

Wheatland County

Request for Decision

Regular Council Meeting

October 20, 2020

Report prepared by: Patrick Earl



Terms of Reference Revision for Economic Development Board

Recommendation from Administration

That Council approve the revisions to the Terms of Reference for the Wheatland County Economic Development Board, as presented.

Chief Administrative Officer's Comments

N/A

Report

Division: N/A

To further refine the activities and goals of the Economic Development Board, the Terms of Reference has been revised to reflect changes the Board would like to make to look at better supporting economic development efforts in Wheatland County. The Board and Administration recommend migrating from a primarily advisory role to more of a working Board. Instead of the standard monthly meeting, it has been recommended to move to quarterly Board meetings and formally develop working committees to assist Administration in achieving the goals of the Economic Development Strategic Plan and the Community and Development Services Implementation Plan. The initial working committees to be struck would be "Investment Attraction," "Visitation," and "Marketing"; and would have a primary focus on development within Wheatland County. These committees would meet every second month and would report on efforts and activities at each quarterly Board meeting. The Economic Development Officer will attend all meetings. The highlighted sections in the supplementary document reflect the changes from the original Terms of Reference.

Relevant Policies, Practices, and Legislation

This revision of the Terms of Reference will provide the Board to get more involved and support the Administration in specific tasks of engagement within the business community, provide additional marketing support with their expertise, and broaden the efforts of support and message of the WC brand.

Alignment with the Strategic Plan

These Terms of Reference revisions will aid in the achieving of goals within the Economic Development Strategic Plan. The committee themes are linked to the activities needed to be done in the strategic plan.

Response Options

Option 1: THAT the proposed recommendation is accepted/approved.

Option 2: THAT the proposed recommendation is not accepted/approved.

Option 3: THAT an alternate recommendation is accepted/approved.

Implications of Recommendation

General

With the alteration from advisory to a working Board, the Board will be focused on aspects of efforts and advocacy directly supporting economic development and work of the Economic Development Officer. It will have the effect of an ambassador team.

Organizational

Staffing levels remain the same.

Financial

Per diems and mileage to meetings will decrease due to overall fewer meetings throughout the year. With three committees meeting every two months with 3 Board members per, and quarterly Board meetings with eight Board members per, will total 80 annual per diems (down from 96).

Environmental, Staff, and Public Safety

Staff levels remain the same.

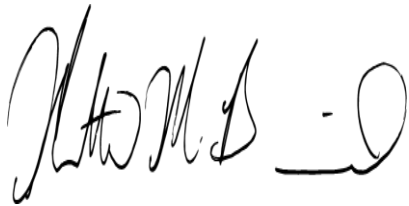
Follow-up Action / Communications

Should the recommended changes be approved by Council, staff will communicate with current Board members.

Report Approval Details

Document Title:	Economic Development Board - Terms of Reference.docx
Attachments:	<ul style="list-style-type: none">- Edits to Terms of Reference Wheatland County Economic Development Board DRAFT Oct 5 2020.pdf- Terms of Reference Wheatland County Economic Development Board DRAFT Oct 5 2020.pdf
Final Approval Date:	Oct 9, 2020

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read 'Matthew Boscarol' with a stylized flourish at the end.

Matthew Boscarol

A handwritten signature in black ink, appearing to read 'Brian Henderson' with a stylized flourish at the end.

Brian Henderson