

CITY OF ST. ALBERT

OFFICE CONSOLIDATION OF SAEDAC BYLAW 32/2007

Consolidated by Bylaw 17/2010

A Bylaw to Establish and Define the Functions of the St. Albert Economic Development Advisory Committee and to Repeal Bylaw 2/2000.

---

WHEREAS Section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, provides that Council may pass bylaws to establish council committees and define their functions.

AND WHEREAS Council wishes to establish a council committee to advise Council on issues related to economic development and in particular enhancing development in St. Albert from a community based perspective.

The Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

**Title**

1. This Bylaw may be referred to as the "SAEDAC Bylaw".

**Definitions**

2. In this Bylaw:

- (a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.
- (b) "Bylaw" means this SAEDAC Bylaw;
- (c) "Chair" means the chairperson of the Executive Committee;
- (d) "City" means the municipal corporation of the City of St. Albert or, where the context so requires, the area contained within the boundaries of the City;
- (e) "City Manager" means the City's chief administrative officer and includes his or her delegate;
- (f) "Committee" means the St. Albert Economic Development Advisory Committee established by this Bylaw;
- (g) "Council" means the municipal council of the City of St. Albert;
- (h) "Councillor" means an active member of Council;
- (i) "Director" means the Director of Business & Tourism Development for the City or such other member of the City's administration as authorized by the City Manager to act as the Director;
- (j) "Executive Committee" means the group elected by the Members of the Committee pursuant to Section 19 of this Bylaw;
- (k) "General Manager" means the General Manager or Acting General Manager of the Business and Strategic Services Division for the City or such other member of the City's administration as authorized by the City Manager to act as the General Manager;

- (l) "Mayor" means the chief elected official of the City;
- (m) "Member" means a person appointed by resolution of Council pursuant to Section 4 and those individuals attending Committee meetings pursuant to Section 5;
- (n) "Term" means a Member's term of office; and
- (o) "Vice Chair" means the Vice Chair of the Executive Committee

### **Committee Establishment**

- 3. There is hereby established a Council committee that shall be referred to as the St. Albert Economic Development Advisory Committee or SAEDAC.

### **Appointments and Memberships**

- 4. (1) City Council shall appoint the following Committee Members:
  - (a) one (1) representative and one (1) alternate representative from City Council;
  - (b) one (1) Member representing the tourism/hospitality industry;
  - (c) one (1) Member representing a business operating in Campbell Business Park;
  - (d) one (1) Member representing a post secondary institution serving St. Albert;
  - (e) one (1) Member representing the volunteer/non-profit sector;
  - (f) three (3) to five (5) Members representing the community and/or business at large.
- (2) (a) The appointment pursuant to Section 4(1)(a) shall be effective as of the date of the resolution of Council making the appointment and shall be for a one year Term.
- (b) Appointments made pursuant to Section 4(1)(b) through 4(1)(g) shall take effect on January 1 of the effective year of the appointment unless otherwise directed by Council and shall be for a two (2) year Term unless otherwise directed by Council.
- (c) If a Member appointed by Council is unable to complete their Term as a Member, Council may appoint a replacement to serve the remainder of the vacating Member's Term.
- (d) Members, except for the Member appointed under Section 4(1)(a) may serve a maximum of three (3) consecutive Terms.
- (3) A Member appointed by Council is disqualified from serving on the Committee and the appointment of that Member is automatically revoked if that Member is absent from three (3) consecutive Committee meetings, unless the absence has been excused by the Committee.

5. In addition to the Members of the Committee appointed by City Council the following organizations shall be entitled to send representatives to Committee meetings:
  - (a) an individual representing the Urban Development Institute, St. Albert Chapter;
  - (b) one (1) individual representing the Riel Business Park Association;
  - (c) two (2) individuals representing the St. Albert Chamber of Commerce;
  - (d) an individual representing the Northern Alberta Business Incubator Society "NABI";
  - (e) an individual representing the St. Albert Protestant Separate School Board;
  - (f) an individual representing the Greater St. Albert Catholic Regional Division No. 29 School Board; and
  - (g) an individual representing the Arts & Heritage Foundation.
6. The Mayor is an ex-officio Member of the Committee and shall be entitled to make motions and vote on any issue before the Committee.
7. From time to time Council may:
  - (a) request any person, group, association, entity, organization or the Committee to make recommendations on appointments;
  - (b) appoint a representative from a neighbouring municipality or regional economic development group as a Member;
  - (c) appoint a new Member to fill the remainder of a vacating Member's Term;
  - (d) make any other appointments it considers beneficial and;
  - (e) revoke the appointment of a Member for any reason.

#### **Non-Voting Participants**

8. The City Manager and General Manager may attend any regular Committee meeting, including any *in camera* session, and participate in any discussions, but may not make motions or vote on any issue before the Committee.
9. The Director or his or her designate shall attend any regular Committee meeting, including any *in camera* session, to be an information resource for Members but may not make motions or vote on any issue before the Committee. The Director may, at his or her discretion, invite other members of the City administration to attend Committee meetings.
10. (deleted)

#### **Quorum**

11. A quorum of the Committee will be ten (10).
12. As an ex-officio Member the Mayor shall be included in determining if a quorum of Members is in attendance at any meeting of the Committee.

### **Meetings and Rules of Procedure**

13. The Committee shall meet a minimum of eight (8) times per year.
14. The Director shall establish the date, time and location of the Committee's first meeting of each calendar year.
15. The Director shall be responsible for the preparation and circulation of agendas and minutes of meetings for the Committee. The Director, at their discretion, may delegate staff to provide support to SAEDAC or SAEDAC sub-committees.
16. The Chair, or in their absence the Vice Chair, shall chair Committee meetings.
17. The Committee shall conduct its meetings in public unless authorized otherwise by the Act.
18. Except as otherwise provided in this Bylaw, the Committee may establish its own rules of operational procedure.

### **Executive Committee**

19. At the first meeting of each calendar year, the Committee Members will elect, from those Members who have confirmed willingness for nomination, an Executive Committee consisting of:
  - (a) a Chair;
  - (b) the past Chair, if applicable;
  - (c) a Vice Chair; and
  - (d) four (4) additional Members or, if no past Chair elected, five (5) additional Members.
20. The Executive Committee shall meet at the call of the Chair.
21. The Executive Committee will:
  - (a) set agendas for Committee meetings;
  - (b) make presentations to Council on behalf of the Committee; and
  - (c) deal with time sensitive issues that cannot conveniently await the next meeting of the Committee.
22. A quorum of the Executive Committee will be four (4) Members.

### **Committee Roles and Responsibilities**

23. The Committee and Executive Committee shall act as an advisory body to Council.
24. The Committee will:
  - (a) provide input and advice to Council on economic development and tourism strategies and initiatives, key policy decisions and matters that affect the business climate of the City;

- (b) develop a close relationship with Council, the local business community, the City Administration, and the community as a whole;
  - (c) assist Council in:
    - (i) identifying target markets for economic development,
    - (ii) identifying areas where advertising and promotion efforts can have the most impact, and
    - (iii) communicating with the community;
  - (d) advise Council on economic and community development opportunities as well as advising on strategic plans for economic development and tourism within St. Albert and region;
  - (e) meet with Business & Tourism Development Department staff members to exchange information on current economic development activities and initiatives;
  - (f) make recommendations to Council on any significant changes in focus or policy matters and/or initiatives; and;
  - (g) provide advice to Council in response to specific requests of Council on economic development and tourism matters.
25. (1) The Committee may form Sub-Committees other than the Executive Committee from time to time to review and comment on specific economic development issues.
- (2) Sub-Committees shall be chaired by a Member of the Committee.
- (3) Sub-Committees may include, as members, individuals who are not Members of the Committee.
- (4) Any recommendations of a Sub-Committee must be ratified by the Committee before being presented to Council.

### **Reporting**

26. The Committee shall submit an annual report to Council on its activities.
27. In addition to its annual report, the Committee shall submit such specific reports or reviews as may be requested by Council from time to time.

### **Repeal**

28. Bylaw 2/2000, as amended, is hereby repealed.