



Summer Village of Sunrise Beach

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January 13, 2020

Alberta Municipal Affairs  
17<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
EDMONTON, AB. T5J 4L4

Att: Paul Wynnyk, Deputy Minister  
Lucien Cloutier, Municipal Accountability Advisor, Municipal Affairs

Dear Paul/Lucien:

Re: **S.V. of Sunrise Beach Municipal Accountability Review Report**

In reference to the above noted, and your November 25, 2019 letter and attached report dated August 27<sup>th</sup>, 2019, please find enclosed the Summer Village's response to the legislative gaps noted in this report.

On behalf of Summer Village Council and Administration, I thank Municipal Affairs for the implementation of this initiative as this has proven to be a very valuable exercise and learning tool with respect to municipal government operations and expectations.

We anticipate all items, other than the amended Land Use Bylaw should be completed by March 2020. Feel free to contact myself or Assistant CAO Susan Dales if you have any questions or require further information.

Yours truly,

Wendy Wildman  
Chief Administrative Officer  
Summer Village of Sunrise Beach

/ww  
encls.

c.c. Council  
Susan Dales

# Summer Village of Sunrise Beach

## MAP Review Report

August 27, 2019

1. Voting:

- we are aware that each elected official present at a Council meeting must vote on all matters put before them and must vote in such a way that is visible and in the case of teleconference heard by the public. I can advise that Council has followed this practice since our August 27, 2019 review, and all Council members present raise their hand or make a point of being heard.

2. Pecuniary Interest:

- we are now aware that in the minutes we are to state the reason an elected official excuse themselves from voting. The minutes of January 22, 2019 should have reflected the reason the Councillor was not voting and this case it was a pecuniary interest as the councillor's husband completes snow removal. In future the minutes will reflect the general nature of the pecuniary interest.

3. Establishment of the Chief Administrative Officer Position:

- we are now aware that a bylaw establishing the position of Chief Administrative Officer does not exist and at the November 26, 2019 meeting Bylaw 156-2019 a bylaw to Establish the Position of Chief Administrative Officer was passed. The noted minutes including resolutions 156-19 to 159-19 and the bylaw are attached.

4. Borrowing Bylaw:

- we are now aware that our short-term Borrowing Bylaw 151-2019 does not include the maximum rate of interest, the term and terms of repayment of the borrowing, according the MGA. We will contact the ATB and get the terms and interest rate and once approved we will forward the new Bylaw on to you.

5. Assessment Review Board Bylaw:

- we are aware that the LARB and CARB must be established by Bylaw and that this bylaw should address member appointments and terms of delegations and that a designated officer must be appointed as clerk, and all active members including the clerk must have the mandatory training prior to hearing an appeal. The Summer Village has a contract with Lac Ste. Anne County for the provision of LARB and CARB. The Summer Village had Bylaw 152-2019 establishing the CARB & LARB. We also had Bylaw 153-2019 establishing the position of the designated officer but as pointed out in the review this bylaw did not align with the MGA requirements as such, Bylaw 157-

2019 to Establish a Designated Officer was passed at the November 26, 2019 meeting and resolution 164-19 was passed at the same meeting stating the appointed Assessment Review Board clerks. Bylaw 157-2019 and the minutes with the resolutions 160-19 to 164-19 are attached.

6. Bylaw Enforcement Officer Bylaw:

- we are now aware that a Bylaw for the municipal enforcement officer needs to have the powers and duties listed and have disciplinary procedures; penalties and an appeal process. Once a Bylaw Enforcement Officer Bylaw is passed it will be forwarded on to you.

7. Procedural Bylaw:

- we are now aware that Bylaw 126 -11 our Procedural Bylaw, must be repealed or replaced to ensure that the procedures for electronic meeting, committee of the whole meetings, and council participation are in accordance, and consistent with, the MGA. If the purpose of the committee of the whole meetings is to discuss matters in a closed-session, then this can be done as part of the regular council meeting, following provisions of section 197 of the MGA. Bylaw 155-2019 Procedure and Conduct of Council was passed at the November 26, 2019 by resolutions 152-19 to 155-19 meeting. The Bylaw and minutes are attached.

8. Operating Budget:

- we are now aware that we must pass the interim operating budget prior to January 1<sup>st</sup> for the next fiscal year, and we will ensure we bring forward the 2020 interim operating budget prior to the end of 2019. At the November 26, 2019 meeting resolution 167-2019 passing the 2020 interim budget was passed. The minutes are attached.

9. Capital Budget:

- Starting in 2020 we will ensure that items in the capital budget are better defined and the source of funding for that capital expenditure is also defined within the budget.

10. Content of Tax Notices:

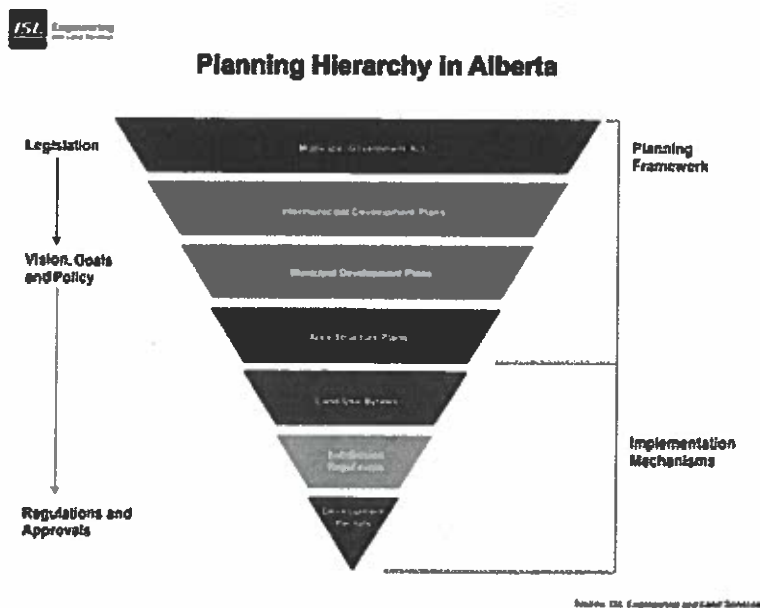
- we are now aware that information on how to request a receipt for taxes paid must be on the tax notice. We have amended our tax notice template to include information regarding how to obtain a tax receipt, see attached.

## 11. Municipal Development Plan:

- we are now aware that the Municipal Development Plan must include the coordination of land use, growth patterns and infrastructure with adjacent municipalities. Currently Sunrise Beach, along with 6 other municipalities has received a grant to complete our Municipal Development Plans. At this time we have a draft however it will probably not be passed until the summer due to public consultation.

## 12. Listing and Publishing Policies Related to Planning Decisions:

- we are aware that municipal website needs a list of approved policies used to make planning/ development decisions; a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the MGA; and documents incorporated by reference in any bylaws passed under Part 17. The document below has been added to our website to indicate the Planning Framework for the decisions made within the Summer Village.



Municipal Government Act RSA 2000 Chapter M-26  
Section 205, Establishment of Chief Administrative Officer

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**A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE  
PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF CHIEF  
ADMINISTRATIVE OFFICER.**

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**WHEREAS** the *Municipal Government Act* provides that a Council must establish by bylaw a position of chief administrative officer;

**AND WHEREAS** Council wishes to exercise its authority pursuant to the *Municipal Government Act* by establishing the position of Chief Administrative Officer;

**NOW THEREFORE** the Municipal Council of the Summer Village of Sunrise Beach, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. The position of the CAO is hereby established.
2. The CAO shall be given the title "Chief Administrative Officer".
3. The CAO shall be appointed by resolution of Council and may be engaged by an employment or other contract. If applicable, all aspects of employment not addressed in the employment contract shall be addressed by the Summer Village personnel policies.
4. The CAO shall have all of the powers, duties and functions of a chief administrative officer as set out in the *Municipal Government Act*.
5. The CAO is the head of the Summer Village within the meaning of *FOIP*.
6. Unless a Designated Officer is expressly appointed in this Bylaw or another bylaw of the Summer Village, the CAO has all the powers, duties and functions given to a Designated Officer under the Municipal Government Act or any other statute or enactment.
7. The powers, duties and functions assigned to the CAO by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the CAO or to any other Summer Village employee.
8. That bylaw 53-1995 'Appoint Administrator' be rescinded.

**Municipal Government Act RSA 2000 Chapter M-26  
Section 205, Establishment of Chief Administrative Officer**

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw

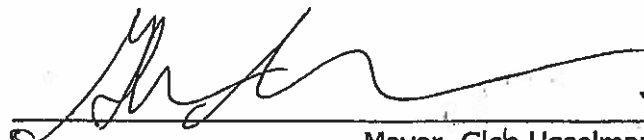
**READ** a first time this 26 day of November 2019.

**READ** a second time this 26 day of November 2019.

**UNANIMOUS CONSENT** to proceed to third reading this 26 of November 2019.

**READ** a third and final time this 26 day of November 2019.

**SIGNED** this 26 day of November 2019.

  
\_\_\_\_\_  
Mayor, Glen Usselman

  
\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY NOVEMBER 26, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

	Motion # 153 - 19	<b>MOVED</b> by Deputy Mayor Tremblay that Bylaw 155-2019 be given second reading. <b>CARRIED</b>
	Motion #154 – 19	<b>MOVED</b> by Councillor Beck that Bylaw 155-2019 be considered for third reading. <b>CARRIED UNANIMOUSLY</b>
	Motion #155 – 19	<b>MOVED</b> by Mayor Usselman that Bylaw 155-2019 be given third and final reading. <b>CARRIED</b>
✱	Motion #156 – 19	<b>MOVED</b> by Deputy Mayor Tremblay that Bylaw 156-2019 a bylaw to establish the position of Chief Administrative Officer for the Summer Village of Sunrise Beach be given first reading. <b>CARRIED</b>
	Motion #157 – 19	<b>MOVED</b> by Mayor Usselman that Bylaw 156-2019 be given second reading. <b>CARRIED</b>
	Motion #158 – 19	<b>MOVED</b> by Councillor Beck that Bylaw 156-2019 be considered for third reading. <b>CARRIED UNANIMOUSLY</b>
	Motion #159 – 19	<b>MOVED</b> by Mayor Usselman that Bylaw 156-2019 be given third and final reading. <b>CARRIED</b>
	Motion #160 – 19	<b>MOVED</b> by Councillor Beck that Bylaw 157-2019 a bylaw to establish position of Designated Officer for Assessment Review Board clerk be given first reading for the Summer Village of Sunrise Beach. <b>CARRIED</b>
	Motion #161 – 19	<b>MOVED</b> by Deputy Mayor Tremblay that Bylaw 157-2019 be given second reading. <b>CARRIED</b>

Municipal Government Act RSA 2000 Chapter M-26  
Section 210, Designated Officer  
Section 456, Appoint Assessment Review Board Clerk

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**A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE  
PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF  
DESIGNATED OFFICER.**

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**WHEREAS** the *Municipal Government Act* provides that a Council may by bylaw establish one or more positions to carry out the powers, duties or functions of a designated officer;

**AND WHEREAS** Council wishes to exercise its authority pursuant to the *Municipal Government Act* by establishing the position of Designated Officer;

**NOW THEREFORE** the Municipal Council of the Summer Village of Sunrise Beach, in the Province of Alberta, duly assembled, hereby enacts as follows:

**1. TITLE**

- 1.1. This Bylaw may be cited as the "Designated Officer Bylaw".

**2. INTERPRETATION**

- 2.1. In this Bylaw, the following terms shall have the following meanings:

- a) "Bylaw" means this Designated Officer Bylaw;
- b) "CAO" means the Chief Administrative Officer for the Summer Village as defined in the *Municipal Government Act*;
- c) "Council" means the municipal Council of the Summer Village;
- d) "Designated Officer" has the same meaning as defined in the *Municipal Government Act*;
- e) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25 and the regulations thereunder;
- f) "*Municipal Government Act*" means the *Municipal Government Act*, RSA 2000, c M-26 and the regulations thereunder; and
- g) "Summer Village" means the municipal corporation of the Summer Village of Sunrise Beach.

- 2.2. Any references in this Bylaw to any statutes, regulations, bylaws or other enactments is to those statutes, regulations, bylaws or other enactments as amended or replaced from time to time and any amendments thereto.

- 2.3. Whenever a singular or masculine form of a word is used in this Bylaw, it shall include the plural, feminine or neutral form of the word as the context requires.



**Municipal Government Act RSA 2000 Chapter M-26  
Section 210, Designated Officer  
Section 456, Appoint Assessment Review Board Clerk**

- 2.4. The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.

**3. DELEGATION BY CAO**

- 3.1. The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the *Municipal Government Act* and under this or any other bylaw to a Designated Officer or an employee or agent of, or contractor for, the Summer Village.
- 3.2. Without limiting the generality of section 4.1 of this Bylaw, the CAO is authorized to appoint a deputy CAO and delegate the CAO's powers, duties and functions to that deputy CAO and to authorize that deputy CAO to act as the CAO during absences of the CAO.
- 3.3. Without limiting the generality of section 4.1 of this bylaw, the following position is an authorized designated officer of the Summer Village:
- a) Assessment Review Board Clerk
- 3.4. Without limiting the generality of section 4.1 of this bylaw, the CAO is authorized to appoint an acting designated officer during an illness, scheduled absence or other incapacity of a designated officer.

**4. APPLICATION**

- 4.1. The delegation of Assessment Review Board Clerk as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 456(1)-MGA	Duties of the clerk of Assessment Review Board
Section 461 & 462-MGA	Assessment Complaints
Section 469(1)-MGA	Notice of decision of Assessment Review Board
Section 483-MGA	Decision admissible on appeal

**5. GENERAL**

- 5.1. Each provision of this Bylaw is independent of all other provisions. If any provision of the Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 5.2. This Bylaw rescinds bylaw 153-2019 in its entirety, including any amendments thereto, and shall come into full force when it receives THIRD and FINAL reading and is duly signed.

**Municipal Government Act RSA 2000 Chapter M-26  
Section 210, Designated Officer  
Section 456, Appoint Assessment Review Board Clerk**

**6. COMING INTO FORCE**

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw

**READ** a first time this 26 day of November 2019.

**READ** a second time this 26 day of November 2019.

**UNANIMOUS CONSENT** to proceed to third reading this 26 of November 2019.


**READ** a third and final time this 26 day of November 2019.

**SIGNED** this 26 day of November 2019.


  
\_\_\_\_\_  
Mayor, Glen Usselman

  
\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY NOVEMBER 26, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

	<p>Motion # 153 - 19</p> <p>Motion #154 – 19</p> <p>Motion #155 – 19</p> <p>Motion #156 – 19</p> <p>Motion #157 – 19</p> <p>Motion #158 – 19</p> <p>Motion #159 – 19</p> <p> Motion #160 – 19</p> <p>Motion #161 – 19</p>	<p><b>MOVED</b> by Deputy Mayor Tremblay that Bylaw 155-2019 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Beck that Bylaw 155-2019 be considered for third reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p> <p><b>MOVED</b> by Mayor Usselman that Bylaw 155-2019 be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Tremblay that Bylaw 156-2019 a bylaw to establish the position of Chief Administrative Officer for the Summer Village of Sunrise Beach be given first reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Usselman that Bylaw 156-2019 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Beck that Bylaw 156-2019 be considered for third reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p> <p><b>MOVED</b> by Mayor Usselman that Bylaw 156-2019 be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Beck that Bylaw 157-2019 a bylaw to establish position of Designated Officer for Assessment Review Board clerk be given first reading for the Summer Village of Sunrise Beach.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Tremblay that Bylaw 157-2019 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
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MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY NOVEMBER 26, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

	<p>Motion #162 – 19</p>	<p><b>MOVED</b> by Mayor Usselman that Bylaw 157-2019 be considered for third reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
	<p>Motion #163 – 19</p>	<p><b>MOVED</b> by Deputy Mayor Tremblay that Bylaw 157-2019 be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<p>Motion #164 – 19</p>	<p><b>MOVED</b> by Deputy Mayor Tremblay that Stacey Wagner and Trinity Hinds be appointed Assessment Review Clerks for the Summer Village of Sunrise Beach.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<p>Motion #165 – 19</p>	<p><b>MOVED</b> by Mayor Usselman that Council accept for information the October 31<sup>st</sup>, 2019 letter from Hon. Minister Nate Glubish with Service Alberta advising his department is committed to continue working with municipalities, telecommunication providers and infrastructure owners to find ways to expand high-speed broadband services across the Province.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<p>Motion #166 – 19</p>	<p><b>MOVED</b> by Mayor Usselman that a joint meeting be called between Council and Administration of both the Summer Village of Sunrise Beach and the Summer Village of Sandy Beach, Super Sucker Vacuum Service and Standstone Vacuum Services to discuss what the residents can expect for vacuum service once the sale of Super Sucker to Standstone Vacuum Services is complete.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<p>Motion #167 – 19</p>	<p><b>MOVED</b> by Mayor Usselman that a 2020 Interim Operating Budget be approved at ½ of the 2019 Approved Operating and Capital Budget, and that this 2020 Interim Operating Budget cease to have any force and effect once the 2020 Operating and Capital Budget is approved.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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**A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH IN THE  
PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND  
CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

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**WHEREAS**, the Council of the Summer Village of Sunrise Beach considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council committee meetings in the Summer Village of Sunrise Beach;

**NOW THEREFORE**, the Council of the Summer Village of Sunrise Beach hereby enacts as follows:

**Citation**

1. This Bylaw may be cited as the "The Procedure Bylaw".

**Definitions**

2. In this bylaw:
  - a) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of Sunrise Beach.
  - b) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public.
  - c) "Council" means the Mayor and Councillors of the Summer Village of Sunrise Beach for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
  - d) "Delegation" means any person that has permission of Council or the CAO to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee.
  - e) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
  - f) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta.
  - g) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
  - h) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
  - i) "Meetings" means meetings of Council and Council committees.
  - j) "Municipality" means the Municipality of the Summer Village of Silver Sands, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;

### **Application**

3. This bylaw applies to all members attending meetings of Council and committees established by Council of the Municipality;

### **Severability**

4. 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;

### **General**

5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.
6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of Sunrise Beaches' Code of Conduct Bylaw.
9. A breach of any Section of this Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
10. Public Hearings held with respect to bylaws, when required or when requested by Council, will be held prior to second reading. Public Hearings shall be conducted in accordance with the procedures set out in Appendix C.

### **Meetings**

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.

13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. Regular meetings of Council shall begin at 6:30 p.m.
16. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
17. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
18. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
19. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
20. Recordings: Council or Council committee meetings may not be filmed or voice-recorded.
21. Other Recordings: Any other person may not use a mechanical or electronic recording device at a public Council or Council Committee Meeting or a Public Hearing. All such devices must be removed from the meeting room.
22. Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.

### **Conduct of Meetings**

23. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.
24. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
25. A resolution does not require a seconder.
26. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.

27. The following resolutions are not debatable by members:
  - a) adjournment
  - b) to take a recess
  - c) question of privilege
  - d) point of order
  - e) to limit debate on a matter before members
  - f) on division of a question
  - g) postpone the matter to a time certain
  - h) to table the matter
  
28. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
  
29. Where an item has been brought before Council, the same item cannot be tabled more than three times.
  
30. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information be presented about the issue or matter.
  
31. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
  
32. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
  
33. The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
  
34. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
  
35. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
  - a) a motion to refer the main question to some other person or group for consideration
  - b) a motion to amend the main question
  - c) a motion to table the main question
  - d) a motion to postpone the main question to some future time
  - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be



considered.

36. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.
37. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
38. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
39. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed;
40. A formal motion will be made to go to a "Closed Meeting" session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the Freedom of Information and Privacy Act. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

### **Delegations**

41. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of

the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive by 4:00 p.m. on a business day at least seven (7) calendar days prior to the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.

42. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
43. Delegations that have not submitted a letter in accordance with section 41 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section 42 to present the matter outlined.
44. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behaviour of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
45. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

#### **Rules of Order**

46. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order";

#### **Agenda and Order of Business**

47. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 4:00 p.m. on a business day at least seven (7) calendar days prior to the meeting.
48. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. three (3) business days prior

to the meeting.

49. Where the deadlines in section 47 and 48 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
50. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
  1. Call to Order
  2. Agenda Adoption
  3. Minutes Adoption
  4. Delegations
  5. Bylaws
  6. Business
  7. Financial
  8. Council Reports
  9. Administration Reports
  10. Information & Correspondence
  11. Closed Meeting
  12. Adjournment
51. The order of business established in section 50 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
52. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

### **Recording of the Minutes**

53. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
54. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
55. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting;

### **Bylaws**

56. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the

appropriate place.

57. Every bylaw shall have three separate and distinct readings.
58. After a member has made the motion for the second reading of the bylaw Council may:
  - a) debate the substance of the bylaw; and
  - b) propose and consider amendments to the bylaw.
59. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.
60. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
61. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
62. Bylaws shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended by:
  - a) a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
  - b) a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

### **Website**

63. The Regular Council Meeting agenda will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.
64. Special Council Meeting agendas will be posted on the Summer Village website prior to the special Council meeting after it is prepared and distributed to Council.
65. Approved minutes are to be posted on the Summer Village website within 3 business days after the meeting.
66. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw #126-11 and comes into full force and effect upon third and final reading.

**READ** a first time this 26<sup>th</sup> day of November, 2019.

**READ** a second time this 26<sup>th</sup> day of November, 2019.

**UNANIMOUS CONSENT** to proceed to third reading this 26<sup>th</sup> day of November, 2019.

**READ** a third and final time this 26<sup>th</sup> day of November, 2019.

**SIGNED** this 26<sup>th</sup> day of November, 2019.

  
\_\_\_\_\_  
Mayor, Glen Usselman

  
\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF SUNRISE BEACH  
APPENDIX A

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of Councillors

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Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on Councillors by this or any other enactment or by the council.

SA 2000 cM-26 s153;2015 c8 s17;2016 c24 s15

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SUMMER VILLAGE OF SUNRISE BEACH  
APPENDIX B

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of chief elected official  
154

- (1) A chief elected official, in addition to performing the duties of a Councillor, must
  - (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and
  - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all Council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

1994 cM-26.1 s154;1995 c24 s21

SUMMER VILLAGE OF  
SUNRISE BEACH  
APPENDIX C  
Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

Council shall abide by the underlying principles for statutory public hearings. The process will adhere as closely to the procedures outlined as possible although Council may adjust the process in order to accommodate a smooth flow of the proceedings provided that there is adherence to the underlying principles.

Council may follow this process for those non-statutory public hearings on issues that Council determines would benefit from public input.

Public Hearing Principles

These principles shall apply only to the process for bylaws or resolutions that require a public hearing or that Council determines would benefit from a public hearing, and not to other bylaws or resolutions.

1. Council shall hear any person, group of persons, or persons representing them, who claims to be affected by a proposed bylaw or resolution and who has complied with the procedures outlined by Council.
2. Council, by majority vote, may decide to hear from any person other than those outlined in principle number 1.
3. The public hearing shall be held at a regular or special meeting of Council.
4. The public hearing shall be held before second reading of a bylaw or before Council votes on a resolution.
5. After the public hearing, Council may pass the bylaw or resolution, or make any amendments that it considers necessary.
6. If Council determines that the amendments to a bylaw or resolution that requires a statutory public hearing have changed the intent of the bylaw, Council shall re-advertise the public hearing, and commence with first reading of the bylaw again.



Public Hearing Procedures

Definitions

1. "Chairman" refers to the Presiding Officer officiating the Public Hearing
2. "Secretary" refers to the CAO or his/her designate

SUMMER VILLAGE OF SUNRISE BEACH PUBLIC HEARING

Date Time

Bylaw #

\*\*\*\*

INTRODUCTION & PROCEDURES

- 1 (Chairman) "The following Public Hearing is held pursuant to the Municipal Government Act"
- 2 (Chairman) "The following rules of conduct will be followed during the Public Hearing:"
  - Presentation should be brief and to the point
  - The order of presentation shall be
    - o Entry of written submission
    - o Comments from the \*\*\*\*
    - o Those supporting the Bylaw
    - o Those opposing the Bylaw
    - o Any other person deemed to be affected by the Bylaw
  - The Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

"I hereby declare the Public Hearing relating to Bylaw \*\*\*\* open"

- 3 (Secretary) "The purpose of Bylaw \*\*\*\* is to amend \*\*\*.

First Reading was given to Bylaw \*\*\*\* on (insert date) •

Notice of this Public Hearing was advertised on the website, on the (insert various method of advertising) in the week of (insert date)

The following written comments have been received to (insert d-ate)

- 4 (Chairman) "Are there any late written submissions relating to the Bylaw?"

(Note: If there are any, the secretary to read letter into record) "Comments from the \*\*\*\* Department"

"Is there anyone who supports the Bylaw and wishes to speak?" "Is there anyone who opposes the Bylaw and wishes to speak?"

"Is there anyone deemed to be affected by the Bylaw and wishes to speak?"

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- 5 (Chairman) "Are there any further comments from the \*\*\*\* Dept."
- 6 (Chairman) "Do the Councilors have any further questions"
- 7 (Chairman) "If not, I hereby declare this Public Hearing relating to Bylaw \*\*\*\* be closed and will adjourn this Public Hearing.

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY NOVEMBER 26, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

	<b>PRESENT</b>	<p>Mayor Glen Usselman Deputy Mayor Jackie Tremblay Councillor Vera Lynn Beck - Teleconference</p> <p>Chief Administrative Officer Wendy Wildman - Teleconference Administrative Assistant Susan Dales Public Works: 0 Public at Large:2</p>
1.	<b>CALL TO ORDER</b>	The meeting was called to order at 6:30 p.m. by Mayor Usselman.
2.	<b>AGENDA</b> Motion # 149 -19	<b>MOVED</b> by Deputy Mayor Tremblay that the agenda be approved as presented.  <b>CARRIED</b>
3.	<b>MINUTES</b> Motion #150 - 19	<b>MOVED</b> by Councillor Beck that the minutes of the October 22, 2019 Regular Meeting be approved as presented.  <b>CARRIED</b>
4.	<b>APPOINTMENTS</b> Motion #151 - 19	<b>MOVED</b> by Mayor Usselman that Ms. Sharon McCormack is awaiting additional information and she be given an opportunity for an appointment with Council at a future council meeting if requested and in accordance with Summer Village Procedure and Conduct of Council with Council Committee Meeting bylaw.  <b>CARRIED</b>
5.	<b>NEW BUSINESS</b> Motion #152 - 19	<b>MOVED</b> by Mayor Usselman that Bylaw 155-2019 a bylaw to regulate the procedure and conduct of Council, Councillors and others attending Council and Council meetings be given first reading for the Summer Village of Sunrise Beach.  <b>CARRIED</b>


MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY NOVEMBER 26, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

Motion # 153 - 19	<b>MOVED</b> by Deputy Mayor Tremblay that Bylaw 155-2019 be given second reading. <b>CARRIED</b>
Motion #154 – 19	<b>MOVED</b> by Councillor Beck that Bylaw 155-2019 be considered for third reading. <b>CARRIED UNANIMOUSLY</b>
Motion #155 – 19	<b>MOVED</b> by Mayor Usselman that Bylaw 155-2019 be given third and final reading. <b>CARRIED</b>
Motion #156 – 19	<b>MOVED</b> by Deputy Mayor Tremblay that Bylaw 156-2019 a bylaw to establish the position of Chief Administrative Officer for the Summer Village of Sunrise Beach be given first reading. <b>CARRIED</b>
Motion #157 – 19	<b>MOVED</b> by Mayor Usselman that Bylaw 156-2019 be given second reading. <b>CARRIED</b>
Motion #158 – 19	<b>MOVED</b> by Councillor Beck that Bylaw 156-2019 be considered for third reading. <b>CARRIED UNANIMOUSLY</b>
Motion #159 – 19	<b>MOVED</b> by Mayor Usselman that Bylaw 156-2019 be given third and final reading. <b>CARRIED</b>
Motion #160 – 19	<b>MOVED</b> by Councillor Beck that Bylaw 157-2019 a bylaw to establish position of Designated Officer for Assessment Review Board clerk be given first reading for the Summer Village of Sunrise Beach. <b>CARRIED</b>
Motion #161 – 19	<b>MOVED</b> by Deputy Mayor Tremblay that Bylaw 157-2019 be given second reading. <b>CARRIED</b>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY NOVEMBER 26, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

	<p>Motion #162 – 19</p>	<p><b>MOVED</b> by Mayor Usselman that Bylaw 157-2019 be considered for third reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
	<p>Motion #163 – 19</p>	<p><b>MOVED</b> by Deputy Mayor Tremblay that Bylaw 157-2019 be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<p>Motion #164 – 19</p>	<p><b>MOVED</b> by Deputy Mayor Tremblay that Stacey Wagner and Trinity Hides be appointed Assessment Review Clerks for the Summer Village of Sunrise Beach.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<p>Motion #165 – 19</p>	<p><b>MOVED</b> by Mayor Usselman that Council accept for information the October 31<sup>st</sup>, 2019 letter from Hon. Minister Nate Glubish with Service Alberta advising his department is committed to continue working with municipalities, telecommunication providers and infrastructure owners to find ways to expand high-speed broadband services across the Province.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<p>Motion #166 – 19</p>	<p><b>MOVED</b> by Mayor Usselman that a joint meeting be called between Council and Administration of both the Summer Village of Sunrise Beach and the Summer Village of Sandy Beach, Super Sucker Vacuum Service and Standstone Vacuum Services to discuss what the residents can expect for vacuum service once the sale of Super Sucker to Standstone Vacuum Services is complete.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<p>Motion #167 – 19</p>	<p><b>MOVED</b> by Mayor Usselman that a 2020 Interim Operating Budget be approved at ½ of the 2019 Approved Operating and Capital Budget, and that this 2020 Interim Operating Budget cease to have any force and effect once the 2020 Operating and Capital Budget is approved.</p> <p style="text-align: right;"><b>CARRIED</b></p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY NOVEMBER 26, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

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