



## **Economic Development and Tourism Advisory Committee Terms of Reference**

### **PURPOSE**

To act in an advisory capacity making recommendations to Council and providing advice to administration on issues pertaining to the encouragement, co-ordination and development of activities relating to the enhancement of economic development and tourism within Parkland County.

### **LEGISLATIVE AUTHORITY**

Municipal Government Act.

### **REPORTS TO**

County Council.

### **MEMBERSHIP**

- 2 Council members
- 1 representative from Acheson Industrial Area
- 1 representative from the tourism industry who is actively involved in a tourism operation within Parkland County
- 1 representative from TransAlta Utilities Corporation
- up to five (5) persons selected from people who have a vested interest in Parkland County (either a resident, a business owner or upon approval of Council a person who owns property in Parkland County but is not a resident and has been recommended by EDTAC to serve on the Committee).

Public member appointments to be effective January 1<sup>st</sup> for three-year terms, and will remain in effect unless otherwise revised by Council.

Council members appointed annually at organizational meeting for the following calendar year.

### **TERM OF OFFICE**

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

### **CHAIRMANSHIP**

Determined by Committee members at the 1<sup>st</sup> meeting after the County's organizational meeting.

### **MEETINGS**

Six meetings per year. Meetings held the 1<sup>st</sup> Monday of January, March, May, July, September and November. Special meetings may be called by the Chairperson.

### **TERMS OF REFERENCE**

As established by Council resolution.

### **ADMINISTRATIVE RESPONSIBILITY**

Chief Administrative Officer.

1. Name of the Committee

(a) "Committee" shall mean the Economic Development and Tourism Advisory Committee.

2. Committee Composition and Method of Appointment

(a) (i) The Committee shall consist of up to ten (10) persons appointed by County Council with the chairperson and vice-chairperson selected from the appointed members of Council and will be current elected representatives of Council.

(ii) Up to eight (8) public members will be chosen in such a manner that the Economic Development and Tourism Advisory Committee shall at all times have one (1) representative from the Acheson Industrial Area, one (1) representative from the tourism industry who is actively involved in a tourism operation within Parkland County, one (1) representative from TransAlta Utilities Corporation, up to five (5) persons selected from people who have a vested interest in Parkland County (either a resident, a business owner or upon approval of Council a person who owns property in Parkland County but is not a resident and has been recommended by EDTAC to serve on the Committee).

(ii) Appointments shall be for a period of three years, commencing on January 1<sup>st</sup>, or otherwise approved by Council.

(b) All members shall remain in office until their respective successors are appointed.

(c) In the event of a vacancy occurring, the person appointed to fill such a vacancy, shall hold office for the remainder of the time concerned in the vacancy which has arisen.

(d) Any member of the committee who is absent for three (3) meetings in a calendar year, the committee shall, unless such absence is caused through illness or is authorized by resolution of the committee and entered upon the minutes, forfeit his/her office and another member shall be appointed to fill the vacancy for the remainder of the term of office.

(e) County Council may, at its sole discretion, remove any appointed member from the committee.

(f) Representatives from County Administration may attend all meetings of the Committee. Directions to these staff persons are to be carried out through the Chief Administrative Officer.

(g) The Chief Administrative Officer may designate a person to be secretary to the committee. The secretary shall not be a member and vote on any matter but may act as a resource to the committee.

3. Role of the Committee

- (a) The committee shall advise Council on the encouragement, co-ordination and development of activities relating to the enhancement of economic development and tourism within Parkland County.
- (b) The committee shall provide advice to the administration of Parkland County on economic development and tourism matters.
- (c) The committee may assist administration, where and when possible, in facilitating client access to information and to help in relaying the benefits of doing business within Parkland County.
- (d) The committee may follow-up on those clients at the appropriate times when visiting locations where potential clients presently operate.
- (e) The committee may participate in new initiatives relating to economic development and tourism undertaken in pursuit of new clients.
- (f) The committee may establish from time to time specific sub-committees to deal with tasks and projects as identified and assigned by the committee.
- (g) The committee shall advise Council and administration of opportunities, clients, contacts and leads perceived advantageous to Parkland County discovered through their normal course of business and activities. (This section shall not be interpreted to suggest that members are obligated to compromise their position with regard to divulging privileged, confidential information gained from clients.)
- (h) The committee shall represent Parkland County residents and businesses by bringing forward economic development and tourism concerns to the committee, Council, and administration.
- (i) The committee shall respond to requests from Council and the Chief Administrative Officer and provide advice on matters which influence the economic development and tourism climate within Parkland County.
- (j) The committee shall assist in the implementation, evaluation and update of the Economic Development Strategic Plan.
- (k) The committee, or any of its members, shall not have the power to pledge the credit of Parkland County in connection with any matter whatsoever.

4. Roles and Duties of Committee Members

- (a) Committee members shall act in an advisory capacity between County businesses, residents, and the committee, by providing information on issues relating to economic development.

5. Conduct of Meetings

- (a) The committee shall acknowledge and recognize the chairman as an appointed Council member and the chairman shall preside over all meetings of the committee and decide all points of order that may arise.
- (b) Regular meetings of the Committee shall be six (6) meetings per year at the Parkland County office on the 1<sup>st</sup> Monday of January, March, May, July, September and November or as determined by the Committee. Special meetings may be called by the Chairman. The time and place of special meetings may be determined by the Chairperson.
- (c) A quorum of the committee shall be a majority of the members.
- (d) All members of the Committee, including the Council representatives, shall vote on any questions. In the event of a tie, the motion is lost.
- (e) Meeting agenda items may be received from committee members, Council, the Chief Administrative Officer, or staff appointed by the Chief Administrative Officer to the committee at least ten (10) days prior to the meeting.
- (f) The agenda for each meeting will be prepared by the secretary appointed to the committee.
- (g) The secretary to the committee shall be responsible to circulate the agenda and information pertaining to items for the meeting at least five (5) days in advance of the meeting.
- (h) Minutes of all regular and special meetings of the committee shall be kept by the Secretary.