



Terms of Reference  
**ECONOMIC DEVELOPMENT COMMITTEE**  
**Resolution No. 479-09-18**

### **Background/Mandate**

The Sexsmith Economic Development Committee will act in an advisory capacity to Town Council on matters of business retention, growth, and expansion by creating a positive business climate, thereby fostering new industry, employment opportunities, and increased assessment. As well as promote the development of lands and new assessment within the boundaries of Sexsmith.

### **Membership**

The Economic Development Committee will function on a consensus basis with each member having one vote. The Committee will consist of the following representatives:

- 2 Councillors, plus one alternate
- 2 representatives from Sexsmith Chamber of Commerce
- 1 Member representing small business (as defined in the Town of Sexsmith Tax bylaw)
- 1 Member representing large business (as defined in the Town of Sexsmith Tax bylaw)
- 1 Member representing agriculture

The Council will appoint 2 Councillors to the Committee.

The Sexsmith Chamber of Commerce will appoint 2 representatives to the Committee.

The Council will appoint all remaining members to the Committee; one member to represent small business, one member to represent large business, and one member to represent agriculture.

The Chair and Vice Chair will be appointed by this Committee. Appointment to the position of Chair is restricted to a two-year consecutive term.

Sub-committees may be appointed as necessary and will report back to the Economic Development Committee. Additional sub-committee members may be added as required.

### **Meetings**

Meetings are held on a monthly basis, with additional meetings as issues dictate. The Chair and Vice-Chair determine when additional meetings are required.

The agenda is set by the Chair and Vice-Chair and approved by the Committee.

A member, who is absent from three consecutive regular meetings of the Committee without receiving authorization by way of a Committee resolution to be absent, ceases to be a member of the Committee.

### **Roles and Responsibilities**

To act in an advisory capacity to Council on matters of business retention, growth, and expansion by creating a positive business climate, thereby fostering new industry, employment opportunities, and increased assessment.

To promote the development of lands and new assessment within the boundaries of Sexsmith.

To provide recommendations to Council to enhance future growth and prosperity in Sexsmith.

All members of the Economic Development Committee are required to sign a confidentiality agreement. Members are bound to maintain, in strict confidence, Sexsmith's business, even after a member ceases to be a committee member.

Section 169 and 170 of the Municipal Government Act cover situations when a Councillor is deemed to have a pecuniary interest in a matter. In these situations, due to the conflict of interest, the Councillor is required to advise of his/her interest and to refrain from voting and, in some situations, remove him/herself from discussions on the matter (refer to Section 172 of the Act). These same rules apply to the Economic Development Committee members.