

Table de développement des  
communautés de Sutton et  
Abercorn

## Operating rules

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# Table de développement des communautés de Sutton et Abercorn

## Overview

The Table de développement des communautés de Sutton et Abercorn (TDCSA) brings together social actors and citizens of the territory in a spirit of consultation and partnership. Since its creation, it has established itself as a key platform for fostering dialogue, developing a shared vision, and collectively identifying the issues and solutions to improve living conditions in the community.

Given the unique demographic reality of our territory, which has approximately 4,700 permanent residents and 4,500 vacationers, an aging population but also many young families, the Table seeks to structure its action while preserving its collaborative and inclusive nature. This document aims to establish a clear and effective operational framework, the result of collective reflection by members. It proposes a mission, vision, values, and objectives that reflect the Table's commitment to social and community development, while considering the diverse needs of our population and the importance of the environment for future generations.

Note that the term "organization" is used to simplify the text and refers to all organizations, groups, associations, or institutions that are members of the table. The term "community" refers to the territory of Sutton and Abercorn.

## History

The CSSS La Pommeraie, as it was called at the time, chose to undertake a shift focused on community development. Community development is a process of voluntary cooperation, mutual assistance, and building social ties between residents and local institutions, aimed at improving living conditions on physical, social, and economic levels. (INSPQ)

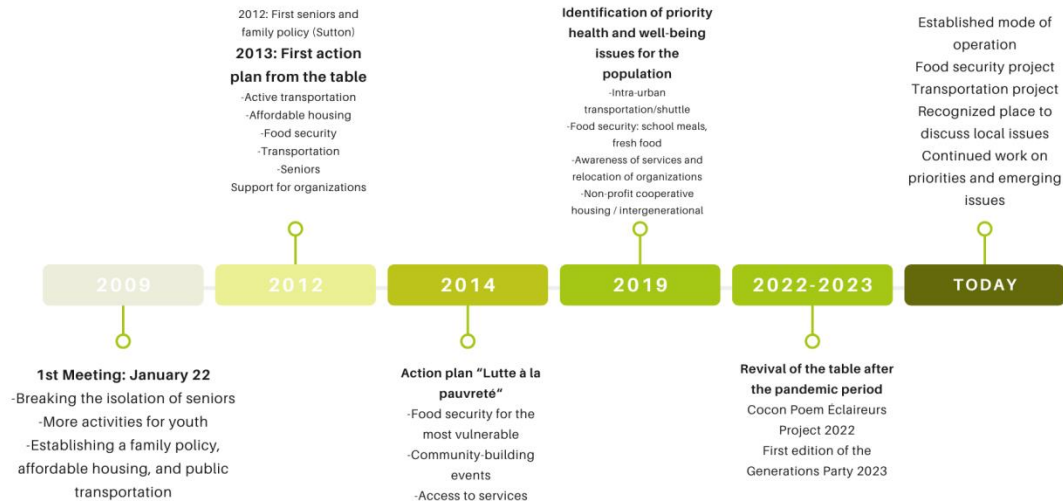
For CSSS La Pommeraie, this was particularly realized through support for community coordination.

In Sutton, the first meeting of the Table took place in January 2009. All community stakeholders (Youth House, Kindergarten, Volunteer Action Center, Golden Age Club, Villa des Monts, etc.), institutional actors (CSSS, school, etc.), and municipal representatives are invited to participate in this coordination.

Specifically, these meetings allow for the exchange of information, the development of a shared vision, and the identification of perceived issues and potential solutions to be developed together.

# TDC SUTTON ABERCORN

## A Brief History of Creation and Projects



## Mission

The Community Development Table of Sutton/Abercorn is a forum aiming to collectively contribute to community well-being by promoting concerted actions that address social issues in the territory.

## Vision

To be an innovative and inclusive space for collaboration that promotes the emergence of collective solutions to improve the quality of life of Sutton and Abercorn citizens.

## Values

- Inclusion and representativeness
- Innovation
- Sense of belonging
- Solidarity and social justice
- Commitment
- Autonomy

## Objectives

1. Develop networking and communication between territorial actors
2. Ensure coherence and complementarity of actions in the territory
3. Implement structuring collective projects

4. Strengthen the social safety net and community solidarity
5. Consider the environment and future generations in actions

## **COMPOSITION**

The Table brings together various community actors, including:

- Representatives from community and cultural organizations
- Representatives from community and social associations
- Municipal representatives
- Institutions - schools and health network
- Citizens

## **STRUCTURE AND OPERATIONS**

### **Types of Members**

#### ***Decision-making Members***

- Organizations and associations with headquarters in Sutton or Abercorn territory and citizens residing in the territory.

#### ***Partners members***

- Organizations providing services to the community but without headquarters in the territory
- Institutions - School, CIUSSS, MRC, etc.

#### ***Guests***

- Groups, organizations, individuals who participate in the Table occasionally and generally in connection with a specific theme.

#### ***Clarifications***

- For-profit organizations, private businesses, and self-employed individuals may be invited but cannot be decision-making members or partners.
- Saint-André Church and Grace Church can be decision-making members. Any other religious group wishing to participate must submit a request through one of the members. Requests will be discussed case by case during a regular table meeting.
- The Parent Participation Organization (OPP) of Sutton School is not considered as representing the educational institution. Its representative is a decision-making member.

### **Citizen seats**

A maximum of three (3) seats are reserved at the table for citizen representation. These seats do not have to be filled. The table aims to have these seats representative of the population: 1 seat for families, 1 seat for seniors, 1 seat for adults/others, but wants to remain flexible and not limit the participation of interested candidates.

If a citizen wishes to participate in the table in this capacity, they must send a letter of intent to one of the table members for discussion with members during a regular meeting. A selection committee will be appointed if there are multiple candidates or if the context warrants it. The committee will make recommendations to the table, which is decision-making.

### **Decision making**

Consensus is preferred for decision-making. If this is impossible, decisions are made by show of hands. Secret ballot is possible if at least one member present requests it.

Each member organization has one vote.

An organization does not have the right to vote if the decision concerns funding that may be allocated to it or is related to a subject where it has a conflict of interest.

### **Number of Representatives per Organization**

Ideally, each member organization has one representative who participates regularly in meetings. Their participation is known by the organization's administration and board of directors. A resolution is not necessary to keep operations simple.

An organization can have up to 3 participating people at TDCSA meetings, but only one voting right.

One person can represent two organizations maximum, exceptionally, and dual representation must be clearly stated to the group.

In cases where decisions must be made between regular scheduled meetings, consultation by email is possible.

## **Member Commitment**

Decision-making members and partner organizations commit to:

- Adhere to the mission, vision, values, and objectives of the TDCSA.
- Appoint a representative who will participate regularly in meetings.
- Notify of absences (by email) and ideally send another representative as a replacement (absence notice can be given at the meeting by the replacement); ensure good communication of relevant information for the meeting and afterward between the regular representative and the substitute. The substitute member has voting rights.
- Participate in meetings regularly, within their capacity.
- Review agendas, minutes, and other documents and information relevant to the table's work, within their capacity.
- Respond to emails requesting follow-up and/or decision-making.
- Contribute to table discussions and work while respecting their organizational mandate and within their capabilities.

## **Practical Operations**

### **Number of Meetings**

The TDCSA meets 5 times per year. The target months are September, November, January, March, and May.

Ideally, the TDCSA identifies each year the most suitable day for members and holds meetings on fixed dates (e.g., second Wednesday of the month). If this formula is not possible given member availability, dates are determined by Doodle. The chosen date is the one that brings together the most partners.

### **Meeting Location**

Meetings generally take place in Sutton in the Town Hall community rooms but could be held in any available location. Sutton is preferred to limit car travel, but meetings may be held elsewhere in the territory if needed or to facilitate participation of certain members.

### **Facilitation and Note-Taking**

Facilitation is generally done by the community organizer, but any member who wishes to facilitate the meeting can volunteer.

Note-taking is done by a volunteer participating member, and the minutes are reviewed, maintained, and sent to members by the community organizer.

Attendance is noted in the minutes.

### Meeting Topics

Members are invited during meetings to state topics to be addressed at future meetings. When the meeting notice is sent, it's possible to ask via email if subjects need to be discussed at the meeting or to mention them during the session.

It is desired that one of the themes prioritized by members be addressed at each meeting to explore the subject in depth.

### Typical Agenda

- Welcome, reading and adoption of agenda
- Reading and adoption of previous meeting notes + follow-ups not already planned in agenda items
- Member news
- Project and initiative follow-ups
- Points to bring to the Brome-Missisquoi development network and news from other tables (by the table's delegate to the network)
- Theme or subject to explore in depth if applicable
- Other business
- Date of next meeting(s)