

**Table 1 – Economic Diversification Committee Terms of Reference Update**

#	Section	Proposed Changes	Rationale
1.	Formatting	<ul style="list-style-type: none"> <li>▪ Updated template formatting and headings.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improve ease of reference and document clarity.</li> <li>▪ Creates consistency with the other Council committee terms of reference templates.</li> </ul>
2.	Purpose	<ul style="list-style-type: none"> <li>▪ Reduce content and refer to current Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improve clarity and increase relevancy.</li> <li>▪ Update to align with Council strategic priorities and most recent committee work plan.</li> </ul>
3.	Membership	<ul style="list-style-type: none"> <li>▪ Reduce Council membership from 3 to 2.</li> <li>▪ New: Minimum of one Acheson ratepayer will be an active representative on the committee.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure membership is representative.</li> </ul>
4.	Term of Office	<ul style="list-style-type: none"> <li>▪ Public Committee members are appointed by Parkland County Council for a maximum of four consecutive years.</li> <li>▪ New: A minimum of a one-year break must be taken if a member would like to apply for the committee again.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improve clarity and increase relevancy.</li> <li>▪ Committee recommended to add the criteria that a one-year break is required prior to applying for the committee again.</li> </ul>
5.	Meetings	<ul style="list-style-type: none"> <li>▪ Meetings are open to the public and the public will register to attend in advance of the meeting.</li> <li>▪ Meetings will be held a minimum of four (4) times, and a maximum of six (6) times per year.</li> </ul>	<ul style="list-style-type: none"> <li>▪ More accurately reflects current practice and provides flexibility.</li> </ul>
6.	Conflict of Interest and Confidentiality	<ul style="list-style-type: none"> <li>▪ New: Committee members will sign and follow the Parkland County Oath and Acknowledgement of Terms of Appointment which limits disclosure of confidential or personal information accessed as a committee member. It</li> </ul>	<ul style="list-style-type: none"> <li>▪ New section added to confirm full transparency by members.</li> </ul>

		requires that committee members declare any conflict of interest, and refrain from discussing or voting on any matter before the committee for which the member has a pecuniary interest or conflict of interest.	
7.	Role and Responsibility	<ul style="list-style-type: none"> <li>▪ Included Ratepayers to the list under section 1.</li> <li>1. The Committee will consider matters referred to it by: <ul style="list-style-type: none"> <li>• Council;</li> <li>• Administration;</li> <li>• Ratepayers; and</li> <li>• the Committee;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure matters are representative.</li> </ul>
8.	Additional Sections	<ul style="list-style-type: none"> <li>▪ Chairmanship, committee chair, minutes, conflict of interest &amp; confidentiality, roles &amp; responsibility, roles &amp; duties of administration, limitations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ More accurately reflects current practice and improves clarity.</li> </ul>



## **Economic Diversification Committee** *Terms of Reference*

### **PURPOSE**

Parkland County's 2022-2025 Strategic Plan identifies Economic Diversification as a Strategic Priority Area. The purpose of this Committee is to consider matters relating to Economic Diversification, its alignment with the Strategic Goals set out in the Strategic Plan and advise Council of its recommendations.

### **LEGISLATIVE AUTHORITY**

Municipal Government Act & Bylaw 2016-22.

### **REPORTS TO**

Council.

### **MEMBERSHIP**

- a. The Committee may have up to 9 members, and Councillor members.
- b. Council will encourage applications from individuals with a diversity of experience and backgrounds. Individuals with experience or familiarity in areas including, but not limited to, commercial and industrial development, tourism, energy, business, agriculture and post-secondary education will be encouraged to apply.
- c. Members are not required to be a resident of Parkland County.
- d. Minimum of one Acheson ratepayer will be an active representative on the committee.
- e. Council may at its discretion, by resolution, revoke appointment of any member.
- f. Council may by resolution fill any vacancy that may arise during a term.
- g. Members will be required to read and adhere to the Oath and Terms of Appointment, Workplace Harassment and Health and Safety policies of Parkland County while acting as members of the Committee.

### **TERM OF OFFICE**

- a. Council appointments are made annually at the organizational meeting.
- b. Public Committee members are appointed by Parkland County Council for a maximum of four consecutive years.
- c. A minimum of a one-year break must be taken if a member would like to apply for the committee again.

### **CHAIRMANSHIP**

Committee members shall elect a Chair and Vice Chair on an annual basis from among their public members.

### **Committee Chair**

The Chair's duties will include:

1. Preside at meetings and maintain order at the meetings.
2. Collaborate with the appointed administration lead to prepare the agenda;
3. Start and adjourn meetings on time;
4. Prioritize agenda items, schedule them accordingly and adhere to the agenda; accepting only discussion on the agenda topic from the floor;
5. Know and follow the rules of meeting procedure.
6. Be a voting member;
7. If both the Chair and Vice-Chair are absent from the meeting, acting Chair will be elected by the Committee.

## **MEETINGS**

- a. Meetings will be held a minimum of four (4) times, and a maximum of six (6) times per year.
- b. Meetings are open to the public and the public will register to attend in advance of the meeting.
- c. A majority of the appointed members will be quorum.
- d. Consensus of those Members present at the meeting shall constitute a decision of the Committee.
- e. The Chief Administrative Officer will appoint an administrative representative to support the meetings of the committee.

## **Minutes**

Minutes will be taken at each meeting in accordance with County Meeting Procedures Bylaw, circulated to all committee members with the next meeting agenda, and adopted at that meeting.

## **Conflict of Interest and Confidentiality**

Committee members will sign and follow the Parkland County Oath and Acknowledgement of Terms of Appointment which limits disclosure of confidential or personal information accessed as a committee member. It requires that committee members declare any conflict of interest, and refrain from discussing or voting on any matter before the committee for which the member has a pecuniary interest or conflict of interest.

## **Roles and Responsibilities**

1. The Committee will consider matters referred to it by:
  - Council;
  - Administration;
  - Ratepayers; and
  - the Committee;
2. The committee shall on an annual basis review the Terms of Reference for the committee, and identify goals and priorities based on the outcomes of Council's annual strategic planning.
3. The actions of the committee are to align with Council's vision and assist in the execution of Council's goals as identified in the Strategic Plan.
4. Provide advice and recommendations to Council on a regular basis.
5. The Chairperson or public member designate of the committee shall, on an annual basis, make a presentation to Council, either in writing or by formal presentation, regarding the

work undertaken and the accomplishments to date of the committee.

**Roles and Duties of Administration**

1. Administration shall orientate committee members with regards to the Terms of Reference and roles of committee members and administration.
2. Administration shall attend meetings to provide guidance and assistance in accordance with the Terms of Reference, and to take minutes.
3. Agendas will be prepared by administration, in consultation with the appointed Chairperson, which will be provided to all members one week in advance of the meeting.

**Limitations:**

The Committee does not have the power to:

- a. Enter into agreements;
- b. Spend money;
- c. Direct county employees; or
- d. Bind or obligate the County in any other matter.

**ADMINISTRATIVE RESPONSIBILITY**

Chief Administrative Officer.

# TERMS OF REFERENCE

## Economic Diversification Committee

### 1. Purpose

- a. Parkland County's Strategic Plan 2040 and Beyond identifies Strategic Economic Diversification as a Strategic Priority Area. The purpose of this Committee is to consider matters relating to Strategic Economic Diversification, their alignment with the Strategic Goals set out in the Strategic Plan, and advise Council of its recommendations.
- b. The Strategic Economic Diversification Guiding Principles and Broad Objectives area:
  - i. To recognize and champion the importance of agriculture for its economic, environmental, and community contributions and be committed to ensuring its long term viability in the County *through*:
    1. Solidifying Parkland as a leader in the region on agricultural and value-added agricultural enterprises;
    2. Supporting the agriculture sector to ensure a strong, diverse, and resilient industry;
  - ii. To be a region that supports the local economy, including the agriculture, tourism, entrepreneurial, and industrial sectors *through*:
    1. Enhancing business support services to our local business community to foster innovation, promote entrepreneurship, and manage risk;
    2. Continuing to ensure Parkland is a major industrial and commercial region;
    3. Positioning Parkland County as a leader in the Green Economy.
  - iii. To effectively pursue and manage new opportunities to stimulate economic growth, increase investment, and diversify our long term economic bases *through*:
    1. Proactively pursue opportunities in key market segments including supply chain and logistics, value added food and agriculture production, manufacturing and information and communication technologies
    2. Developing the road and infrastructure network to ensure safe and efficient movement of traffic, goods and services through Parkland County;

3. Maintaining a business friendly environment ensuring economic development opportunities, providing supports and treating our stakeholders as partners.

## 2. Function

- a. The Committee will consider matters referred to it by:
  - i. Council;
  - ii. Administration;
  - iii. Residents; and
  - iv. the Committee;
- b. The Committee will make recommendations to Council/Committee of the Whole that help achieve Council's annual strategic priorities for the Committee. The annual strategic priorities will be determined at Council's annual strategic planning session. The Committee will provide advice to Administration regarding plans and concepts referred to it. The Committee may recommend changes to the Terms of Reference.
- c. The Committee will report through the Council Committee of the Whole 2 to 3 times per year.

## 3. Limitations

- a. The Committee does not have the power to:
  - i. Enter into agreements;
  - ii. Spend money;
  - iii. Direct county employees; or
  - iv. Bind or obligate the County in any other matter.

## 4. Membership

- a. The Committee may have up to 9 members, up to 3 of which may be Councillors.
- b. Councillors will be appointed annually at the Council Organizational Meeting.
- c. Other Members will be appointed by resolution of Council for a term not to exceed 4 years.
- d. Council will encourage applications from individuals with a diversity of experience and backgrounds. Individuals with experience or familiarity in areas including, but not necessarily limited to, commercial and industrial development, tourism, energy, business, agriculture and post-secondary education will be encouraged to apply.
- e. Members are not required to be a resident of Parkland County.
- f. Council may at its discretion, by resolution, revoke the appointment of any Member.
- g. Council may by resolution fill any vacancy that may arise during a term.

- h. Members will be required to read and adhere to the Code of Conduct, Workplace Harassment and Health & Safety policies of Parkland County while acting as members of the Board.

#### **5. Meetings**

- a. Meetings will be open to the public and conducted in accordance with the Parkland County Meeting Procedure Bylaw 2015-06, except for as may be varied by this Terms of Reference.
- b. The Board shall hold meetings 6 times per year, or as otherwise called by the Chairperson.
- c. At the first meeting in each calendar year the Board will elect a Chairperson and Vice Chairperson from among the public members.
- d. A majority of the appointed Members will be quorum.
- e. The majority vote of those Members present at a meeting shall constitute a decision of the Committee.
- f. The Chief Administrative Officer will appoint an Administrative Representative to support the meetings of the Board.