- x. The Committee will advise Lac La Biche County Council on implementation of County Council's strategic goals and implementation related to economic development, investment attraction, existing business retention and expansion, and other development opportunities. Encourage advancement of Lac La Biche County as a place to do business from small to large scale.
- xi. EDAC shall review economic development initiatives and strategies and relay this information to Council and provide recommendations based on the information. In addition, review and advise on any information Council provides to the Committee.
- xii. EDAC shall provide support for Economic Development and Tourism initiatives as requested by Council or Administration. This includes events, conferences and tradeshow.

Conduct and Ethics

- i. Adopting the Economic Developers Association of Canada Code of Ethics is a commitment of Economic Developers and supporting organizations. As such, to provide competent and ethical service to Lac La Biche Region in relation to economic and community development all members of the Lac La Biche County Economic Development Committee must sign “Schedule A” in the Terms of Reference in acknowledgment of agreement to uphold the conduct, terms and ethics as outlined.
- ii. Members are expected to provide impartial and objective advice for the greater good of the Lac La Biche regional community. Members must recuse themselves from any conversations, initiatives, or other professional activities carried out by this advisory committee that a reasonable observer may deem the individual to hold an interest in or ability to influence.
- iii. Committee members are obligated to conduct themselves with a high level of ethics, setting and raising the example of the standards of conduct in the community and region. This includes but is not limited to, treating other committee members and community members with respect and consideration, conducting themselves in a professional manner, keeping confidential matters that are not available to the public.

Meetings

- i. The Committee shall hold a minimum of four quarterly meetings per year and maximum of twelve meetings (monthly) per year at times, dates, and locations selected by the Committee. Virtual attendance for meetings is permitted unless the meeting requires in-person participation. Notice must be provided to Lac La Biche County’s administration at least two (2) business days in advance to ensure virtual attendance capabilities are available.
- ii. Appointed Committee members are expected to attend every meeting in person or virtually through agreed-upon electronic methods. Absence of two (2) consecutive meetings of any Committee member terminates their appointment on the Committee, unless approved by the committee and/or a valid reason for the absence(s).
- iii. Notice of a meeting called outside of the regular meeting schedule must provide all members with a minimum of two (2) weeks’ notice in advance, as well as notice to the public within 24 hours. Should an urgent matter arise, the Chair may use discretion to call a meeting outside of this timeframe providing two business days’ notice.

Administrative Support

- i. Administrative support shall be given by the County to the Committee for coordination purposes. Coordination of Committee meetings including location and set-up; meeting minutes and agenda creation; circulation of agenda packages four (4) working days prior

to the scheduled meeting(s); processing of Committee expense claims and providing background and context for decisions to ensure comprehensive understanding.

- ii. All meetings will be followed up with minutes that will be distributed to the Committee via email, and public content shall be posted on the County website.
- iii. All financial requests or projects shall be presented to Lac La Biche County Council in the form of business cases to be reviewed by Administration and approved by Council.

Governance

- i. All voting members are required to vote on a motion, including the Chair. In the event of a tie, the motion is defeated.
- ii. In addition to the annual report to Council, the Chair and Vice-Chair may determine additional reporting as required.
- iii. Quorum shall consist of fifty per cent (50%) of the membership and one Councillor. There must be a passed motion from the committee for a matter to be brought to Council.

Endorsement of Terms of Reference:

"Original Signed"

Chair Signature

April 1, 2025

Date

"Original Signed"

Vice-Chair Signature

March 31, 2025

Date

"Original Signed"

Lac La Biche County

Chief Administrative Officer

March 27, 2025

Date

Schedule "A"

Committee Member Declaration:

I, _____, hereby agree to the terms and conditions of the Economic Development Advisory Committee's Terms of Reference as outlined in this document and shall adhere to its policies, procedures and regulations.

Signature

Date