CHESTERMERE

Policy Name: Chestermere Economic Development Advisory Committee (CEDAC) Terms of Reference

Policy Number: 851

Effective Date:	**Approved By:**
October 20, 2026	Mayor & Council
Policies Amended / Rescinded:	**Policy Type:**
Policy #851 Chestermere Economic Development Advisory Committee (CEDAC)	Council Policy

1. Purpose and Intent

1.1 CEDAC is established by Council to provide strategic, business informed advice and recommendations supporting the economic prosperity, competitiveness and long-term sustainability of Chestermere.

1.2 CEDAC serves as a forum for collaboration and a cross-industry sounding board for the Economic Development Strategy Framework and Council's Strategic Plan across the five strategic themes of:

- **1.2.1** Business Retention and Expansion;
- **1.2.2** Investment Attraction;
- **1.2.3** Land and Development Readiness;
- **1.2.4** Tourism and Special Events; and
- **1.2.5** Brand and Identity Promotion.

2. Objective

2.1 Provide business and community perspectives on economic-development matters.

2.2 Provide advice to support implementation of the Economic Development Strategy Framework across business retention and expansion, investment attraction, land and development readiness, tourism and special events, and brand and identity promotion.

2.3 Identify opportunities to strengthen and diversify the local economy and municipal tax base.

2.4 Foster collaboration among Council, administration, businesses, developers, investors and community stakeholders.

2.5 Provide recommendations that contribute to sustainable economic growth and employment opportunities.

2.6 Identify and communicate barriers to investment and business growth within the municipality.

3. Mandate

3.1 Advise on economic-development priorities, policies, programs and initiatives.

3.2 Review emerging trends, opportunities and risks affecting Chestermere.

3.3 Advise on business retention, entrepreneurship and expansion.

3.4 Recommend strategies supporting investment attraction, competitiveness, investor experience and development readiness.

3.5 Provide stakeholder perspectives on municipal policies, processes and plans affecting economic outcomes.

3.6 Advise on tourism, destination development, special events, sports tourism and waterfront activation.

3.7 Identify and recommend opportunities for partnerships, business engagement and regional collaboration that advance Chestermere's economic development objectives.

3.8 Consider matters referred by Council or the Chief Administrative Officer within the Committee's mandate.

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4. Scope and Role Clarity

4.1 CEDAC is strategic and advisory. Individual applications, confidential negotiations, prospect management, procurement, direction to staff and operational implementation are outside its role unless separately authorized by Council.

4.2 CEDAC's role is to provide collective, strategic advice and is not to represent or advocate for the interests of an individual business, development, investor, or sector.

4.3 Recommendations should align with the *Municipal Government Act*, Municipal Development Plan, Council's Strategic Plan, Economic Development Strategy Framework and applicable City bylaws and policies.

5. Preferred Composition

5.1 Council will appoint members having regard to the perspectives and areas of experience identified below. Except for the designated Council positions, the listed perspectives are preferred and do not create mandatory eligibility requirements or prevent Council from appointing the best-qualified applicants. Members are preferred to be residents of the City, but this is not required, and will be handled on a case by case basis.

Seat	Number	Appointment Basis
Mayor	1	Voting member
Councillor Chair	1	Appointed by Council
Chestermere Chamber of Commerce	1	Designated nominee
Public business and economic members	7	Complementary sector and skills coverage

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6. Roles and Responsibilities

6.1 Chair

6.1.1 Presides over meetings and supports fair, focused discussion.

6.1.2 Works with the director sponsor to maintain alignment with the mandate and Council-approved annual work plan.

6.1.3 Acts as spokesperson only when authorized.

6.2 Vice-Chair

6.2.1 The Committee elects a public member as Vice-Chair. The Vice-Chair performs the duties of the Chair when the Chair is absent from the meeting.

6.3 Mayor

6.3.1 The Mayor is a voting member and may satisfy the requirement for a Council member to be present for quorum when the Councillor Chair is absent.

6.3.2 The Mayor will chair the meeting in the absence of the Chair and Vice-Chair.

6.4 Director Sponsor

6.4.1 The director sponsor or their designate is appointed by the Chief Administrative Officer.

6.4.2 The director sponsor supports the connection between the Committee, administration, and Council. The sponsor assists the Chair in maintaining alignment with the mandate and annual work plan, coordinates appropriate administrative input, and ensures recommendations are presented to Council with the information required for informed decision-making. The sponsor may advise on legislative, financial, operational, policy, or resource considerations but does not direct the Committee's advice. The sponsor is non-voting and is not required to attend every meeting.

6.5 Legislative Services

6.5.1 Legislative Services coordinates meeting notices, agendas, minutes, procedural advice, records and appointment administration.

6.5.2 Minutes of each meeting shall be kept, filed with Legislative Services, and provided to Council for information within 30 days after the meeting.

6.6 Terms of Appointment

6.6.1 Council and public members are appointed for an initial one-year term.

6.6.2 Council may extend an appointment by resolution following the annual committee review.

6.6.3 There is no automatic reappointment.

6.6.4 Council may fill a vacancy for the remainder of the term.

6.6.5 Council may review and revoke an appointment after three consecutive absences without authorization or reasonable cause.

6.6.6 Where an existing member wishes to continue serving on the Committee and remains eligible under this Terms of Reference, Council may consider the member for reappointment. Reappointment remains at Council's discretion and is not automatic.

6.7 Meetings and Quorum

6.7.1 The Committee will have an initial meeting for the purpose of appointing the Vice-Chair, setting their meeting schedule, reviewing the Terms of Reference, Committee Bylaw and Procedural Bylaw, and discussing other logistical issues. The Committee will then meet a minimum of 4 additional times throughout the year.

6.7.2 Additional meetings may be called for an approved work-plan item, Council referral, or time-sensitive matter within mandate after consultation between the Chair and director sponsor.

6.7.3 Quorum is a majority of appointed voting members and must include either the Councillor Chair, or the Mayor.

6.7.4 Meetings and electronic participation may occur only in accordance with applicable legislation, the City's Procedural Bylaw, and any Council-approved policy or procedure governing electronic meetings.

6.8 Annual Work Plan

6.8.1 The Committee prepares an annual work plan for Council approval. The plan identifies priorities, intended outcomes, deliverables, timing, engagement, measures of success, and anticipated resource requirements. Agenda items will normally relate to the approved work plan or a Council referral. Emerging matters may be considered where the Chair and director sponsor confirm that the matter is within mandate and can be supported within available resources.

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7. Initial Governance Term Priorities

7.1 Build structured relationships with Chestermere businesses and understand the local business environment.

7.2 Connect with relevant external business and investment interests.

7.3 Identify leading municipal barriers and opportunities.

7.4 Recommend a focused annual work plan aligned with the five Economic Development Strategy Framework themes.

7.5 Recommendations and Reporting

7.5.1 A recommendation approved by Committee resolution will be transmitted to Council through the director sponsor. Administration will add the information reasonably required for Council consideration, including legislative, financial, operational, policy, and resource implications. Where further analysis is required, the director sponsor will advise the Committee of the anticipated process, and the item will remain identified as outstanding until presented to Council or otherwise addressed by Council direction.

7.5.2 The Committee reports annually on its work plan, recommendations, outcomes, and unfinished work.

7.6 Working Groups

7.6.1 The Committee may establish a temporary working group only for a defined task in its Council-approved annual work plan.

7.6.2 The Committee approves a short-written scope, membership and completion date. A working group reports to the Committee and does not exercise Committee authority, direct administration or commit funds.

7.7 Conflict of Interest and Confidentiality

7.7.1 Members comply with applicable legislation, City bylaws and policies concerning conduct, confidentiality and conflicts of interest. Disclosures are recorded in the minutes and members act as required by law and City policy.

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7.8 Resources and Budget

7.8.1 Administrative and technical support is subject to approved budgets, work plans and available resources. Public members serve without remuneration unless Council policy provides otherwise.

7.9 Annual Committee Review

7.9.1 Council reviews the Committee annually to confirm its mandate, priorities, membership, support requirements and continuation for the following year. The review considers the Committee's work-plan progress and governance model and is not an evaluation of individual volunteer performance.

Adopted by Council: October 20, 2026

Resolution Number: 261020-11

X _____

Mayor, Shannon Dean

X _____

Chief Administrative Officer, Kent Edney

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Last Review Date: October 20, 2026

Next Review Date: October 2027

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