



1. Purpose

The purpose of the Economic Development & Tourism Advisory Committee (EDTAC) is to provide guidance and advice to the Economic Development Officer and to assist Administration in the implementation of the strategies outlined in the Economic Development Business Plan that serve to enhance economic development and tourism in the Town of Blackfalds.

2. Scope

The tasks of the Economic Development & Tourism Advisory Committee include:

- Provide input, feedback and advice on the strategies in the Economic Development Business Plan (EDBP);
- Provide advice and comment on recommendations that the Economic Development Officer (EDO) may take forward to Council;
- Recommend additional strategies, ideas and solutions related to economic development and tourism in the Town of Blackfalds and area;
- Bring forward and support projects that support the Town's economic development and tourism goals;
- Serve as a conduit or collaboration channel to the public, business community or investors in support of development and prosperity of the business and tourism communities;
- Monitor progress of the EDBP Action Plan and assist with revision to the EDBP, as required.

3. Membership and Selection

The Economic Development & Tourism Advisory Committee is comprised of a minimum of eleven members that are appointed by Council. Members serve a two (2) year term and may reapply for their positions, but reappointment is not guaranteed. Membership includes:

- A maximum of two (2) Town Councillors;
- A maximum of one (1) Lacombe County Councillor;
- A minimum of eight (8) members from the public at large. Persons require experience in or a passion for business, innovation or economic development. Backgrounds in, but not limited to the following, are beneficial:
 - Blackfalds area business owner and operator;
 - Blackfalds & District Chamber of Commerce executive member;
 - Entrepreneur;
 - Investor / financier;
 - Commercial realty;
 - Land development;
 - Tourism operator.
- EDO &/or Chief Administrative Officer (both are non-voting);
- The Chief Elected Official may serve as an ex-officio voting member and may be involved in projects as requested by the EDTAC.

The majority of members must maintain residence within the Town of Blackfalds. Those without residence must have a vested interest in the community and economic development region by means of, but not limited to land or business ownership or investment.

Council will select and appoint all EDTAC members on the basis of a demonstrated appreciation of and participation in community economic development matters outlined in the letter of interest that is required along with the Volunteer Application Form. Academic qualification, availability, work experience, community involvement, knowledge and professional expertise will also be taken into consideration.

4. Member Roles and Responsibilities

Members of the EDTAC are expected to:

- RSVP to all meeting requests sent out by the EDO, at the request of the Chair;
- Attend all regularly scheduled meetings;
- Remain impartial and objective;
- Fully participate in discussions and decisions, listen actively, share insights and experiences, communicate regularly, and provide constructive input;
- Chair any project sub-committees, as required by the EDTAC;
- Actively participate in the project sub-committees of interest.

EDTAC members may resign by providing written notice. If a member is absent for three consecutive meetings, the position may be declared vacant.

The EDTAC will select and appoint a Chair to serve a 1-year term at the November meeting.

The Chair will work with the EDO to determine the agenda and preside over the EDTAC meetings. Members are also encouraged to provide agenda items to the EDO a minimum of one week prior to the meeting.

5. Meeting Format, Voting, and Schedules

EDTAC meetings are intended to be informal and structured to encourage maximum flexibility and open, honest debate. Format expectations include:

- Consensus / majority driven decision-making, with voting done, when required, taken by show of hands;
- EDTAC members will speak with one voice once a decision has been made;
- Quorum will be considered as a minimum of 50% of active voting members;
- If votes are equal for and against, the motion is defeated.

Any decision of the EDTAC is not binding on the Town of Blackfalds until it is approved by Council. Where administration's recommendation varies from that of the committee both will be brought forward.

Meetings will typically take place starting at 7:00 pm on the first or second Monday of September, November, January, March, and May. The Chair may call additional meetings as required.

The EDTAC may establish project subcommittees as required. These sub-committees may include non-EDTAC members. Project sub-committees will report back to the EDTAC through the sub-committee Chair.

6. Role and Responsibility of Administration

The Town of Blackfalds will:

- Provide meeting space and refreshments/snacks;
- Distribute meeting agendas and related files to the members no later than the Friday prior to the meeting;
- Assume minute taking and information distribution services;
- Provide analytical and other expertise required by EDTAC. This may include consulting services, as required.

The EDO will orient new members with the EDTAC Terms of Reference and deliver ongoing progress reports to Council on behalf of the Economic Development & Tourism Advisory Committee.

7. Amendment, Modification or Variation

- These Terms of Reference shall come into effect January 1, 2017 by way of Council Resolution 316/16.
- These Terms of Reference shall rescind Economic Development and Tourism Bylaw 1087/09.
- These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by EDTAC members and with approval from Council.



Chief Elected Official



Chief Administrative Officer

Approval Date: December 15 2016