



# CHESTERMERE

**Policy Name: Chestermere Economic Development Advisory Committee (CEDAC)**

**Policy Number: 851**

<b>Effective Date:</b> August 13, 2024	<b>Approved By:</b> Mayor and Council
<b>Policies Amended / Rescinded:</b>	<b>Policy Type:</b> Council

## **I. Purpose**

1. The Terms of Reference (TOR) provides a structured framework for the implementation, management, and evaluation of the Economic Development Policy (EDP) of the City of Chestermere. It aims to guide stakeholders in effectively executing strategies to achieve the Policy's goals and objectives.

## **II. Objectives**

1. To facilitate the systematic implementation of the Economic Development Policy.
2. To define roles, responsibilities, and processes for stakeholders involved in Policy implementation.
3. To ensure accountability, transparency, and effective communication throughout the implementation phase.
4. To monitor progress, evaluate outcomes, and make informed adjustments to achieve desired results.

## **III. Mandate**

1. CEDAC must follow guidelines and procedures outlined in the Chestermere Committee Guideline Bylaw (#025-22).



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2. CEDAC will provide advice and recommendations to the Mayor, Chief Administrative Officer (CAO) of the City of Chestermere and City Directors on matters relating to the attraction, development, and retention of all business sectors within the municipality.
3. All advice and recommendations must be consistent with the Municipal Development Plan, the Municipal Government Act, R.S.A 2000, Council's Strategic Vision, and other relevant Council Policies or Bylaws.
4. The Committee will assist in advising the Mayor and the CAO on opportunities to promote and enhance economic prosperity, investment attraction, and business retention within the City of Chestermere.

## **IV. Composition**

1. The Committee will be appointed through Council Resolution and may consist of between five (5) and ten (10) Public Members, two (2) Council Members, the Mayor, any City Staff and led by a member of the Economic Development Group.
2. Council may include representation from sectors including, but not limited to: local retail business, real estate, land development, hospitality & tourism, financial services, light industrial, health care, educational research and development, home businesses and innovation. One standing seat will be reserved for a representative from the Chestermere Chamber of Commerce

## **V. Term**

1. The term of membership for Public Members shall be two (2) years, and one (1) year for Council Members.

## **VI. Implementation Process**

1. Planning Phase
  - a. Develop detailed strategic/action plans with specific objectives, timelines, and resource requirements. A dynamic and living document!
  - b. Conduct stakeholder consultations to gather input and ensure alignment with community needs and priorities.
2. Execution Phase
  - a. Implement initiatives and projects outlined in the action plans.





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Last reviewed date: August 13, 2024

Next review date: September 2025

<b>Revision History</b> <i>(Completed by Legislative Services):</i>		
<b>Policy Title</b>	<b>Date Approved</b>	<b>Resolution Number</b>
Chestermere Economic Development Advisory Committee (CEDAC)	August 13, 2024	240813-10