BYLAW NO [INSERT BYLAW #]

OF THE

[INSERT MUNICIPALITY NAME]

IN THE PROVINCE OF ALBERTA

ECONOMIC DEVELOPMENT COMMITTEE BYLAW

**Introduction**

The Economic Development Committee (EDC) serves as an advisory body to [Insert Municipality], supporting economic growth and resilience. The Committee’s purpose is to provide advice, recommendations, assistance, and insights to Council and the municipality’s economic development team to help guide and deliver on economic initiatives.

**Mandate**

The Committee’s mandate is to:

1. Advise Council on strategies to enhance business attraction, retention, and expansion.
2. Identify opportunities to strengthen regional economic competitiveness.
3. Foster collaboration between private, public, and nonprofit sectors to address infrastructure gaps, labour force gaps, and other economic development challenges.
4. Promote initiatives that align with the community’s economic development goals.

**Membership**

The Committee will consist of [insert number] members, including:

* [Insert number] representatives from Council
* [Insert number] of non-Council representatives from the Municipality
* [Insert number] members from the community with expertise in relevant business sectors

Council will be responsible for all appointments. Committee Members are expected to commit to a 4-year term. Should they arise, vacancies will be filled by Council appointment to complete the remainder of the term. A Committee Chair will be elected annually by the Committee.

**Activities**

The activities of the Committee include, but are not limited to:

* Leveraging member expertise to understand the region’s economic challenges and opportunities.
* Helping identify and prioritize economic issues and objectives for the municipality.
* Engaging with local businesses, organizations, and stakeholders to foster partnerships.
* Prioritizing and supporting initiatives to promote economic growth and diversification.
* Identifying and pursuing funding opportunities from private and public sources.
* Collaborating with neighboring municipalities and organizations on shared economic objectives.

**Roles and Responsibilities**

The Committee Chair will be responsible for:

* Facilitating meetings, ensuring respectful and efficient discussion.
* Delivering an annual summary of key activities, accomplishments, and future priorities for submission to Council

A municipal staff member will be responsible for:

* Scheduling Committee meetings, preparing agendas, and providing other coordination and administrative support to the Committee
* Ensuring meeting agendas are followed and decisions summarized at the close of each session.
* Providing updates on Council and Municipal priorities and facilitating connections to Municipal staff.
* Providing a written update to Council following each Committee meeting.
* Recording meeting minutes, tracking action items, and sharing documentation with members.

All other Committee members are expected to:

* Attend and actively participate in meetings, providing informed input based on their expertise.
* Represent the interests of community stakeholders while maintaining objectivity.
* Support specific projects or initiatives by offering guidance or leadership within their area of expertise.
* Promote committee goals and initiatives within their networks.

**Meetings**

The committee will meet [Insert meeting cadence (e.g., quarterly)] or as needed with minimum of a two-week notice to schedule meetings. To proceed, meetings will require a quorum of [e.g., >50% of members present].

**Code of Conduct**

Committee members are expected to adhere to the following principles:

* **Integrity:** Declare and avoid conflicts of interest.
* **Professionalism:** Maintain respectful behaviour during all committee interactions.
* **Confidentiality:** Safeguard sensitive information unless disclosure is explicitly authorized.
* **Engagement:** Attend meetings regularly and contribute actively to discussions and initiatives.
* **Objectivity:** Avoid using the position for personal or professional gain.

Violations of the code of conduct may result in removal from the Committee at the discretion of the Committee Chair or Municipal Lead.

**Amendments**

This Charter will be reviewed every [Insert number of years] by the Committee and Council to ensure its relevance and alignment with evolving priorities.

**Acknowledgement and Signature**

By signing below, I acknowledge that I have read and agree to adhere to the principles and expectations outlined in this document.

Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_