



**BYLAW NO. 1129  
OF THE TOWN OF HINTON  
IN THE PROVINCE OF ALBERTA  
A BYLAW TO ESTABLISH THE COMMUNITY ENGAGEMENT  
AND ADVISORY COMMITTEE**

**WHEREAS**, pursuant to section 145 of the *Municipal Government Act*, a Council may pass Bylaws related to the establishment and functions of Council Committees and other bodies;

**AND WHEREAS** Council values full and transparent public involvement in major municipal decision making;

**NOW THEREFORE** the Council of the Town of Hinton, in the Province of Alberta, hereby enacts as follows:

**1.0 SHORT TITLE**

1.1 This Bylaw is to be referred to as the "Community Engagement and Advisory Committee Bylaw."

**2.0 TERMS OF REFERENCE**

2.1 This Committee is hereby established as per the Terms of Reference attached as Appendix 1.

**3.0 RELATED DOCUMENTS**

3.1 Council Committees Bylaw #1070-3

3.2 Council Code of Conduct Bylaw #1124

**4.0 ENACTMENT**

4.1 This Bylaw will come into force and effect when it receives third reading and is duly signed.

READ a First time this 23rd day of October 2018.

READ a Second time this 23rd day of October 2018.

READ a Third time this 23rd day of October 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Services

## **COMMUNITY ENGAGEMENT & ADVISORY COMMITTEE (CEAC) TERMS OF REFERENCE**

### **1.0 PURPOSE**

- 1.1 CEAC's purpose is to collect and present the views of Stakeholders, based on the five (5) Community Sustainability Plan Community Pillars of Culture, Recreation, Education & Wellness, Local Economy, and Natural and Built Environments.

### **2.0 OBJECTIVE**

- 2.1 To facilitate the process of Council making informed decisions through the provision of Stakeholders' input and feedback as collected and reported by CEAC.

### **3.0 DELIVERABLES**

- 3.1 CEAC is expected to:

- 3.1.1 Conduct one (1) Open House per year;
- 3.1.2 Participate in one (1) annual Budget Session; and
- 3.1.3 Present to Council one (1) annual Community Feedback Summary.

- 3.2 CEAC may conduct up to three (3) Public Engagement Sessions per year, as approved by Council and permitting budget allocations.

- 3.3 Administration will invite CEAC, whenever possible, to participate in their public engagement activities.

- 3.4 Council may request that CEAC prepares Special Reports as required.

### **4.0 COMPOSITION**

- 4.1 CEAC is to be comprised of up to ten (10) members, including:

- 4.1.1 One (1) appointed Town of Hinton Council representative;

- 4.1.2 One (1) Community Representative for:

- a) Culture,
- b) Recreation,
- c) Education,
- d) Health and Wellness,
- e) Community and Social Services,
- f) Local Economy,
- g) Natural and Built Environments; and

- 4.1.3 Two (2) citizens-at-large.

4.2 Members must be appointed by Council, as per the Council Committees Bylaw #1070-2.

4.3 One (1) ex-officio Town of Hinton Administration representative will be available to CEAC.

## **5.0 MEMBERSHIP DUTIES**

5.1 All Members must engage with Stakeholders of the community at-large as a CEAC representative.

5.2 Members will be responsible for:

5.2.1 Obtaining Stakeholders' input through day-to-day interactions;

5.2.2 General engagement and outreach activities; and

5.2.3 Focused engagement and outreach activities specific to roles as Community Representatives.

5.3 Members that are assigned as a Community Representative must make efforts to connect with and represent relevant community groups and interested parties; this includes the attendance of at least one relevant meeting or event per year.

5.4 Members must be prepared to present Stakeholder input at monthly CEAC meetings.

## **6.0 MEETINGS**

6.1 CEAC is expected to hold monthly meetings, with the exceptions of July, August, and December, for a total of nine (9) meetings per year.

## **7.0 CONDUCT**

7.1 CEAC Members must follow the Council Code of Conduct Bylaw #1124 (as amended from time to time).

7.2 CEAC must present their community engagement findings to Council accurately, completely, and in a timely manner.

## **8.0 REPORTING**

8.1 CEAC is expected to meet with Council bi-annually as follows:

8.1.1 One (1) report as a delegation before Council at a Regular Council Meeting to present the Community Feedback Summary; and

8.1.2 One (1) Budget Session.

8.2 CEAC may present additional information to Council as a delegation as they deem necessary.

## **9.0 RESOURCES**

9.1 Council will allocate an annual budget for all CEAC meetings and activities.

## **10.0 DEFINITIONS**

10.1 **Budget Session:** an annual roundtable discussion between Council and CEAC to provide Stakeholders' input at the start of the budget process.

10.2 **Community Feedback Summary:** a document to be presented annually to Council summarizing five major community priorities, based on Stakeholders' feedback received throughout the year (including the feedback received in Public Engagement Sessions and Open Houses).

10.2.1 Community priorities should be presented with recommended solutions, as proposed by Stakeholders.

10.3 **Community Pillars:** the five theme areas identified in the Hinton 2040 Community Sustainability Plan as being priorities for the community, including:

- 10.3.1 Culture;
- 10.3.2 Recreation;
- 10.3.3 Education & Wellness;
- 10.3.4 Local Economy; and
- 10.3.5 Natural and Built Environments.

10.4 **Community Representative:** a CEAC member designated to represent a specific area, as outlined in section 4.1.2, with parameters for what the area encompasses to be defined by CEAC.

10.5 **Open House:** an annual session to connect Community Representatives with relevant Stakeholders for the collection of input and feedback.

10.6 **Public Engagement Session:** events such as coffee sessions or polls designed to obtain input and/or feedback from Stakeholders concerning a particular issue or topic.

10.7 **Special Reports:** reports prepared upon a motion of Council to obtain Stakeholders' feedback on time-sensitive issues or issues that significantly impact the community.

10.8 **Stakeholders:** residents, businesses, and organizations that are affected by the decisions of Hinton's Town Council.

## **11.0 REFERENCES**

11.1 The Hinton Community Sustainability Plan.

11.2 Council Code of Conduct Bylaw #1124.

11.3 Council Committees Bylaw #1070-2.

**APPENDIX A  
2019 TIMELINE**

January

- Strategic Planning Meeting

February

- Monthly Meeting

March

- Monthly Meeting

April

- Monthly Meeting
- **Annual Open House**

May

- Monthly Meeting

June

- **Annual Budget Session**
- Monthly Meeting

July

- No CEAC Meeting

August

- No CEAC Meeting

September

- Monthly Meeting
- **Participation in Registration and Information Fair**

October

- Monthly Meeting

November

- Monthly Meeting
- **Presentation of Community Feedback Summary**

December

- No CEAC Meeting