

BYLAW 2704/G/24

BEING A BYLAW OF THE TOWN OF STONY PLAIN IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE ESTABLISHMENT OF A COMMUNITY AND SOCIAL DEVELOPMENT ROUNDTABLE

WHEREAS, the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, provides that a Council may, by bylaw, establish Council committees and other bodies; and

WHEREAS, Council may, by bylaw, delegate certain powers, duties, or functions under the *Municipal Government Act* to a Council committee; and

WHEREAS, the Council of the Town of Stony Plain adopted a Committees Governance Framework bylaw to provide structure and guidance for the establishment of Council Committees; and

WHEREAS, the Council of the Town of Stony Plain wishes to establish a Community and Social Development Roundtable and to prescribe a mandate, terms of reference, and composition for the committee;

NOW THEREFORE, the Council of the Town of Stony Plain in the Province of Alberta, duly assembled, hereby enacts the following:

1.0.0 Title

1.1.0 This bylaw may be cited as the "Community and Social Development Roundtable Bylaw".

2.0.0 Establishment

2.1.0 That the Community and Social Development Roundtable is hereby established.

3.0.0 General

3.1.0 That the Terms of Reference of the Community and Social Development Roundtable are hereby set out as Schedule A attached to and forming part of this bylaw.

3.2.0 That the Community and Social Development Roundtable shall follow the Committees Governance Framework Bylaw for any matters not identified within this bylaw.

4.0.0 Severability

4.1.0 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

5.0.0 Review

5.1.0 This bylaw shall be reviewed within its fifth year, being 2029, or as deemed necessary.

6.0.0 Effective Date

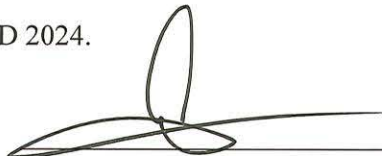
6.1.0 This bylaw shall take full force and effect on the date it is passed.

Read a first time this 12th day of November, AD 2024.

Read a second time this 12th day of November, AD 2024.

Given unanimous consent this 12th day of November, AD 2024.

Read a third time this 12th day of November, AD 2024.



Mayor William Choy



Ann Laing
General Manager, Corporate Services

SCHEDULE "A"



Community and Social Development Roundtable Terms of Reference

1.0 Purpose:

- 1.1 The purpose of the Community and Social Development Roundtable is to provide advice and make recommendations to Council which support Stony Plain and area residents to be enriched through a community spirit and pride where residents feel:
 - a. A sense of belonging, safety, and security.
 - b. Accepted and included within community life no matter their beliefs, values, and lifestyles.
 - c. Access to services and supports are available locally when needed.
 - d. Empowered to share ideas, problem-solve, and create local solutions.

2.0 Objectives:

- 2.1 Roundtable members will support the implementation of plans and strategies related to community and social development by:
 - a. Assisting in increasing community participation in programs and events related to community and social development.
 - b. Identifying opportunities for collaboration in advancing community and social development strategies.
 - c. Sharing insights into enhancements for community and social development opportunities and problem-solve with respect to identified gaps.

3.0 Membership:

- 3.1 The Roundtable will consist of members representing the following:
 - a. Up to six (6) public members who reside or work in Stony Plain.
 - b. Up to four (4) representatives from social agencies, education, voluntary sector, or other sectors related to community and social development.
 - c. Up to two (2) public members who are residents of Parkland County.
 - d. One (1) Town of Stony Plain Councillor (appointed) and an alternate.
- 3.2 Terms and Method of Appointment
 - a. Recruitment for public members, with exception of sectoral members, shall be advertised.
 - b. All members shall be appointed by Council resolution.
 - c. A Chair and Vice-Chair will be selected at the first meeting of the year. The Roundtable may pass a motion to allow for a two-year term of the position. Maximum term for the Chair and Vice-Chair shall be two, two-year terms.
 - d. Any member of the Community and Social Development Roundtable who misses three (3) consecutive meetings without prior approval of the Chair or the staff liaison, shall be deemed to have resigned their position unless an extended absence is authorized by resolution of the Community and Social Development Roundtable and recorded in the meeting minutes. The position will then be considered vacant and be filled for the remainder of the term.

4.0 Meetings:

- 4.1 Six meetings will be held annually. Special meetings may be held at the call of the Chair.
- 4.2 Meetings will be held at Forest Green Plaza unless otherwise noted in the agenda package.
- 4.3 Quorum shall consist of a simple majority of total current sitting members.

- 4.4 If quorum is not present within fifteen minutes of the appointed start time of the meeting, the Roundtable shall stand adjourned until the date of the next meeting.
- 4.5 If at any time during a meeting quorum is lost, and it is not reasonable to expect quorum will be regained, the meeting shall stand adjourned until the date of the next meeting.
- 4.6 Ad-hoc committees may meet as needed in relation to project driven tasks. The Group may meet in an informal manner while maintaining written records of any recommendations made.
- 4.7 To put forward a recommendation to Council through Administration, the Roundtable requires a majority vote of the members present at the meeting.
- 4.8 The Committee may establish procedures for meeting conduct that align with the Town's Procedural Bylaw.

5.0 Evaluation/Reporting:

- 5.1 The Roundtable will report to Town Council through quarterly updates as included in the Quarterly Report.
- 5.2 The Roundtable's effectiveness will be evaluated by reviewing the Roundtable's input as it relates to achieving key goals of the plans and strategies related to community and social development.

6.0 Ad-hoc Committees

- 6.1 The Community and Social Development Roundtable may strike ad-hoc committees to meet the Roundtable's objectives in coordination with approved Town projects outlined within the operational workplans.
- 6.2 These groups will be in place for the duration of the project they are supporting and will be required to work within an established framework lead by the staff liaison.
- 6.3 Accurate written records related to working group meetings and activities shall be maintained.