

THE CITY OF SPRUCE GROVE

BYLAW C-1436-26

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A 2000, c M-26, as amended, a council may pass bylaws in the relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A 2000, c M-26, as amended, a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, the City of Spruce Grove wishes to establish a council committee to advise Council on issues relating to economic and business development matters in the City and to prescribe a mandate, terms of reference, composition, and procedural rules for the Committee;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled, hereby enacts as follows:

1. BYLAW TITLE

- 1.1 This bylaw is called the “Economic Development Advisory Committee Bylaw”.

2. DEFINITIONS

- 2.1 “Act” means the *Municipal Government Act*, R.S.A 2000, c M-26, as amended.
- 2.2 “Administration” means the administrative and operational arm of the City, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the City Manager.
- 2.3 “Administrative Liaison” means the member of Administration assigned to the Committee by the City Manager.
- 2.4 “Chair” means the Public Member who has the authority to preside over a

meeting or as per section 4.14 in the case when no Public Member is nominated, means a Councillor who has the authority to preside over a meeting.

- 2.5 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta or where the context so requires, the area contained within the boundaries of the City of Spruce Grove.
- 2.6 “City Manager” means the administrative head of the City.
- 2.7 “Committee” means the Economic Development Advisory Committee.
- 2.8 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21, as amended.
- 2.9 “Councillor” means an elected member of Council, including the mayor.
- 2.10 “Economic Development” means activities that support business retention, growth and diversification with the objective of fostering a positive business climate and attracting new investment, employment opportunities and increased assessment.
- 2.11 “Home Based Commercial” means a business, holding a valid City business licence, that is conducted within the business owner’s dwelling or an accessory structure to that dwelling, and involves the sale of consumer goods or the provision of personal or professional services, provided that the residential character of the property is maintained and no publicly accessible storefront is created.
- 2.12 “Professional Services Commercial” means a business, holding a valid City business licence, that provides professional, administrative, management, consulting, technical, or financial services from a publicly accessible, non-home office space, and includes, but is not limited to, law offices, accounting firms, engineering and architectural practices, financial institutions, real estate and insurance agencies, and other office-based professional service providers.
- 2.13 “Public Member” means an individual, other than a Councillor appointed to the Committee.
- 2.14 “Retail Commercial” means a business, holding a valid City business licence that sells consumer goods or provides personal or customer-oriented services to the public from a dedicated commercial

premises with a publicly accessible storefront.

- 2.15 “Vice - Chair” means the member elected annually to fulfill the Chair’s duties in the absence of the Chair.

3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

- 3.1 A council committee is hereby established and shall be referred to as the Economic Development Advisory Committee.
- 3.2 The mandate of the Committee is to provide advice and recommendations to Council and Administration on economic and business development matters in the City.
- 3.3 The mandate of the Committee does not include directing Administration on programs, services, business plans, or structure.
- 3.4 In order to fill its mandate, the Committee may:
- (a) identify and engage stakeholder groups and seek their input into the Committee’s work;
 - (b) provide input on strategies and policies related to economic development; and
 - (c) respond to requests from Council for strategic advice on specific business and economic development issues.
 - (d) seek to create partnerships with community stakeholders in attracting investment and working with businesses to take advantage of economic opportunities.

4. MEMBERSHIP

- 4.1 The Committee shall be comprised of:
- (a) no less than five (5) and up to nine (9) Public Members to be appointed by Council, specifically:
 - (i) up to three (3) members that represent commercial stakeholders and of those three (3) members one member

from each of the following categories must be appointed:
Home-Based Commercial, Professional Services Commercial,
and Retail Commercial;

- (A) Notwithstanding section 4.1(a)(i), the absence of applications from any of the Home-Based Commercial, Professional Services Commercial, and Retail Commercial categories shall not constitute non-compliance with the bylaw's membership requirements. Council may, at its discretion, appoint additional members that represent commercial stakeholders from categories in which applications were received;
 - (ii) up to two (2) members that represent industrial stakeholders;
 - (iii) up to two (2) public-at-large members;
 - (iv) one (1) member to be nominated by the Greater Parkland Regional Chamber of Commerce from their Board with preference that said nominee be a resident of or own a business in the City;
 - (v) one (1) member to be nominated by the City Centre Business Association from their Board; and
 - (b) up to two (2) members of Council.
- 4.2 The mayor is an ex-officio member of the Committee and is a non-voting member.
- 4.3 Public-at-large members shall be residents of the City.
- 4.4 Public Members who represent industrial or commercial stakeholders are not required to be residents of the City, but shall be an owner of an industrial or commercial based business within the City.
- 4.5 Public Members must not be current employees of the City and must not have been employed by the City for a minimum of 12 months prior to appointment.
- 4.6 Councillors appointed to the Committee are non-voting members.

- 4.7 Recruitment of Public Members shall follow the Public Member Appointment to Committees Policy.
- 4.8 When making appointments to the Committee, Council will consider individuals that have a broad knowledge of the City and a demonstrated interest in economic development.
- 4.9 Public Members shall be appointed for terms of three (3) years and can be renewed for an additional term of three (3) years at the pleasure of Council.
- 4.10 A Public Member's term is cumulative no matter what type of membership they are appointed for, and Public Members shall not serve more than six (6) years, unless approved by Council in extraordinary circumstances.
- 4.11 Councillors shall be appointed for a one-year (1) term at the annual organizational meeting of Council.
- 4.12 Should a vacancy of a Public Member arise during the three (3) year term, Council may appoint a replacement to fill the vacancy for the remainder of the term.
- 4.13 The Committee shall annually elect a Chair and Vice-chair from its Public Members. No member shall serve as Chair or Vice-chair for more than two consecutive years.
- 4.14 A Councillor appointed to the Committee may be elected as Chair and Vice-Chair only if no Public Member is nominated.
- 4.15 The Chair shall preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-chair shall perform those duties.
- 4.16 A Public Members appointment may be terminated if the Public Member misses three (3) consecutive meetings without the consent of the Committee. Any termination of appointment would require the approval of Council.
- 4.17 Council may, for any reason, remove a Public Member by resolution.
- 4.18 Public Members shall receive no remuneration.

5. **PROCEDURE**

- 5.1 Committee members are required to agree and maintain confidentiality and comply with all City bylaws, policies and procedures.
- 5.2 The Committee shall:
 - (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings;
 - (b) meet on a quarterly basis; and
 - (c) provide the annual meeting schedule to the City Clerk's Office to be posted on the City's website.
- 5.3 No additional notice of regularly scheduled meetings is required.
- 5.4 The Chair may call a special meeting by giving at least 24 hours' notice to:
 - (a) members of the Committee by email; and
 - (b) the public by posting a notice on the City's website.
- 5.5 The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.
- 5.6 A majority of the voting members shall constitute a quorum at a Committee meeting.
- 5.7 The Committee shall follow the meeting procedures set out in the City's Council Procedure Bylaw.
- 5.8 Committee meetings shall be held in public unless the meeting is closed for reasons permitted by the Act.
- 5.9 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 5.10 Sub-committees established by the Committee shall report to the Committee in a manner determined by the Committee and are subject to same legislative requirements as the Committee.

5.11 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

6. ANNUAL WORK PLAN AND REPORTING

6.1 The Committee will develop an annual work plan that identifies key priorities and goals based on its mandate and this bylaw.

6.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate.

6.3 At least once per year, the Committee will report to Council on the development of its work plan.

7. ADMINISTRATIVE LIAISON'S ROLE

7.1 The City Manager shall assign an Administrative Liaison to the Committee.

7.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.

7.3 The Administrative Liaison will provide administrative support, advice and guidance to the Committee.

8. SEVERABILITY

8.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

9. EFFECTIVE DATE

9.1 This bylaw shall come into force and effect on January 1, 2027.

10. REPEAL OF BYLAW C-1121-20

10.1 Bylaw C-1121-20 is hereby repealed on December 31, 2026.

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| First Reading Carried | 13 April 2026 |
| Second Reading Carried | 13 April 2026 |
| Third Reading Carried | Click here to enter a date. |
| Date Signed | Click here to enter a date. |

Mayor

City Clerk