

BYLAW 2701/G/24

**BEING A BYLAW OF THE TOWN OF STONY PLAIN IN THE PROVINCE OF ALBERTA TO
PROVIDE FOR THE ESTABLISHMENT OF A CULTURE AND TOURISM 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 Culture and Tourism 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 "Culture and Tourism Roundtable Bylaw".

2.0.0 Establishment

2.1.0 That the Culture and Tourism Roundtable is hereby established.

3.0.0 General

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

3.2.0 That the Culture and Tourism 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

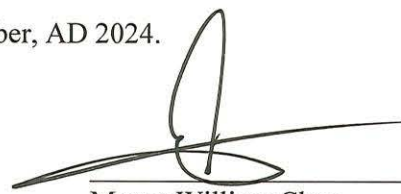
6.1.0 This bylaw shall take full force and effect on the date it is passed.

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.

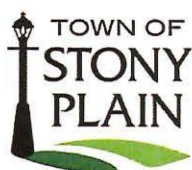


Mayor William Choy



Ann Laing
General Manager, Corporate Services

SCHEDULE "A"



Culture and Tourism Roundtable Terms of Reference

1.0 Purpose:

- 1.1 To make recommendations to Council with regards to Culture and Tourism Development within the Town of Stony Plain.

2.0 Objectives:

- 2.1 Assist the Town of Stony Plain in the implementation of the Arts, Culture, and Heritage Action Plan, Tourism Master Plan, and Art in Public Places Strategy through:
 - a. Identifying opportunities for advancing culture and tourism development,
 - b. Promotion of Stony Plain as a premiere destination,
 - c. Gathering and reporting back community input, and
 - d. Feedback/evaluation on culture and tourism projects.

3.0 Membership:

- 3.1 The Culture and Tourism Roundtable will consist of members representing the following:
 - a. Up to four (4) Public representatives that are residents of Stony Plain with a vested interest in the culture or tourism sectors including arts organizations, artists, creative industries, heritage, cultural diversity, youth, education, business, tourism, or citizens.
 - b. Up to three (3) Public representatives that are residents of the Tri region contributing to the economy of Stony Plain in the culture or tourism sectors including arts organizations, artists, creative industries, heritage, cultural diversity, youth, education, business, tourism, or citizens.
 - c. Five (5) Stony Plain Culture and Tourism Organization public representatives: One representative from each of the Red Brick Common, Stony Plain and Parkland Pioneer Museum, Parkland Potters' Guild, Stony Plain Public Library and Greater Parkland Regional Chamber of Commerce representing the Visitor Information Centre.
 - d. One (1) Town of Stony Plain Councillor (appointed) and one (1) alternate.

3.2 Terms and Method of Appointment

- a. Culture and Tourism Organization public representatives shall be recommended in writing by each Board of Directors prior to October of each year. The appointed organizational members must attend each meeting or send an alternate. ~~The alternate shall abide by the Town's Committee Code of Conduct while attending committee meetings.~~
- b. Recruitment for public members shall be advertised.
- c. All members shall be appointed by Council resolution.
- d. A Chair and Vice-Chair will be selected at the first meeting of the year. The Committee may pass a motion to allow for a two-year term of the Chair or Vice-Chair position. Maximum term for the Chair and Vice-Chair shall be two, two-year terms.
- e. Any member of the Culture and Tourism Roundtable that 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 Culture and Tourism 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.
- 4.2 Special meetings may be held at the call of the Chair.
- 4.3 Meetings will be held at the Town of Stony Plain office unless otherwise noted in the agenda package.
- 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 Roundtable 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 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.
- 4.8 To put forward a recommendation to Council through Administration, the Committee requires a majority vote of the Committee members present at the meeting.
- 4.9 The Committee may establish procedures for meeting conduct that align with the Town's Procedural Bylaw.

5.0 Evaluation/Reporting:

- 5.1 The Culture and Tourism Roundtable will report to Town Council through quarterly updates as included in the Quarterly Report.
- 5.2 The Committee's effectiveness will be evaluated by reviewing the Committee's input as it relates to achieving key goals of the Arts, Culture, and Heritage Action Plan, the Tourism Master Plan, and the Art in Public Places Strategy.

6.0 Ad-hoc Committees:

- 6.1 The Culture and Tourism Roundtable may strike ad-hoc committees to meet the Committees objectives in coordination with approved Town projects outlined within the operational workplan of the Culture and Tourism Development business unit.
- 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.