

TERMS OF REFERENCE

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

Members and Terms

Voting

- Representation from each of the following:
 - Indigenous;
 - Business;
 - Industry;
 - Public Sector;
 - Non Profit;
 - Member at Large (Resident); and
 - Two Member at Large (Resident or Non Resident).

Each of the representatives must be appointed by a selection committee. These eight (8) seats are selected through an application process as per the Lac La Biche County Committee Selection Policy and Procedure. Public Committee members are appointed on a one (1) and two (2) year term such that staggered representation is encouraged. Public seats shall be held by the same person for no more than two (2) consecutive terms. Seats are not transferable until a term is completed unless the seat holder fails to uphold the obligations outlined in this Terms of Reference or resigns from the seat. Seats are held for one (1) and two (2) year terms alternating. Representatives for the designated seats are limited to two consecutive terms.

One (1) and two year term periods will align with Organizational Meetings of Council. Members who join the committee mid-term will still align termination of term periods with Organizational Meetings of Council.

- Two (2) Lac La Biche County Council members.

Appointed annually through Council's Organizational Meeting.

Non-Voting

One (1) County Economic Development Administrative Representative, will not hold a voting seat.

Senior Administration will be active participants at the committee meetings.

Other County representatives may be present at meetings as required or requested by the CAO.

Termination

Council may, at the request of the Committee, ask for the resignation of any member should he/she/they not uphold the duties of the Committee as outlined in the Terms of Reference, including regular attendance (no more than two (2) absences unless approval is voted on by the committee).

Structure

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.

The Chair shall preside over each meeting and determine points of order as they arise. Additionally, the Chair is responsible for the conduct and order of the meetings, determining speaking order, and calling a vote on all matters to determine a resolution.

The Chair shall be involved in the selection process of the incumbent for a new term, including application screening, interviews, evaluation of the public seats, and presenting recommendations to Council to vote for official approval.

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

Committee members shall not be subject to the Lac La Biche County's Committee Members Remuneration Policy. However, all expenses related to travel, accommodations, and registrations for conferences, trainings, meetings, events, and tradeshow will be covered by Lac La Biche County. Lac La Biche County Council members appointed to this committee fall under the Councillor remuneration policy.

Duties

Roles and Responsibilities

The Councillor appointed to the Committee acts as a conduit between County Council and the Committee. This involves ensuring Council's adopted 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.

The Committee will provide an annual report (or as requested by Council) of activities of the Committee; the Chair and/or Vice-Chair will work with Administration for creation and presentation of this report.

The Committee members are high-level advisors to Council, and subsequently Administration 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.

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.

Each Committee member will 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.

The Committee does not have financial decision making authority and shall operate under the Administration budgetary responsibilities of the Lac La Biche County Economic Development Department.

The Committee will not direct Administration or council on specific projects or direction but 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.

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.

Review economic development initiatives and strategies, relay this information to Council, and provide recommendations to Council based on the information. As well, review and advise on any information Council provides to the Committee.

Provide support to Economic Development and Tourism initiatives as requested by Council or Administration. This includes events, conferences and tradeshow.

Provide annual reports to Council, regarding economic development initiatives and activities of the Committee.

Conduct and Ethics

Adopting the Economic Development 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 the Terms of Reference in acknowledgment of agreement to uphold the conduct and ethics as outlined.

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.

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 confidence matters that are not available to the public, etc.

Meetings

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 of two (5) business days must be provided to ensure a virtual attendance capability are available.

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 there is an agreement in place and a valid reason for the absence.

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 a notice to the public in the same time frame. Should an urgent matter arise, the Chair may use discretion to call a meeting outside of this timeframe providing two business day's notice.

Administrative Support

Administrative support shall be 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) business days prior to the scheduled meeting(s); processing of Public Committee members expense claims; and providing background and context for decisions to ensure understanding.

All meetings will be followed up with minutes that will be distributed to the Committee via email, and all public content will be posted on the County website.

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

All voting members are required to vote on a motion, including the Chair. In the event of a tie, the motion is defeated.

In addition to the annual report to Council the Chair and Vice-Chair may determine additional reporting as required.

Quorum consists of fifty per cent (50%) of the membership plus a Councillor. There must be majority agreement for a matter to be brought to Council.