



WHEATLAND COUNTY

Where There's Room to Grow



Economic Development Board

Terms of Reference

Revised September 16, 2020

Amended and approved -----, 2020

1.0 Establishment of the Economic Development Board

The Wheatland County Economic Development Board was formed in May 2016 based on the direction of Wheatland County Council in accordance with the County Strategic Plan (ref. # 1.04) and the 2016-19 Economic Development Strategy. These terms of reference have been revised to support the 2019 Wheatland County Economic Development Strategy, developed and approved by Council in late 2018 and revised again in September 2020 to reflect support of the Economic Development Division within the Community and Development Services department created in 2019.

1.0.1 Mandate

To operate as a working Board and make recommendations to Wheatland County Council, Economic Development Officer and General Manager of Community and Development Services. The purpose of the Board is to promote various Board priorities and Council approved strategic directions of economic development activity of Wheatland County. Determined priorities of the 2016-19 Economic Development Plan and the 2018 Economic Development Strategy are:

- a) Communication and collaboration
- b) Identify community needs
- c) Provide a resource to promote business within the County
- d) Be a resource to Wheatland County Council to assist in support and facilitation achieving the County's strategic goals in relation to economic development
- e) Support efforts in community development, investment readiness, industry development and tourism

1.0.2 Authority

- a) The Board has the authority to develop and review policies, establish Board working committees, and establish broad goals and direction for the Economic Development division. Board members do not interfere with the day-to-day business of the department.
- b) Board members are expected to attend all meetings of the Board either in-person or remotely through conferencing. A Member who misses two (2) consecutive Board meetings, or two (2) consecutive committee meetings without prior notice or approved leave of absence may be subject to a resolution proposing their expulsion.

- c) No member of the Board can be employed by the County either as an employee or on contract, without a resolution from the Board specifically permitting such employment or contract.

2.0 Duties of the Board

a) Duties of the Chairperson

- i. Preside at all meetings of the Board or delegate a designate in their absence.
- ii. Regulate the order of business at all Board meetings, receive and put lawful motions, and communicate at the meetings the concerns of the Board.
- iii. Maintain close liaison with Administration, General Manager – Community and Development Services and the Economic Development Officer.
- iv. May speak on behalf of the Economic Development Board at special functions and/or with the media.
- v. Present an annual report at a regular meeting of Council, which highlights milestones of economic development efforts relating to the Council approved strategies relating to economic development.

b) Duties of a Board Member

- i. Meet regularly to plan and monitor the operation of the Economic Development Board through quarterly designated Board meetings and bi-monthly committees.
- ii. Approve the Annual Report highlighting the significant accomplishments of the year.
- iii. Periodically approve prepared or amended policies for the Board.
- iv. Ensure that the Board is not duplicating other activities and is enhancing initiatives that meet the priority business areas of the Board.
- v. Make recommendations to the Wheatland County Council through the Chair of the Board.
- vi. Maintain the strategic initiatives as set out in the Economic Development Strategy, as amended from time to time.
- vii. Establish committees and task forces as the Board may consider appropriate from time to time, including the appointment of Committee and/or Task Force Chairs. These working committees should support the Economic Development division, its initiatives, strategic plans and Community and Development Services department Implementation Plan for Economic Development. These committees should meet every two months, and the committee chair should report activities and recommendations at the regular quarterly meeting of the Economic Development Board.
- viii. The Economic Development Board has identified their following key tasks:
 - Planning
 - Act as a resource for municipal planning initiatives
 - Identification of Community Needs
 - Knowing community needs, make recommendations to the Wheatland County Council on what areas require enhancement and facilitation.
 - Determine Priorities
 - Provide recommendations related to new programs, funding and services related to economic development.

- Provide recommendations on agreements, partnerships, community outreach and engagement related to economic development.
 - Promote Communication
 - To promote communication to support programs, services and initiatives within the area.
 - Identify and communicate on municipal initiatives related to economic development.
 - Encourage and grow creativity and innovation in Wheatland County.
 - Encourage events, programs & services in the County relating to economic development, agriculture and tourism.
 - Resources
 - Determine and recommend resources (funding) for the purpose of carrying out the duties and responsibilities of the Economic Development Board.
- c) Duties of Wheatland County Administration
- i. The General Manager of Community and Development Services shall provide governance guidance, administrative support for the Board to Council and other departments on inquiries and supports. The GM will also provide to the Board at the regular meeting any request or comments from Council to the Board if necessary.
 - ii. The Economic Development Officer shall report on activities relating to economic development activities, status of actions that may have been advised by the Board, and status on any committee activity he/she are working on. The Economic Development Officer will also advise the Board on best practices related to economic development. In the event the Economic Development Officer cannot attend, the report will be presented by the General Manager of Community and Development Services or a County administrative designate. Written reports by the Economic Development Officer will be dated before the regular meeting and supplied in the regular Board package with the regular agenda and previous meeting minutes in draft.
 - iii. The Economic Development Officer will develop, with the Board Chair, an annual report to be delivered by the Chair as a delegation to a pre-determined Regular Meeting of Council on an annual basis.
 - iv. The Economic Development Officer will attend each committee meeting and take minutes for each meeting. If the Economic Development Officer cannot attend a committee meeting, they will need to find a designate to capture minutes for that meeting and report on Economic Development Officer actions for that committee.

3.0 Terms and Conditions of Membership

- a) Eligible Board Members should be Wheatland County residents, business tradespeople, professionals and/or business owners. This variety of potential Board appointees will be sought to provide diversity of background and expertise to offer advisory input. The Board selection matrix will provide a means to identify and highlight diversity between potential Board members.
- b) The Board must be comprised of a minimum of five (5) people. Board to be comprised of the following:

- i. Nine (9) appointees from the public with one being a Wheatland County Councillor with an alternate; and shall be diverse in backgrounds of economic development interests and sector knowledge and experiences within the County.
 - ii. One (1) additional seat shall remain reserved for an appointee by of the Siksika Nation should they elect to make such an appointment.
 - iii. One (1) additional non-voting seat shall be available to the regional Alberta Economic Development Trade & Tourism representative for Wheatland County.
- c) The Board members who are members of local government or First Nations shall hold office for the term of Council or First Nations that appointed them or otherwise at the pleasure of the local government or First Nations.
- d) Board members shall be paid a per diem and reimbursed for expenses in accordance with Wheatland County Policy.
- e) Board members should participate in one (1) active committee.

4.0 Board Members – General Rules

- a) The term of appointment to the Board is two (2) years. An individual may serve consecutive terms on the Board if so appointed. Board Members are appointed by Council at the Organization Meeting held in October, or at anytime when a position is vacant.
- b) Board Members may be removed from the Board prior to expiration of their term at the discretion of the members.
- c) Vacancies on the Board, however caused, may exist as long as a quorum of Board members remains in office. Vacancies must be attempted to be filled by the Board as soon as possible to allow Board activities and reporting to Administration and Council to continue. If this is not possible and base quorum can not be met, and the Board can not operate regularly, a report and Request for Decision to Council to determine the viability of the Board to continue.
- d) In selecting Board members from the community, the primary focus will be attracting the knowledgeable decision-makers who can provide strategic advice on ways to improve the performance of the Board; and recruit qualified individuals with the ability to make a time commitment to the responsibilities of the Board. Open recruitment for individuals will be advertised, and qualified applicants will be appointed by the existing members of the Board. Each application will be vetted through an approved selection matrix. All appointees' applications will be brought forward to Council for approval to take a position on the Board.
- e) When selecting a new board member, the selection committee should take into consideration the skills and knowledge possessed by the vacating member. Where possible, a vacancy should be filled by an individual with skillsets to enhance diversity and experiences. More diverse skillsets from existing Board members should portray a higher score in the selection matrix.

4.1 Confidentiality

- a) Confidentiality and Conflict of Interest applies to all Board members.

5.0 Committees and Task Forces

- a) The Board shall have the right to strike Committees and Task Forces by resolution at Board meetings, as it sees fit, always provided that:

- i. The resolution contains a clear statement of the purpose and authority of the Committee and/or Task Force and that any decisions requiring authority beyond that delegated by the Board to the Committee and/or Task Force shall be authorized by further resolution at a Board meeting.
- b) Working committees should be tasked with action items discussed at a Board meeting to undertake and reported back to the Board at a regular meeting for updates and status.
- c) Committees should be reviewed for effectiveness by the Board annually and, if inactive or ineffective, should be dissolved by motion and a vote at a regular Board meeting.
- d) Committees are to meet every two (2) months or six (6) times per year. If a committee needs to conduct meetings more than six (6) times a year, the intent and purpose need to be reviewed and approved by the General Manager of Community and Development Services.

6.0 Decision Making

- a) All members of the Board shall be entitled to one (1) vote at Board Meetings.

7.0 Meetings

- a) The Board shall meet a minimum of four (4) times per year or more often as required. A Board meeting may be postponed or cancelled at a previous Board meeting or by the Economic Development Officer in consultation with the General Manager – Community and Development Services. If the Board needs to conduct more than four (4) times a year, the intent and purpose need to be reviewed and approved by the General Manager of Community and Development Services.
- b) At least fourteen (14) days' notice shall be given to Board members regarding regular or special meetings, specifying the place, date, and time of the meeting. The intended business of any Special Board Meeting shall be stated in such notice. Non-receipt of such notice of a meeting by any member shall not invalidate the proceedings of such meeting.
- c) Committee meetings should operate with minutes taken and previous minutes approved as well as have a pre-determined agenda similar to regular Board meetings. Agenda and meeting minutes of committees should be included for review in Board packages developed for the regular quarterly Board meetings.
- d) At each meeting, the Board will approve the minutes of the previous meeting.
- e) A quorum for any Board meeting shall be two-thirds (2/3) of the voting members.
- f) Board meetings shall be closed to the public; however, minutes shall be publicly available, and delegations can be registered upon request.
- g) The Board may propose and vote on resolutions via e-mail on approval of the Chairperson, provided that 2/3 of the Board participates in such email decision.
- h) Date, time and location of the meetings are set by the Board in consultation with the General Manager of Community and Development Services or their designate.

8.0 Agendas

- a) Prior to each Board meeting, the Economic Development Officer is responsible, in consultation with the General Manager – Community and Development Services and their staff, for preparing an agenda of all items to be considered by the Board.
- b) The agenda will be distributed via e-mail to all Board members at least five (5) days before the meeting, not including the day of the meeting.

9.0 Financial Budgeting, Planning, Reporting

- a) At a regular Board meeting in fourth quarter of a calendar year, an agenda item will be made for a budget and planning consideration. At that meeting, the GM will present a budget proposal for the following fiscal year and will also recommend the annual and long-term objectives.

10.0 Media Relations

- a) All official statements relating to Economic Development activities and strategies will be made by the Economic Development Officer and/or the General Manager – Community and Development Services of Wheatland County.
- b) Social media use must be limited to activity that is according to the values and goals of Wheatland County, the Economic Development Strategy, and Economic Development Brand.