

TITLE
Economic Sustainability Advisory Board
DATE
April 24, 2019

OBJECTIVE OF THE ECONOMIC SUSTAINABILITY ADVISORY BOARD

The primary objective of the Economic Sustainability Advisory Board (ESAB) is to advise and assist administration, through the Chief Administrative Officer (CAO), on the City of St. Albert's economic related strategies.

Specific ESAB tasks include:

- The provision of expert advice on matters associated with economic sustainability plans.
- The provision of expert advice and comment on decisions Administration may take forward to Council, related to economic sustainability.
- Providing a conduit or collaboration channel to the public, business community and investors in support of the development and prosperity of the business community.

ADVISORY BOARD MEMBERSHIP AND SELECTION

A board recruitment committee is established by the CAO to appoint members to ESAB. Up to thirteen (13) members of the public / community shall be selected from the public at large and the business community. The board may be temporarily larger than thirteen (13) members should a vice-chair be selected from members who are in the second or third years of their term and/or should a chair be selected from members who are in the third year of their term. All members shall be nominated for a three (3) year term (normally September through June), but the term shall be extended by the time necessary to fulfill the functions as chair or vice-chair should they be chosen from the pool of members as noted above. In addition, in special circumstances the board may elect to extend a member's term.

Annually at least one-third of the members will be nominated to the board by the recruitment committee. In 2016, five (5) members were nominated; in 2017, four (4) members will be nominated; and in 2018, four (4) members will be nominated and this rotation will continue in successive years so that in year one after 2018, a total of five (5) members will be nominated; in year two after 2018, a total of four (4) members will be nominated; and in year three after 2018, a total of four (4) members will be nominated, and so on.

A vice-chair shall be nominated and elected by secret ballot each year from the membership and upon expiry of his/her term as vice-chair he/she will automatically become the chair. Should the vice-chair resign prior to fulfilling his/her term, another vice-chair will be nominated and elected to finish the term of the departing vice-chair. At the conclusion of this term, he/she will automatically become the chair.

Should the chair resign prior to fulfilling his/her term, the vice-chair shall complete the term of the departing chair and another vice-chair will be nominated and elected to finish the term of the departing vice-chair.

Upon the expiry of the chair's term, he/she will automatically become the past-chair for one (1) year.

The term for each officer designated as chair, vice-chair and past chair shall be no longer than one (1) year.

Members shall be selected from individuals with a preference for but not limited to one or more of the following backgrounds:

- St. Albert business owner and operator;
- Industrial land developer;
- Residential land developer;
- Finance professional;
- Business executive who resides in St. Albert;
- St. Albert Chamber of Commerce board member;
- Real estate industry;
- Business incubator; and,
- Education professional.

Members will be selected based on their demonstrated interest and participation in community economic sustainability matters. Academic qualification, availability, work experience, community involvement, knowledge and professional expertise will be taken into consideration.

Business ambassadors may be appointed as necessary by the board to champion the City's economic sustainability agenda. They shall be selected based upon their notable business accomplishments throughout their career that support the objectives of the ESAB. Business ambassadors are not required to regularly attend meetings and cannot vote on any matters that require a vote.

The CAO and one (1) member of the Economic Development Department will also be named to the ESAB as ex-officio in a non-voting role. The Economic Development Department shall also provide support staff to prepare meetings and maintain minutes.

MEMBER ROLES AND RESPONSIBILITIES

Members of ESAB are expected to:

- Attend all scheduled meetings.
- Review any material provided in advance to enable constructive discussions and decisions.
- Fully participate in discussions and decisions, listen actively, share insights and experiences, communicate regularly, and provide constructive input.
- Remain impartial and objective.
- Chair task force discussions as required by the board.
- Be an active participant in task force discussions as established.

With the assistance of staff within the Economic Development Department, the chair shall call all meetings, determine the agenda for each meeting, distribute materials and meeting notes, liaise with support staff as necessary, preside over each meeting, and author recommendation reports to the CAO as required on the board's behalf. In the absence of the chair, the board will appoint, from its members, a chair for that meeting. Board procedures will be in place to assist with all these protocols.

DUTIES OF OFFICERS

Chair

With the assistance of staff within the Economic Development Department or upon recommendation of the CAO, the chair shall call all meetings, determine the agenda for each meeting, distribute materials and meeting notes, liaise with support staff as necessary, preside over each meeting, and author recommendation reports to the Director of Economic Development as required on the board's behalf.

Vice-chair

In the absence of the chair, the vice-chair will perform the duties of the chair, and in the absence of both the chair and vice-chair, the board will appoint a chair from its members for that meeting.

Past-Chair

The past-chair shall serve as an advisor to the chair and vice-chair as they require.

MEETING FORMAT, VOTING, AND SCHEDULES

ESAB meetings are intended to be informal, and structured to encourage maximum flexibility and open, honest debate. Expectations are as follows:

- Decision-making shall be consensus/majority driven, and any votes shall be taken by show of hands, except for a vote to elect a vice-chair, which shall be by secret ballot;
- If a clear consensus cannot be established, the chair may require a vote of members;
- The board shall speak with one voice after a decision has been made; and,
- Quorum for the purpose of each meeting shall be a majority of members in office at the time.

Specific meeting schedules are at ESAB's discretion; however, it is anticipated that:

- The board shall hold regular, structured meetings at a minimum of six (6) times per year;
- Additional unstructured meetings may be called at the discretion of the chair, or upon the advice of the CAO, to facilitate discussion and recommendations on emergent or time sensitive issues in "think tank," "deep dive," or "mind map" type formats or similar;
- The board may establish taskforces for various topics, issues or proposals as required. Each taskforce will be chaired by members of the larger ESAB – such taskforces may include non-ESAB members. Taskforces shall report to ESAB through the taskforce chair; and,
- A meeting may be held partially by means of a telephone, electronic or other communication device that permits all participants to communicate adequately with each other during the meeting.

RESOURCES

The City of St. Albert shall provide:

- A location for the ESAB's regularly scheduled meetings,
- Meeting refreshments, and,
- Services such as taking minutes, distributing information, preparing presentations of an Economic Development Department staff.

ELECTION OF OFFICERS

The vice-chair shall automatically become the chair of the board at the meeting in June. The chair of the board shall automatically become the past-chair upon election.

The vice-chair position shall be an elected position and shall be elected at the June meeting unless the vice-chair resigns prior. Should the vice-chair resign prior to the June meeting, an election for a new vice-chair shall be held at a board meeting held for this purpose. Only existing board members shall be eligible to be nominated, but the chair and the past-chair are not eligible to be nominated. Board members are permitted to nominate themselves.

Election Procedure

- Nominations for vice-chair may be made after the board declares that nominations may be accepted. The chair shall then appoint a registrar to carry out the election process. Nominations may be accepted by email at any time after the board declares that nominations may be accepted. Nominations can also be accepted from the floor at the annual general meeting or at a board meeting held for this purpose.
- Before closing nominations, the registrar must advise the board of the names of the members who have been nominated prior to the meeting and ask the board members in attendance if there are additional nominations from the floor.
- If after nominations are closed only one (1) board member has been nominated to be vice-chair, that member is deemed to be elected by acclamation.
- If after nominations are closed there are two (2) or more board members nominated, there will be an election by secret ballot to resolve the contested position.
- If they choose, each candidate may explain to the board before the election takes place why he or she should be elected to the contested position.
- Every member of the board who is present at the meeting shall be entitled to vote in an election, whether or not that member is also seeking to be elected to that position.
- The registrar shall create a paper ballot setting out in alphabetical order the names of the board members who are contesting the position and will distribute one (1) ballot to each member attending the meeting.

- The registrar shall collect the completed election ballots and tally the results with the chair to determine which board member had been elected to the contested position.
- If there are only two (2) candidates for the position and the result is a tie vote, the registrar will flip a coin to determine the winner of that election.
- If there are three (3) or more candidates for the position, and the result is a tie vote for the top two (2) candidates, there will be a second secret ballot, but the candidates with the fewest votes will be dropped from that second ballot.
- The registrar will advise the board of the results of the election and then ask the board to pass a resolution to approve the destruction of the ballots.
- The results of the election must be set out in the minutes of the meeting.