


Subject: **CAEP Member at Large**
 Meeting Date: Tuesday, November 12, 2024
 Prepared By: Jenna Kester, Economic Development
 Presented By: Jenna Kester, Economic Development

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

RELEVANT LEGISLATION:

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- Policy #3-3 – Council Appointees Reimbursement

BACKGROUND/PROPOSAL:

Administration and Deputy Reeve McGhee presented information at the October 22, 2024 Council meeting regarding an opportunity to appoint a business representative to the Central Alberta Economic Partnership (CAEP) as a business member at large. CAEP currently has three (3) seats for business members at large where the representative would become a voice for Kneehill County businesses and attend Spring and Fall Annual General Meeting. Furthermore, should a business representative be appointed from Kneehill County, the representative has the option to put their name forward on the CAEP Board of Directors.

Additionally, Council discussed that the representative must be a business owner in Kneehill County and Administration confirmed that mileage and per diems would be reimbursed as per Policy #3-3. Kneehill County would be required to promote an application for submissions and select an applicant for recommendation to CAEP for review and consideration as per CAEP’s process.

Council motioned to “Direct Administration to seek applications for the CAEP Business Representative position from the community for consideration at the November 12th, 2024, Regular Council Meeting.”

Administration developed an application form and was released to the public on social media and the County’s website from October 24 through to November 6. The application outlined the role and responsibilities of the CAEP committee.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Administration received 1 application and is attached for Council’s review and consideration. Upon review of the application and conditions, Council will provide Administration with a recommendation to CAEP’s business members at large after which Administration will contact the applicants and CAEP to inform them of Council’s decision.



FINANCIAL & STAFFING IMPLICATIONS:

As per policy #3-3, Council Appointees Reimbursement, per diem allowance may be incurred. These expenses are included in the yearly operating budget.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

Business Member at Large Applications.

CAEP Member at Large Expectations.

COUNCIL OPTIONS:

Upon review of the applications, Council may consider the following options:

1. Review the applications and select a representative on behalf of Kneehill County for recommendation to CAEP's members at large.
2. Review the applications and request additional information.
3. Review the applications and deny applications.
4. Review the applications and receive as information with no additional action required.

RECOMMENDED MOTION:

That Council review the applications submitted and appoint the selected applicant to serve as a business representative on CAEP's members at large.

FOLLOW-UP ACTIONS:

Administration to notify applicants and CAEP of Council's decision.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-

