

BYLAW 2700/G/24

BEING A BYLAW OF THE TOWN OF STONY PLAIN IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE ESTABLISHMENT OF A PLANNING ADVISORY COMMITTEE

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, Council wishes to establish a Planning Advisory Committee 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 as follows:

1.0.0 Title

1.1.0 This bylaw may be cited as the "Planning Advisory Committee Bylaw".

2.0.0 Establishment

2.1.0 That the Planning Advisory Committee is hereby established.

3.0.0 General

3.1.0 That the Terms of Reference of the Planning Advisory Committee are hereby set out as Schedule A attached to and forming part of this bylaw.

3.2.0 That the Planning Advisory Committee 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

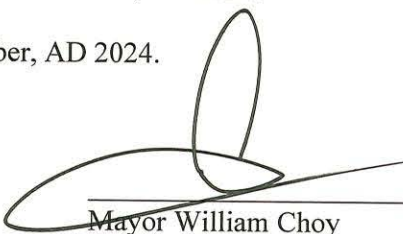
6.1.0 This bylaw shall take full force and effect on the date it is passed.

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"



Planning Advisory Committee Terms of Reference

1.0 Purpose:

- 1.1 The purpose of the Planning Advisory Committee (PAC) is to provide input, feedback, and perspectives as a reflection of members of the community and public in general, on planning and land development related matters such as:
 - a. regional planning and development projects,
 - b. planning and land development bylaws (statutory plans & Land Use Bylaw amendments), and
 - c. planning and land development policies and policy documents (masterplans and guidelines).

2.0 Objectives:

- 2.1 The objectives of the Committee are to:
 - a. discuss, review, and consider planning and land development related matters of interest to the community at large,
 - b. provide input and suggestions related to planning development projects, and
 - c. have input into the policies, plans, and regulations regarding land development and planning in the Town of Stony Plain.

3.0 Membership:

- 3.1 The committee will be comprised of five (5) volunteer members.
- 3.2 Members must be residents or business owners in Stony Plain.
- 3.3 Terms and Method of Appointment
 - a. Members are appointed as per the Committees Governance Framework Bylaw.
 - b. Administration may request that Council terminate a member's appointment if they:
 - i. miss three meetings within a one-year period, or
 - ii. three consecutive meetings, or
 - iii. breach the Town's established committee code of conduct.

4.0 Meetings:

- 4.1 Regular Committee meetings will be scheduled quarterly.
- 4.2 Special Committee meetings will be scheduled at the request of Council or Administration when additional input is desired on a planning or land development matter within the mandate of the Committee that is time sensitive or requires additional discussion.
- 4.3 Committee meetings may take place virtually or in person at the Stony Plain Town Office or a hybrid of both in person and virtual.
- 4.4 Quorum shall consist of a simple majority of total current sitting members.
- 4.5 If quorum is not present within fifteen minutes of the appointed start time of the meeting, the Committee shall stand adjourned until the date of the next meeting.
- 4.6 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.
- 4.7 To put forward a recommendation to Council through Administration, the Committee requires a majority vote of the Committee 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 An Annual Report shall be produced outlining the Committee's work including but not limited to:
 - 5.1.1 topics discussed during the previous year;
 - 5.1.2 planning and development projects, documents, policies, regulations, etc. discussed over the previous year;
 - 5.1.3 recommendations made to Administration and/or Council; and
 - 5.1.4 general successes and challenges faced by the Committee.

6.0 Ad-hoc Committees

- 6.1 The Planning Advisory Committee may strike ad-hoc committees to meet the committees 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.