



The City of  
**SPRUCE  
GROVE**

## REQUEST FOR DECISION

**MEETING DATE:** April 27, 2026

**TITLE:** C-1436-26 - Economic Development Advisory Committee Bylaw - Third Reading

**DIVISION:** Strategic and Communication Services

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### **SUMMARY:**

Third reading of C-1436-26 - Economic Development Advisory Committee (EDAC) Bylaw is being brought forward for consideration. The EDAC Bylaw is proposed to be amended through repealing and replacing of the bylaw to clarify definitions and standardize sections to mirror other advisory committee bylaws including reducing the number of Councillors appointed to the Committee from three to two, making them non-voting members and allowing public members to serve as Chair and Vice - Chair. The proposed Bylaw received first and second reading at the Regular Council meeting held on April 13, 2026.

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### **PROPOSED MOTION:**

THAT third reading be given to C-1436-26 - Economic Development Advisory Committee Bylaw, as amended.

### **BACKGROUND / ANALYSIS:**

On April 13, 2026, Council considered amendments to the Economic Development Advisory Committee Bylaw, which resulted in first and second reading be given.

On August 17, 2020, Council passed Bylaw C-1121-20 - Economic Development Advisory Committee Bylaw to formalize the Committee as a committee of Council and to bring it into conformity with the *Municipal Government Act*.

The City's Bylaw and Policy Review Program provides that bylaws and policies shall be reviewed at a minimum every four years. Beginning with the EDAC Bylaw, staff are currently undertaking

a review of all board and committee bylaws and will be bringing forward any recommended amendments, if needed.

The purpose of the review is to address the following:

- Outdated provisions (i.e. definitions, procedures, reference materials, etc.)
- Mandate, committee actions, and reporting elements are still applicable and followed.
- Membership composition is adequate and complements the mandate and expectations.
- Inconsistencies with other advisory committees.
- Discrepancies with the *Municipal Government Act*, or other applicable legislation.

The review of the EDAC Bylaw included a comparison of the current bylaw with other advisory committee bylaws, consultation with the Administrative Liaison, and input from staff that support the Committee. As a result, Administration is proposing several amendments as outlined below.

## **Proposed Amendments**

### **Administrative Updates**

The current EDAC Bylaw includes outdated definitions, references documents, and activities that no longer apply to the committee or are not attainable, provides for reporting processes that are not feasible to complete and includes redundant procedures that are captured in Council's Procedural Bylaw.

The proposed administrative changes include:

- Aligning standard definitions, such as, "Act", "Administration", "Administrative Liaison", "Chair", "City Manager", "Council", "Councillor", and "Vice - Chair" with other advisory committee bylaws to ensure consistency in wording and application.
- Introducing "Public Member" as a definition to differentiate Council members from all other members.
- Streamlining the mandate and terms of reference by removing redundancy and clarifying that the committee does not direct administration on programs, services, business plans, or structures.
- Removing provisions that indicate the committee members are undertaking research, and developing strategies and policies. Given that the EDAC is an advisory committee, it is the mandate of the Committee to provide advice to Council on items such as strategies and policies, but not to develop them.
- Revising the Annual Work Plan and Reporting to reflect the current process of the Committee which is to present the annual Work Plan to Council.

## **Membership Composition**

The current EDAC is composed of three Councillors, one member representing the Greater Parkland Regional Chamber of Commerce, one member representing the City Centre Business Association, two members representing industrial stakeholders, two members representing commercial stakeholders, and two public-at-large members. Except for the members representing the Greater Parkland Regional Chamber of Commerce and the City Centre Business Association, all other members are recruited through the City's Public Member Appointment to Committees Program. Council members appointed to the Committee are voting members.

The proposed membership changes include:

- The EDAC is the only Committee that consists of three Councillors. All other advisory committees have a maximum of two Councillors. It is recommended that the Committee align with the other advisory committees and appoint up to two Councillors. In addition, staff would like to add an additional member to represent the commercial sector.
- Councillors appointed to advisory committees are non-voting members. It is important to maintain this approach as it ensures committees remain independent and free of undue influence when providing recommendations. It is recommended that Councillors appointed to EDAC are non-voting.
- The current bylaw indicates the recruitment of industrial and commercial members will be nominated by the Administration. This does not comply with the Public Members Appointments to Committees Policy nor with recruitment practices since 2022. Administration conducts the recruitment process and presents the information to Council who then review the information and appoint members. This process is reserved for Council and should not include direct nominations from Administration. It is recommended that this provision be removed.
- The current Bylaw does not clearly specify how many terms a member can serve. This is largely due to the different types of membership (i.e. industrial, commercial, public-at-large, etc.). The proposed bylaw clarifies that the overall membership is cumulative no matter what type of membership they are appointed for and limits a member's tenure to six years (two - three-year terms).

## **Nomination of Chair and Vice - Chair**

The EDAC is currently the only advisory committee that requires the Chair and Vice - Chair be a Councillor and be appointed by Council. This is not the recommended practice and not the current practice followed by other Committees. The role of the Chair and Vice - Chair is to preside at meetings and present the annual Work Plan to Council. Such role should be filled by a public representative appointed to the Committee to provide greater clarity that the role of the Councillors is as a liaison between the Committee and Council.

The proposed changes to the nomination and election process for the Chair and Vice - Chair include:

- The Chair and Vice - Chair are to be annually elected by the public members on the EDAC.
- Should there be no interest in the Chair and Vice - Chair positions from the public members, a Councillor may be elected to either position.

## **Amendments Since Second Reading**

### **Commercial Membership**

On April 13, 2026, Council considered amendments to the EDAC Bylaw, which resulted in first and second reading be given. At that meeting, Council also passed the following motion to amend the bylaw:

*THAT C-1436-26 - Economic Development Advisory Committee Bylaw be amended to add definitions for small, medium, and large commercial members.*

Based on a review of the existing bylaw and consultation with the Administrative Liaison, Administration recommends revising the definition to use sector-based classifications rather than size-based categories. The current size-based framework is not reflective of Spruce Grove's commercial landscape, where the vast majority of businesses fall within the "small commercial" category, with only a limited number of "large commercial" operations such as big-box retailers and major grocery chains. There are few, if any, businesses that would be considered "medium commercial."

Given Council's intent to expand opportunities for small or home-based businesses, Administration recommends shifting from size-based commercial categories to sector-based classifications. Accordingly, the bylaw has been amended to include the following definitions:

- "Home Based Commercial" (s. 2.11)
- "Professional Services Commercial" (s. 2.12)
- "Retail Commercial" (s. 2.14)

To align with Council's direction, section 4.1(a)(i) has been added to require that, of the three commercial members appointed to the EDAC, one member must represent each of the following categories: Home Based Commercial, Professional Services Commercial, and Retail Commercial.

However, to avoid a situation where the bylaw cannot be complied with due to an insufficient number of applicants in one or more categories, section 4.1(a)(i)(A) has also been added. This provision clarifies that the absence of applications from any of the three categories does not constitute non-compliance with the bylaw's membership requirements. In such cases, Council may appoint additional commercial members from the categories in which applications were received.

For example, if no applications are submitted for the Professional Services Commercial or Home Based Commercial categories, but three applications are received from the Retail Commercial category, and three commercial vacancies exist, the bylaw permits Council to appoint all three members from the Retail Commercial category.

### **Chair Eligibility**

Based on Council feedback, to align with section 4.14, which provides that a Councillor may be elected as Chair or Vice - Chair only if no Public Members are nominated, the definition of "Chair" (s. 2.4) has been amended to reflect this possibility. The revised definition now clarifies that a Councillor could be the Chair in circumstances where no Public Members are nominated.

### **Proposed Effective Date of the New Bylaw**

Current processes and membership compositions should stay in place for the remainder of 2026, reflecting the intent of the current bylaw. Administration will be undertaking the annual Board and Committee recruitment in September - November 2026, with new appointments taking effect on January 1, 2027. As such, it is recommended that the proposed new Economic Development Advisory Committee Bylaw take effect on January 1, 2027. To ensure alignment with the effective date of January 1, 2027, it is also recommended that Councillor appointments to the Committee are made effective January 1, 2027, rather than the same date as the Council Organizational meeting, which is the typical process.

### **OPTIONS / ALTERNATIVES:**

This bylaw is presented for third reading. Council has the option to defer third reading to another meeting or refer the bylaw back to staff for further changes. A motion to defer or refer the matter is required.

### **CONSULTATION / ENGAGEMENT:**

Administration reviewed other advisory committee bylaws and collaborated with the EDAC Administrative Liaison, and support staff that attend EDAC meetings to solicit feedback on the provisions of the current EDAC Bylaw.

### **IMPLEMENTATION / COMMUNICATION:**

If third reading is given to the bylaw during this meeting, C-1436-26 - Economic Development Advisory Committee Bylaw will be uploaded to the website effective the end of the year.

The recruitment plan for 2027 will be updated to reflect the changes in the Commercial membership composition.

**IMPACTS:**

The changes will align EDAC with other advisory committees, and the amended bylaw will reflect the current mandate and activities being completed by EDAC.

**FINANCIAL IMPLICATIONS:**

n/a