
BYLAW NO. 1112 OF THE TOWN OF SEXSMITH IN THE PROVINCE OF ALBERTA FOR
THE PURPOSE OF ESTABLISHING THE ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE

WHEREAS

Section 145 of the Municipal Government Act authorizes Council to establish Council committees;

AND WHEREAS the Town of Sexsmith recognizes the importance of economic development, investment readiness, and long-term community sustainability;

NOW THEREFORE, the Council of the Town of Sexsmith duly assembled enacts as follows:

That the committee known as the Economic Development Advisory Committee be established according to the following:

SECTION I – ESTABLISHMENT AND PURPOSE

1.1 Establishment

The Economic Development Advisory Committee (EDAC) is hereby established as an advisory committee of Council.

1.2 Purpose

The EDAC shall provide advice and recommendations to Council regarding:

- Economic development planning and implementation
- Business retention, expansion, and attraction
- Investment and tourism development
- Workforce and labour market development
- Community economic sustainability
- Review and updates to the Town's Economic Development Plan
- Other matters referred by Council

SECTION II – TERMS OF REFERENCE

2.1 Governing Document

The EDAC shall operate in accordance with a Terms of Reference attached hereto as Schedule “A”, forming part of this Bylaw.

The Terms of Reference set out the operational procedures, composition, and responsibilities of the Committee.

2.2 Amendment of Terms of Reference

The Terms of Reference may be amended by resolution of Council.

SECTION III –MEMBERSHIP

3.1 Composition

The membership of the EDAC shall be established in accordance with the Terms of Reference.

3.2 Council Representation

Council representation on the Committee shall be appointed at the annual Organizational Meeting.

3.3 Administrative Support

The Chief Administrative Officer shall assign administrative support and non-voting staff participation in accordance with the Terms of Reference.

SECTION IV – OPERATION AND REPORTING

4.1 Meetings

The EDAC shall meet in accordance with the Terms of Reference.

4.2 Chair

The Chair and Vice Chair shall be selected in accordance with the Terms of Reference.

4.3 Decision-Making

The EDAC shall operate in accordance with the decision-making procedures outlined in the Terms of Reference.

4.4 Reporting to Council

The EDAC shall report to Council through:

- Meeting minutes
- Annual reports on economic development initiatives
- Recommendations arising from the Economic Development Plan
- Other reports as requested by Council

SECTION V – GENERAL

5.1 Fiscal Matters

Any financial obligations, honorariums, or expenditures related to the EDAC shall be governed by the Terms of Reference and applicable Town policies.

SECTION VI – SCHEDULES

6.1 The following schedule forms part of this Bylaw:

- Schedule “A” – Terms of Reference: Economic Development Advisory Committee

This Bylaw shall come into full force and effect on final passage thereof.

Read a first time this 1st day of June, 2026.

Read a second time this 1st day of June, 2026.

Read a third time and finally passed on this 1st day of June, 2026

Kate Potter, Mayor

Rachel Wueschner
Chief Administrative Officer



SCHEDULE A – EDAC TERMS OF REFERENCE

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)

TERMS OF REFERENCE

PURPOSE OF COMMITTEE

One of the committee's key roles and responsibilities is to provide broad-based multi-stakeholder advice and guidance to the Town of Sexsmith in the implementation of the 2019-2024 Community Economic Development Plan, in addition to recommending annual updates to this Plan in July of each calendar year to Sexsmith Town Council and upon approval, to monitor, assist and help guide the implementation of the Plan.

The Economic Development Plan to be recommended for Council approval should include, but not be limited to:

1. A review of the performance measures and targets established in the previous plan. What was actually achieved in delivering on the key economic development goals and objectives?
2. An assessment of the municipalities' current economic situation and overall business climate. How competitive is the business and investment climate relative to other comparable or competitor municipalities?
3. Recommended actions to ensure the municipality is proactive in responding to emerging economic challenges.
4. Recommended actions that ensure the municipality is well-positioned to take full advantage of new and emerging business development opportunities.
5. Specific action items which further promote and enhance business retention, growth and new business attraction.
6. An outline of the updated plan's specific goals/objectives and related performance measures and targets (must include tangible and measurable goals).
7. A proposed action plan responding to specific issues the Council has asked to be reviewed and explored in more detail. This may also involve stakeholder or even broader public consultations, but this will likely depend on the specific issue(s) the Committee has been asked to address.
- 8.

The overriding objective - first and foremost - is to act in the best interests of the community's economic well-being, longer term sustainability, and broader quality of life - ensuring effective and prudent implementation of all identified strategic economic and community development activities and deliverables. In this regard, EDAC members shall be guided by what is in the best interests of longer term community sustainability and, where necessary, voluntarily declare any and all potential conflicts of interest related to a specific issue(s) under discussion at EDAC, and either recuse themselves from this particular discussion or on voting on a related recommendation, as is deemed appropriate under the circumstances.



SCHEDULE A – EDAC TERMS OF REFERENCE

FUNCTIONAL RESPONSIBILITIES OF COMMITTEE

- Is an advisory body to Council only, not a decision-making body, and reports annually directly to Council, or as requested by Council.
- Provides broad-based community leadership, experience and expertise in helping build and effectively guide implementation of the municipalities' Economic and Development Plan.
- The Committee is intended to reflect the diversity of interests and wide range of business, community and expertise available within the region.
- Facilitates an informed discussion of the municipalities' key economic strengths, challenges and opportunities – and the future direction and vision for economic development.
- Oversees and is responsible (accountable) for recommending a Community Economic Development Plan, or an annual update to the plan, in July of each year to Council.
- Monitors, assists and helps guide in the implementation and execution of the plan.
- Identifies specific goals/objectives, corresponding performance measures and targets, and makes recommendations for fine-tuning the Economic Development Plan as required.
- Responds to specific requests by the Council to review, further consider, advise and/or undertake consultations around a particular economic development issue.
- Promote and advance sustainable economic development.
- Visibly conveys the ongoing importance of partnerships and alliances in achieving the municipalities' key economic development goals and objectives.

Role of Municipal Administration

- The Chief Administrative Officer, Consultant and/or EDO are deemed to be ex-officio and non-voting participants in Committee meetings.
- If the Committee determines that it wishes to pursue a closed session discussion, it may request that all municipal administration (ex-officio and non-voting) participants be excused from the discussion.
- More specifically, the CAO, Consultant and/or EDO shall:
 - a) Assist the Committee in carrying out its primary purpose, role and responsibilities related to economic and community development and the promotion and advancement of economic development within the Town.



SCHEDULE A – EDAC TERMS OF REFERENCE

- b) Refer relevant economic development matters to the Committee for its information, review, consideration and/or recommendations.
- c) Assist the Committee in responding to specific issues that Town Council has requested be reviewed or considered in more detail.
- d) Prepare agendas, maintain minutes and record, as well as correspondence related to the Committee's ongoing activities.
- e) Prepare, oversee and advise the Committee on its operating budget – which must also be approved by Council.
- f) Present interim budgetary updates as requested, or required, by the Committee.
- g) Assist the Committee in preparing an annual year-end report in July of each year for presentation to Council on the various initiatives and activities it has undertaken.

Administration of the roles, duties and obligations listed in a) to g) above shall be determined in consultation with the Committee and the work shall be delegated to the full discretion of the CAO or designate.

MEMBERSHIP

The Economic Development Advisory Committee ("EDAC") consists of eight (8) voting members: three (3) Council members and five (5) members appointed from the public/business community. Council may appoint one (1) additional voting member if required to ensure balanced representation.

Voting members:

- 2 Council members, the Mayor, plus one alternate appointed at the annual organizational meeting
- 1 (large) local business member, (2-year term)
- 1 (small) local business member, (2-year term)
- 1 (home based) local business member, (2-year term)
- 1 to 2 public at large members, with broad experience in the business community, volunteerism and/or related experience and expertise, (2-year term)

In non-election years, advertising and appointments will occur in November.

Non-Voting members:

- CAO, Consultant, Economic Development Officer



SCHEDULE A – EDAC TERMS OF REFERENCE

Terms and Conditions

- For the purposes of this TOR, “small business” shall mean a business with 1–5 employees. “Large business” shall mean a business with 6 or more employees, based on Sexsmith averages.

Eligibility requirement:

- All committee members must either (a) reside within the municipal boundaries of the Town of Sexsmith, or (b) own or operate a business located within the Town of Sexsmith. In either case, members must be in good standing and compliant with all applicable municipal, provincial, and federal regulatory requirements governing their residence or business.
- Every 2 years committee positions will be advertised for new appointments. Current members will need to re-apply.
- Advertising for vacant committee positions will be commissioned at the request of the Committee. During election years, advertisements shall not take place until after the municipal election, and only once the Mayor and Councillors have been appointed to the Committee at the annual organizational meeting.
- Where a vacancy occurs, other than through the expiration of a term for which the member was appointed, the Council may appoint a successor to fill the vacancy for the remainder of the term.
- If any member is absent from three (3) consecutive meetings, Council may, upon recommendation of the Committee, declare the position vacant and appoint a successor to fill the vacancy for the remainder of the term.
- Council may terminate the appointment of any member at any time, primarily upon the recommendation of the Committee and where reasonable cause is demonstrated.
- Committee meeting honorariums of \$75 per meeting are to be paid to members for attending regular and any special meetings of the Committee.
- Any additional expenditures must be approved by Council.
- The recommendation is for the Committee to meet a minimum of 8 times per year. Additional meetings can be called in consultation with the CAO.
- Meeting dates must be provided to the CAO in September annually for inclusion in committee calendar.
- Meeting cancellations must be received by the CAO 2 weeks prior to a scheduled meeting.
- Meeting cancellations must be made by resolution of Council and advertised to the public.



SCHEDULE A – EDAC TERMS OF REFERENCE

Governance and Procedures

- Annually, the Committee shall hold a meeting at which time a Chair and Vice Chair shall be elected from its membership for the ensuing year.
- The Chair and Vice Chair, with approval of the Committee, shall establish (or re-confirm) the operating ground rules for Committee meetings and ensure that these are in accordance with generally accepted standards and practices.
- Special meetings of the Committee may be called by the Chair or Vice Chair in collaboration with the CAO provided that not less than two (2) full business days and notice are given in writing to each member of the Committee, approved by the majority of Council and the meeting is advertised to the public.
- No regular or special meetings of the Committee shall be convened unless the chair or Vice -Chair is present.
- A quorum for regular and special meetings of the Committee shall not be less than the majority of members. (4-member committee is 3 members, 5-member committee is 3 members, 6-member committee is 4 members, 7-member committee is 4 members).
- All voting members shall have equal voting privileges on issues/items where a vote is called, with a simple majority (with quorum) deciding any vote.

Mandate Letter

- At its discretion, the Town Council may choose to provide the Committee with an annual mandate letter outlining any specific or additional tasks or work it would like the Committee to undertake.
- The mandate letter would be developed in consultation with the Committee. It would acknowledge the resources available to and within the Committee.
- The presence of a mandate letter would not preclude the Town Council from making additional requests of the Committee at any time during the year. However, an in-year request would also have to acknowledge the capacity of the Committee to undertake or oversee this additional work.

Approved by Council: March 16, 2026