

**SUMMER VILLAGE OF SUNRISE BEACH  
COUNCIL ORGANIZATIONAL MEETING  
TUESDAY, AUGUST 27<sup>th</sup>, 2024 AT 7:00 PM**  
Location: Administration Office 2317 TWP RD 545 Lac Ste. Anne County  
As per bylaw 162-2020 there will be no audio/video recordings of meetings.

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**A G E N D A**

1. **Call to Order (by Chief Administrative Officer, Wendy Wildman)**
2. **Adoption of Agenda**
3. **Mayor – Nomination & Appointment & Official Oath of Office**
4. **Deputy Mayor - Nomination & Appointment & Official Oath of Office**
5. **Confirmation of Council Meeting Dates & Time** (was the 4<sup>th</sup> Tuesday of the months of January, February, March, April, June, July, August, September, October, November at 7:00 p.m. at the East End Fire Station 2317 TWP RD 545 Lac Ste. Anne County)
5. **Confirmation of Bank Signing Authority** (two signatures required, one elected and one administration to always sign, any Council member and CAO or Administrative Assistant)
6. **Confirmation of Banking Authority** (ATB Financial)
7. **Confirmation of CAO Appointment** (Wildwillow Enterprises Inc. – Wendy Wildman)
8. **Confirmation of Auditor Appointment** (Metrix Group LLP)
9. **Confirmation of Solicitor Appointment** (Patriot Law Group)
10. **Confirmation of Subdivision & Development Appeal Board** (as per agreement with Milestone Municipal Services (Emily House) and applicable Summer Village Bylaw 148-2019)
11. **Confirmation of Assessment Review Board** (as per agreement with Capital Region Assessment Services Commission and applicable Summer Village Bylaws 167-2021 & 188-2023)
12. **Confirmation of Municipal Planning Commission** (all Council)
13. **Confirmation of FOIP Coordinator** (Wildwillow Enterprises Inc., Wendy Wildman)
14. **Confirmation of Planning & Subdivision Authority** (Municipal Planning Services) Jane Dauphinee, Bylaw 146-18.
15. **Confirmation of Integrity Commissioner – Victoria Message**

16. **Confirmation of Designated Officers**

**Assessor Appointment** (Justin Goudreau, Municipal Assessment Services Group – Bylaw 182-2023)

**Development Authority** (Tony Sonnleitner, Development Officer) – Bylaw 97-2004

**Confirmation of Planning & Subdivision Authority** (Municipal Planning Services Ltd.) – Bylaw 146-18

**Assessment Review Board Clerk** (Gerryl Amorin, Capital Region Assessment Services Board) – Bylaw 188-2023

**Subdivision & Development Appeal Board Clerks** - (Emily House and Cathy McCartney – Milestone Municipal Services) - Bylaw 178-2022

17. **Confirmation of Committee Appointments:**

- a) Highway 43 East Waste Commission (was: Benning)
- b) West Inter Lake District Regional Water Services Commission (was: Benson)
- c) Ste. Anne Emergency Management Agency - Regional Emergency Services Agency (was Ethier)
- d) Summer Villages of Lac Ste. Anne County East (was: all to attend, voting representative was Ethier)
- e) Family & Community Support Services (was Benson)
- f) Joint Lagoon Committee Sandy/Sunrise (was all of Council)
- g) Regional Sewer Line (was all of Council)
- h) Municipal Planning Commission (was all of Council)
- i) Lac Ste. Anne East End Bus Society (was: Benning)
- j)

18. **Municipal Office Location** (East End Fire Station 2317 TWP. RD. 545 Lac Ste. Anne County)

19. **Policy #C-COU-REM-1 Council, Reimbursement Policy** (confirm as is, or approve with changes)

20. **Council Acknowledgements**

- a) **Municipal Government Act – Section 201(1)** Pursuant to section 201(1) of the MGA outlining Council's legislative responsibilities be acknowledged as received (attached)
- b) **Council and Council Committee Procedural Bylaw** – Council to review and accept or amend Council and Council Committee Procedural Bylaw 195-2024 (attached)
- c) **Public Participation Policy and Public Participation Plan** – Council to review and accept or amend Public Participation Policy C-COU-PAR-1 and Public Participation Plan (attached)
- d) **Council Code of Conduct Bylaw** - Council to review and accept or amend Council Code of Conduct Bylaw 147-2018 (attached) - a revised Council Code of Conduct bylaw is being presented in the regular council agenda.

23. **Adjournment**

P 1-3

P 4-7

P 8-24

P 25-29

P 30-34

P 35-49



# Summer Village of Sunrise Beach

## Council Policy

Number	Title			
C-COU-REM-1 (I-001 & II-001)	Council Remuneration and Expense Reimbursement			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	193-21 55-24	Resolution No:	55-24
	Date:	October 26 <sup>th</sup> , 2021	Date:	March 26 <sup>th</sup> , 2024

### Purpose

To ensure Council Members receive fair compensation for their time and expenses incurred while on Summer Village business.

### Policy Statement

Council Members shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties on Summer Village Council.

### Standards

1. Remuneration is intended to compensate for official business conducted on behalf of the council as a whole to benefit the Summer Village of Sunrise Beach.
2. Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
3. Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates, and any other considerations deemed appropriate in a manner agreed upon by Council.
4. Cost of living adjustment will be reviewed by council on an annual basis and may or may not be applied to council base pay and/or meeting rates at the discretion of Council.
5. Remuneration, travel and meals shall be paid in accordance with the amounts and rates approved at the annual organizational meeting or as amended by Council motion from time to time and as shown in Schedule "A". No alcoholic beverages shall be paid for the by the Village at any time.
6. Other items Travel – actual receipted cost may include incidentals such as parking, use of public transportation, etc.
7. Reimbursement amounts should be reviewed annually.





# Summer Village of Sunrise Beach Council Policy

**Legal References:**

**Cross References:**

**Revisions:**

Resolution Number	MM/DD/YY

2



# Summer Village of Sunrise Beach Council Policy

## Schedule "A"

### Honorariums

- |  |           |
|--|-----------|
| 1. Council Meetings  | \$ 150.00 |
| 2. Committee Meetings as appointed   | \$ 150.00 |
| 3. Other full Day Meetings/Conferences/Seminars (4 hours minimum)  | \$ 200.00 |
| 4. Communication Expense (phone, internet)<br>(condition that respective council has attended that months council meeting) | \$ 75.00  |

### Meal Expenses

When travelling on Summer Village business a claim can be made for meal allowances as per receipts provided to a maximum of:

\$15.00 for breakfast

\$20.00 for lunch

\$30.00 for dinner/supper

### Mileage Expenses

When employees or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be:

\$0.65 per kilometer

### Accommodation Expense

When travelling on Summer Village business the actual cost of the accommodation may be claimed.

### Incidental Expenses

Other incidentals such as telephone calls and parking will be paid upon receipts being provided.

3

**Power to require taking of oath**

**200** A council or council committee may require a person appearing before it or making any claim or submission to it to do so under oath.

1994 cM-26.1 s200

**Part 6  
Municipal Organization  
and Administration****Council's principal role in municipal organization**

**201(1)** A council is responsible for

- (a) developing and evaluating the policies and programs of the municipality;
- (b) repealed 2015 c8 s20;
- (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.

**(2)** A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

RSA 2000 cM-26 s201;2015 c8 s20

**Orientation training**

**201.1(1)** A municipality must, in accordance with the regulations, offer orientation training to each councillor, to be held within 90 days after the councillor takes the oath of office.

**(2)** The following topics must be addressed in orientation training required under subsection (1):

- (a) role of municipalities in Alberta;
- (b) municipal organization and functions;
- (c) key municipal plans, policies and projects;
- (d) roles and responsibilities of council and councillors;
- (e) the municipality's code of conduct;
- (f) roles and responsibilities of the chief administrative officer and staff;
- (g) budgeting and financial administration;
- (h) public participation;

- (i) any other topic prescribed by the regulations.
- (3) The Minister may make regulations respecting orientation training, including, without limitation, regulations
  - (a) respecting the delivery of orientation training;
  - (b) prescribing topics to be addressed in orientation training.

2016 c24 s16

**Exercise of certain powers and duties****202(1) Where**

- (a) this or any other enactment or bylaw requires or authorizes a municipality to do something, but does not specify who in the municipality may do it, or
- (b) the municipality wishes to exercise its natural person powers,

the thing may be done or the natural person powers may be exercised by council or by the chief administrative officer, unless council specifies otherwise.

- (2) Only a council may pass bylaws.

1994 cM-26.1 s202

**Delegation by council**

**203(1)** A council may by bylaw delegate any of its powers, duties or functions under this or any other enactment or a bylaw to a council committee or any person unless an enactment or bylaw provides otherwise.

- (2) A council may not delegate
  - (a) its power or duty to pass bylaws,
  - (b) its power to make, suspend or revoke the appointment of a person to the position of chief administrative officer,
  - (c) its power to adopt budgets under Part 8,
  - (d) its power with respect to taxes under section 347, and
  - (e) a duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case by case basis, unless the delegation is to a council committee and authorized by bylaw.



- (3) The council when delegating a matter to a council committee, the chief administrative officer or a designated officer may authorize the committee or officer to further delegate the matter.  
RSA 2000 cM-26 s203;2019 c22 s10(6)

**Municipal office**

- 204** A council must name a place as its municipal office.  
1994 cM-26.1 s204

**Establishment of chief administrative officer**

- 205(1)** Every council must establish by bylaw a position of chief administrative officer.

(2) Every council must appoint one or more persons to carry out the powers, duties and functions of the position of chief administrative officer.

(3) If more than one person is appointed, the council must by bylaw determine how the powers, duties and functions of the position of chief administrative officer are to be carried out.

(4) Council may give the position of chief administrative officer any title the council considers appropriate.

(5) Council must ensure that the chief administrative officer appropriately performs the duties and functions and exercises the powers assigned to the chief administrative officer by this or any other enactment or by council.

RSA 2000 cM-26 s205;2015 c8 s21

**Performance evaluation**

- 205.1** A council must provide the chief administrative officer with an annual written performance evaluation of the results the chief administrative officer has achieved with respect to fulfilling the chief administrative officer's responsibilities under section 207.  
1998 c24 s9

**Appointment, suspension and revocation**

**206(1)** The appointment of a person to the position of chief administrative officer may be made, suspended or revoked only if the majority of the whole council vote to do so.

(2) The appointment of a person to the position of chief administrative officer may not be revoked or suspended unless the council notifies the officer, in accordance with subsection (3), that it is proposing to revoke or suspend the appointment and provides the officer with its reasons.





(3) The notification and reasons must be in writing and be served personally on the officer or sent by regular mail to the last known address of the officer.

(4) If requested by the officer, council must give the officer or the officer's representative a reasonable opportunity to be heard before council.

(5) A chief administrative officer whose appointment is revoked without cause is, subject to any written agreement between council and the officer, entitled to reasonable notice or to compensation instead of reasonable notice.

(6) A chief administrative officer whose appointment is revoked with cause is, subject to any written agreement between council and the officer, not entitled to reasonable notice or to compensation instead of reasonable notice.

1994 cM-26.1 s206;1995 c24 s24

7

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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;

**AND WHEREAS**, the Council of the Summer Village of Sunrise Beach recognizes the need to promote effective participation in local governance by all stakeholders, including Councillors, administration, formal delegations before council and committees, and the public in general, and therefore is agreeable to accommodating electronic means of participation herein, in accordance with Section 199 of the Municipal Government Act;

**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) "Electronic Means" shall be as defined in the Municipal Government Act, Section 199(1)(a), specifically meaning an electronic or telephonic communication method that enables all persons attending a meeting to hear



- and communicate with each other during the course of the meeting;
- g) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta.
  - h) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
  - i) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
  - j) "Meetings" means meetings of Council and Council committees, and in keeping with the interpretation of Section 199(1)(b) of the Municipal Government Act, shall include hearings;
  - k) "Municipality" means the Municipality of the Summer Village of Sunrise Beach, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
  - l) "Recess" means to take a short break in the order of business or an Agenda item of a meeting with the intent of returning to that order of business or Agenda item at the same meeting;
  - m) "Virtual Participation" means, in reference to participation in a meeting, attendance through an approved Electronic Means of communication.

### **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 7:00 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 or 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 office 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

12

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;

**Provision for Attendance and Participation by Electronic Means**

46. In accordance with the provisions of Section 199 of the Municipal Government Act, Council herein provides that meetings of council, including committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council.
- a) In exercising its discretion, Council may provide for the following meetings inclusive of Electronic Means:
    - i. A full virtual meeting, by which all parties that are, or may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,
    - ii. A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public as in the hybrid model the council chamber remains an effective point of access for the general public.
  - b) In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.
  - c) In all cases, Electronic Means shall be used only when and where the location of remote access is able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with an intermittent connection.
  - d) A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.
  - e) The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:
    - i. Those voting members or councillors present;
    - ii. Those administration present;



iii. Those delegations that may be present; and

iv. The general count of those public present.

47. In providing for Electronic Means, the Council authorizes the following electronic means for virtual participation in meetings:

- a) Telephone participation, both traditional landline and cellular mobile participation;
- b) Personal or Work Computer or Tablet, via virtual participation applications or programs initiated by the municipality;
- c) Other means as may become commonly accepted and deemed safe by the municipality as technology advances.
- d) The access codes or numbers for participating electronically shall be distributed along with the agenda of the meeting in the same manner by which the agenda is circulated (email, website, and/or contained on the physical copy of the agenda).

48. In participating by Electronic Means, a Councillor shall be required to make their presence known in accordance with the following:

- a) On initially joining the meeting, shall declare their full name to the acknowledgement of the Chair of the meeting, and if possible confirm their participation by live video display.
- b) When participating making a motion, or participating in debate, the virtually attending member shall verbally request the floor from the Chair, and may be assisted in garnering the attention of the Chair by the moderator or recoding secretary or other administrative officer present in the meeting.
- c) When speaking, and when voting on matters, the virtually attending member should, when feasible pending service connection, turn their live display video on.
- d) In voting on a matter, the virtually attending party, or parties, shall be called on by the Chair to give their vote verbally, one at a time, following the call of the question and voting by those parties that may be attending the meeting physically.
- e) If the matter being voted on is a question requiring a secret ballot, the virtually attending party, or parties, shall be permitted to either email or text message their ballot to the Chief Administrative Officer, or Designated Officer or Clerk, and have it received and counted as in the normal fashion. In exercising this option, virtually attending members shall be permitted not more than 5 minutes from the time voting is declared "open" by the Chair to

submit their vote; late receipts will not be accepted and shall be deemed an absent vote.

- f) When a council member or other participant is included in a Closed Session meeting and participating by Electronic Means, the virtually attending member shall be asked to verbally confirm to the Chief Administrative Officer, or designate, that they are attending the Closed Session alone.

49. When making access by Electronic Means available to the general public:

- a) The access codes and numbers for the approved Electronic Means shall be contained within the meeting notice and agenda for the meeting and distributed by the same means used to circulate the notice of the meeting and agenda.
- b) Except where public participation is expressly allowed, such as a public hearing, public participants shall be muted and may be disconnected from the meeting by the moderate of the meeting for disruptions due to noise, unauthorized comment or any disruptions which hampers the effective conduct of the meeting, at the discretion of the Chair.
- c) Where public participation does involve receiving comment from the public, such as in a public hearing or open gallery provision, comments will be received verbally in a manner of order determined by the Chief Administrative Officer based first on requests to speak received before the meeting, concurrently during the meeting (for example in the "chat box" of the electronic means platform, and then finally any last comments arising from the floor. The conduct of these comments shall be respectful and follow the same decorum and process as if made in physical attendance.

#### **Motion to Recess**

- 50. The Chair, without a Motion, may Recess the meeting for a specific period of no more than ten (10) minutes.
- 51. Any Councillor may move that Council Recess for a specific period.
- 52. After the Recess, business will be resumed at the point where it was interrupted.
- 53. A Recess will follow a motion to go into closed session and a Recess will precede a motion to come out of closed session;

#### **Rules of Order**

- 54. 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**

55. 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.
56. 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.
57. Where the deadlines in section 51 and 52 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
58. 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. Open Floor Discussion with Gallery – Total time provision of 15 minutes
  12. Closed Meeting
  13. Adjournment
59. 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.
60. 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**

17

61. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
62. 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.
63. 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**

64. 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.
65. Every bylaw shall have three separate and distinct readings.
66. 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.
67. 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.
68. 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.
69. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
70. 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**

18

- 71. 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.
- 72. 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.
- 73. Approved minutes are to be posted on the Summer Village website within 3 business days after the meeting.
- 74. Draft minutes are to be posted on the Summer Villages website within 7 business days after the meeting.
- 75. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw #194-2024 and comes into full force and effect upon third and final reading.

**READ** a first time this 27<sup>th</sup> day of February, 2024.

**READ** a second time this 27<sup>th</sup> day of February, 2024.

**UNANIMOUS CONSENT** to proceed to third reading this 27<sup>th</sup> day of February, 2024.

**READ** a third and final time this 27<sup>th</sup> day of February, 2024.

**SIGNED** this 27<sup>th</sup> day of February, 2024.

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Mayor, Jon Ethier

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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  
153

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

20

M-26

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

A handwritten number '21' enclosed in a hand-drawn circle, located in the bottom right corner of the page.

M-26

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.

22



M-26

Public Hearing Procedures

Definitions

1. "Chair" 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 (Chair) "The following Public Hearing is held pursuant to the Municipal Government Act"
- 2 (Chair) "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 date)

- 4 (Chair) "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?"

23

M-26

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

24

# Summer Village of Sunrise Beach

<b>C-COU-PAR-1</b>	<b>Public Participation Policy</b>		
<b>Approval</b>	<b>Originally Approved</b>		<b>Last Revised</b>
(CAO initials)	Resolution No:	99-18	Resolution No:
	Date:	August 28, 2018	Date:

## I. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

## II. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.

25

### III. DEFINITIONS

- 1) “**Chief Administrative Officer**” means the chief administrative officer of the Municipality or their delegate, abbreviated “CAO”.
- 2) “**Municipal Stakeholders**” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3) “**Municipality**” means the Summer Village of Sunrise Beach.
- 4) “**Public Participation**” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 5) “**Public Participation Plan**” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 6) “**Public Participation Tools**” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
  - (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
  - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
  - (c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
  - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

### IV. POLICY RESPONSIBILITIES

#### 1) Council Responsibilities

- (a) Council shall:
  - i. review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
  - ii. consider input obtained through Public Participation; and
  - iii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

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- iv. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;

## **2) Administration Responsibilities**

(a) CAO shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans; and
- iii. report the findings of the Public Participation to Council.
- iv. consider timing, resources and engagement and historical effectiveness when developing and modifying Public Participation Plans;
- v. develop the necessary guidelines to implement this Policy;

## **V. PUBLIC PARTICIPATION OPPORTUNITIES**

(b) CAO shall consider implementing a Public Participation Plan in the following circumstances:

- i. when new programs or services are being established;
- ii. when existing programs and services are being reviewed;
- iii. when identifying Council priorities;
- iv. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- v. as otherwise directed by Council or recommended by the CAO.

## **VI. POLICY EXPECTATIONS**

### **1) Legislative and Policy Implications**

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

27

## 2) Public Participation Standards

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

## VII. PUBLIC PARTICIPATION PLANS

- a. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
  - i. the nature of the matter for which Public Participation is being sought;
  - ii. the impact of the matter on Municipal Stakeholders;
  - iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
  - iv. the timing of the decision and time required to gather input;
  - v. what information is required, if any, to participate; and
  - vi. available resources and reasonable costs.
- b. Public Participation Plans will, at minimum, include the following:
  - i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
  - ii. identification of which Public Participation Tools will be utilized;
  - iii. timelines for participation;
  - iv. information about how input will be used;
  - v. the location of information required, if any, to inform the specific Public Participation.

28

**VIII. REPORTING AND EVALUATION**

- a. Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.
- b. The report shall include, at minimum, the following:
  - i. an overview of the Public Participation Plan and how it was developed;
  - ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
  - iii. a summary of the input obtained; and
  - iv. may include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

**Legal References:** MGA 216.1, 230, 606, 692

**Cross References:**

**Attachment:**

**Revisions:**

Resolution Number	MM/DD/YY

29



Summer Village of Sunrise Beach

# PUBLIC PARTICIPATION PLANS

Summer Village of Sunrise Beach

The purpose of this plan is to outline Council and Administration's plan to engage and encourage public participation with the Summer Village of Sunrise Beach.



## Contents

Introduction .....	2
Public Input .....	2
The Purpose of Public Input.....	2
Determining When Public Input is Needed .....	2
Ways in which the Summer Village Solicits Input.....	3
Resources.....	4

## Introduction

Relationships among people are a critical element of municipal business. This Plan provides some guidance about how the Summer Village can maintain good relationships through appropriate public input regarding decisions made by Council.

It is anticipated that the readers of this document will be:

- a) those in municipal administration who are responsible for integrating public input opportunities into municipal projects and plans,
- b) those on Council who will be making decisions about appropriate public input,
- c) those in municipal administration who will be determining if developers or other proponents have provided for an adequate public input process, and
- d) those who own property within the municipality

## Public Input

### The Purpose of Public Input

Municipal Councils make decisions in public for the public good. This plan supports the involvement of citizens in these public decisions. The public input is sought after when there is a decision to be made that will impact the residents of the Summer Village. Public input is valuable for decisions that impact residents for three reasons:

1. It helps strengthen the relationship between the council and the citizens of the Summer Village
2. It informs the citizens of the Summer Village, therefore, minimizing complaints and costs caused by last minute changes
3. It leads to better solutions for everyone involved in the Summer Village

### Determining When Public Input is Needed

Public input is essential to the municipal decision process. The Municipal Government Act (MGA) has a legal requirement for Council and Council committees to conduct business in public and to ensure the public is notified of certain kind of decisions.

Most of the decisions made by council can be or are enhanced by public input. The few situations where public input is not required are referred to as directive decisions. Directive decisions are those made by a person authorized to do so, and are issued to others simply to inform them the decision has been made. The situations where a directive decision is appropriate are as follows:

1. There is an urgent need to respond immediately (e.g. flood response).
2. A person in authority is acting within their authority (e.g. police carrying out their duties).

3. The decisions are routine and are accepted as part of the municipality's operations (e.g. snow removal after a heavy snowfall).
4. The decisions are dictated by law (e.g. improvements to water treatment plant).
5. The decisions have substantial effect only on those who have already agreed to be affected through some form of contract (e.g. employment, volunteerism, accepting elected office).

In these cases, the municipality is acting within its authority and is expected to implement the decision efficiently. These decisions are posted to the public through the website and the community information signs. The public can also contact the Summer Village's office if they have any questions or concerns about the decisions made.

Public input is necessary when consultative decisions are to be made. These types of decisions usually have one or more of the following characteristics:

1. Public notification and input are required by law (see MGA requirements in the Introduction).
2. The decision is a known concern of other parties, or is likely to have a significant impact on other parties (e.g. a proposed casino).
3. The decision affects society's moral or emotional expectations (e.g. expansion of a recreation centre).
4. The decision affects the "comfort envelope" (lifestyle or habits) of citizens (e.g. road closure affecting how people access the highway).
5. People perceive there are risks associated with the decision (e.g. approving a "half-way" house to support convict rehabilitation).
6. Council or administration requests public input prior to making the decision (e.g. public buildings or open space management).

Consultative decisions are common in municipalities, however, the final decision rests with Council. For consultative decisions, public engagement is required. Ways in which the Summer Village encourages engagement is through surveys, the annual gatherings, council meetings that are open to the public, and annual newsletters.

### Ways in Which the Summer Village Solicits Input

During the decision making process, the following questions will aid Council and Administration when determining what manner of public input is required:

- What kind of decision is being made?
- Who is going to be affected?
- How will those affected perceive the matter?

After asking these questions, Council and Administration can determine, choose from the listing above, which way public input is carried out.

While the MGA defines the minimum legal requirements for a municipality to provide public notification which are strictly followed, some additional ways that public input is and can be petitioned by the Summer Village are:

- Summer Village website page
- Annual picnics, gatherings, information meetings
- On-line or Paper Surveys
- Community information sign
- Annual newsletters
- Council meetings
- Mail outs

These methods are used to encourage public input from a variety of people who belong to certain demographic groups. This allows for a wide range of input to help Council members come to a decision that can help satisfy the needs of the Municipality.

## Resources

Resources are available to help residents develop more informed inputs for decisions regarding the Municipality. The following resources are posted on the Summer Village's website:

- All policies that effect the Summer Village
- All bylaws that effect the Summer Village
- All meeting agendas and minutes from Council meetings
- Contact information for the Summer Village

With the help of these resources, Council and Administration hopes that the public will utilize them to help make better informed inputs.

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**A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY THE COUNCIL**

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**WHEREAS** Municipal Councils must, by bylaw, establish a code of conduct governing the conduct of Councillors, pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26* as amended from time to time; and

**WHEREAS** Municipal Council may establish a code of conduct governing the conduct of members of council committees and other bodies established by the council pursuant to the *Municipal Government Act, R.S.A. 2000 Chapter M-26* as amended from time to time; and

**WHEREAS** the elected officials of the Summer Village of Sunrise Beach recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of Council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them; and

**WHEREAS**, the Council for the Summer Village of Sunrise Beach wishes to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council;

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

**1. SHORT TITLE**

**1.1.** This Bylaw may be cited as the "Code of Conduct Bylaw".

**2. DEFINITIONS**

**2.1.** "Act" means the *Municipal Government Act, R.S.A. 2000 Chapter M-26*, as amended from time to time.

**2.2.** "Bylaw" means a bylaw of the Summer Village of Sunrise Beach.

**2.3.** "Chief Administrative Office," or "CAO" means the person appointed to the position of Chief Administrative Officer by Council.

35

- 2.4. *"Code of Conduct"* means the Summer Village of Sunrise Beach Code of Conduct for Members of Council, Council Committees and Other Bodies Established by Council.
- 2.5. *"Committee"* means a board, commission, authority, task force or any other public body established by Council.
- 2.6. *"Confidential Information"* means any information that is prohibited from being disclosed under Alberta's Freedom of Information and Protection of Privacy Act (FOIPP) and also includes any information received by a Member in confidence by virtue of their position on Council, a Council Committee or other body established by the Council, as well as matters discussed in meetings that have been closed to the public, unless those matters have subsequently been made public by Council.
- 2.7. *"Council"* means the Council of the Summer Village of Sunrise Beach.
- 2.8. *"Integrity Commissioner"* or *"Commissioner"* means the individual appointed by Council to receive, assess, investigate and adjudicate complaints regarding breach of the Code of Conduct.
- 2.9. *"Member"* is intended to include both Members of Council and Members of Council Committees or other bodies established by the Council.
- 2.10. *"Member of Council"* means a duly elected Member of Council and includes the Mayor and Deputy Mayor.
- 2.11. *"Member of Council Committee or other body established by the Council"* means member of a committee, board, authority, task force or other body duly appointed by Council.
- 2.12. *"Summer Village"* means the Corporation or the Summer Village of Sunrise Beach.

### **3. CODE OF CONDUCT**

- 3.1. That the *Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council* is attached hereto as "Schedule A" and forms part of this bylaw.

### **4. PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS**

- 4.1. That the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct*, is attached hereto as "Schedule B" and forms part of this bylaw.

**5. AMENDMENTS**

**5.1.** That amendments or additions to the *Code of Conduct for members of Council, Council Committees and Other Bodies Established by the Council (Schedule A)* or the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct (Schedule B)* will require an amendment to this Bylaw.

**6. INTERPRETATION**

**6.1.** Terms which are not defined in the Code of Conduct Bylaw will be given their ordinary meaning.

**6.2.** Within the text of the Code of Conduct Bylaw:  
**a)** use of a pronoun or determiner which indicates one gender shall include all genders unless the context requires otherwise, and  
**b)** use of the singular shall include the plural and the plural shall include the singular as the context requires.

**7. SEVERABILITY**

**7.1.** It is the intention of the Council of the Summer Village of Sunrise Beach that each section of this Bylaw should be considered as being separate and severable from all other sections. Should any section or part of this Bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this Bylaw and that the Bylaw remaining after such severance shall be effective and enforceable.

**8. 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 28<sup>th</sup> day of August 2018.

**READ** a second time this 28<sup>th</sup> day of August 2018.

**UNANIMOUS CONSENT** to proceed to third reading this 28<sup>th</sup> day of August 2018.

**READ** a third and final time this 28<sup>th</sup> day of August 2018.

**SIGNED** this 28<sup>th</sup> day of August 2018

\_\_\_\_\_  
Mayor

37

BYLAW NO. 147 -18

Municipal Government Act RSA 2000 Chapter M-26  
Part 5 Section 146.1

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Chief Administrative Officer, Wendy Wildman

38



**SCHEDULE A**

**THE SUMMER VILLAGE OF SUNRISE BEACH  
CODE OF CONDUCT FOR MEMBERS OF COUNCIL, COUNCIL  
COMMITTEES AND OTHER BODIES ESTABLISHED BY THE COUNCIL**

**1. PURPOSE AND PRINCIPLES**

- 1.1.** The purpose and intent of this Code of Conduct is to establish standards of conduct for Members of Council, Council Committees and other bodies established by the Council so that they may carry out their entrusted duties with diligence and impartiality while maintaining the highest standard of integrity.
- 1.2.** The Code is intended to supplement existing superior legislation and municipal by- laws and policies that govern the conduct of Members of Council, Council Committees and other bodies established by the Council.
- 1.3.** The key principles underlying this Code of Conduct are as follows:
- a)** The public should have confidence that the elected and appointed officials of the Summer Village of operate from a basis of integrity, justice, courtesy and propriety and will carry out their duties in a fair, impartial and transparent manner;
  - b)** Holding public office is a privilege and responsibility and Members shall put the interests of the residents and rate payers of the municipality as a whole above personal interests;
  - c)** Members should demonstrate respect for the law and for the policies, procedures and processes of the Summer Village of;
  - d)** Members have a duty to treat members of the public, representatives from other agencies or municipalities, each other and staff with respect and dignity and without abuse, bullying or intimidation;
  - e)** Members of Council, Council Committees and other bodies established by the Council must exercise due care in the treatment of any Confidential Information obtained through their elected or appointed positions.

**2. COMPLIANCE WITH CODE OF CONDUCT**

- 2.1.** This Code of Conduct applies to all Members of Council and Members of Council Committees and other bodies established by the Council and all Members must observe and comply with all provisions of the Code of Conduct as well as other policies and procedures established by Council which affect the Member.
- 2.2.** Members of Council shall sign and agree to comply with the Code of Conduct at or prior to the first meeting of Council after their election to

39

office.

- 2.3.** Members of Council Committees or other bodies established by the Council of the Summer Village of who are not Members of the Summer Village of Sunrise Beach Council or the Council of another municipality, shall sign and agree to comply with the Summer Village of Sunrise Beach Code of Conduct on or before attending their first committee meeting. Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
- 2.4.** Members of Council of the Summer Village of Sunrise Beach, who are Members of another municipalities Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Summer Village of Sunrise Beach Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council.
- 2.5.** Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
- 2.6.** All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
- 2.7.** No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.

**3. GENERAL PERSONAL CONDUCT**

- 3.1.** Members shall strive for excellence in the performance of their duties of Council, Council Committees or other bodies established by the Council.
- 3.2.** As representatives of the Summer Village of Sunrise Beach, Members will, at all times, conduct themselves in all their affairs with integrity so as to reflect positively on the municipality and promote public confidence.
- 3.3.** Members of Council shall carry out their duties with impartiality, putting the interests of the residents and rate payers of the whole municipality above personal interests.
- 3.4.** Members will take particular care to ensure that during meetings of Council, Council Committees or other bodies established by the Council, they do not make comments that could be offensive to other Members, staff or the

40

public or that could be construed as sexist, racist or otherwise discriminatory.

- 3.5.** Members will conduct municipal business and their duties in an open and transparent manner so that the public can understand the process and rationale that has been used to make decisions.
- 3.6.** Members of Council shall show respect for other Members of Council, for decisions and the decision-making process of Council and for Council procedures as outlined in the Summer Village of Sunrise Beach Procedural Bylaw. Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
- 3.7.** Members of Council of the Summer Village of Sunrise Beach, who are Members of another municipality's Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Summer Village of Sunrise Beach Code of Conduct for Members of Council, Council Committees and Other Bodies established by the Council.
- 3.8.** Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
- 3.9.** All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
- 3.10.** No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.

**4. GENERAL PERSONAL CONDUCT**

- 4.1.** Members shall strive for excellence in the performance of their duties of Council, Council Committees or other bodies established by the Council.
- 4.2.** As representatives of the Summer Village of Sunrise Beach, Members will, at all times, conduct themselves in all their affairs with integrity so as to reflect positively on the municipality and promote public confidence.
- 4.3.** Members of Council shall carry out their duties with impartiality, putting the interests of the residents and rate payers of the whole municipality above personal interests.

41

- 4.4. Members will take particular care to ensure that during meetings of Council, Council Committees or other bodies established by the Council, they do not make comments that could be offensive to other Members, staff or the public or that could be construed as sexist, racist or otherwise discriminatory.
- 4.5. Members will conduct municipal business and their duties in an open and transparent manner so that the public can understand the process and rationale that has been used to make decisions.
- 4.6. Members of Council shall show respect for other Members of Council, for decisions and the decision-making process of Council and for Council procedures as outlined in the Summer Village of Procedure Bylaw.
- 4.7. The venue for discussions on matters before Council, a Council Committee or other body established by the Council is within their respective meetings. Members shall not engage in debate with each other via public mediums such as letters to the editor, bios or social media.
- 4.8. Members are expected to use good judgement as to what is appropriate use of electronic social media and must not communicate anything that could harm the reputation of the Summer Village of Sunrise Beach. Providing personal comments on matters before the Town Council, Council Committees or other bodies established by the Council on social media is inappropriate.
- 4.9. If a difference or conflict between Members is not easily resolved, processes outlined in the Procedure Bylaw and best practices in conflict resolution shall be employed in order to resolve the issue and maintain working relationships among Members.

**5. OBLIGATIONS OF MEMBERS**

- 5.1. Members must conduct themselves in accordance with the requirements and obligations set out in municipal, provincial and federal legislation or regulations, including but not limited to the following:
  - a) Alberta Human Rights Act;
  - b) Alberta Local Authorities Election Act;
  - c) Canadian Human Rights Act;
  - d) Criminal Code of Canada;
  - e) Freedom of Information and Protection of Privacy Act;
  - f) The Summer Village of Sunrise Beach Procedural Bylaw;
  - g) Municipal Government Act;
  - h) Occupational Health and Safety Act, Regulation and Code, including the Summer Village of Sunrise Beach Health and Safety Program.

42

- 5.2. As outlined in the Municipal Government Act, Members of Council have a duty to participate in council meetings, council committee meetings and meetings of other bodies to which they are appointed by Council
- 5.3. All Members are expected to be suitably prepared for meetings of Council or any Committee or other body established by the Council on which they serve.
- 5.4. All Members must attend orientation or training sessions as offered by the municipality.

**6. AVOIDANCE OF CONFLICTS OF INTEREST**

- 6.1. Members of Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Council.
- 6.2. Members of a Council Committee or other body established by the Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Committee or other body on which they serve.
- 6.3. Members shall remove themselves from the proceedings regarding any matter in which they have a pecuniary interest.
- 6.4. Members shall not influence or attempt to influence a decision in a matter that they have a pecuniary or personal interest which comes before Council, a Council Committee or other body established by the Council on which they serve.
- 6.5. Members shall not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or other body established by the Council.
- 6.6. Members shall not allow their personal interests or connection to volunteer organizations to influence their impartiality with respect to the duties they carry out as Members of Council, a Council Committee or other body established by the Council.
- 6.7. Members shall not engage in any activity that is incompatible with the ethical performance of their official duties in the public interest, as members of Council, as Council Committee or other body established by the Council.

43

**7. USE OF MUNICIPAL ASSETS AND SERVICES**

- 7.1. Members shall use municipal assets and services for activities relevant to their role as Members of Council, a Council Committee or other body established by the Council, and in accordance with any applicable municipal policy or procedure.
- 7.2. Members shall use municipal computers, smart phones or other related technology devices or systems, including email and internet, in accordance with the municipality's policies and procedures
- 7.3. Members of Council shall not use the property, land, facilities, equipment, supplies, services or other resources of the municipality for any election campaign or campaign-related activities, unless otherwise authorized by policy or bylaw.
- 7.4. No Member of Council shall use the services of persons for election-related purposes during hours in which those persons are receiving compensation from the municipality.
- 7.5. No Member shall obtain personal or financial gain or advantage through the use of municipal assets or services or from municipally developed intellectual property.

**8. USE OF INFLUENCE OF OFFICE**

- 8.1. No Member shall use the influence of his or her position on Council, a Council Committee or other body established by the Council for any purpose other than for the exercise of his or her official duties.
- 8.2. Members shall not use their position to obtain employment or contracts with the municipality for themselves, family members or close associates.

**9. ACCEPTANCE OF GIFTS OR BENEFITS**

- 9.1. Acceptance of gifts or benefits by a Members shall be in accordance with federal and provincial legislation and must be accepted or reported in accordance with any Summer Village policy or procedure.
- 9.2. Members shall ensure that they do not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or other body established by the Council through the acceptance of gifts or benefits.

44

**10. INTERACTIONS WITH MUNICIPAL STAFF**

- 10.1.** Council's sole employee is the Chief Administrative Officer (CAO); Members of Council will respect the CAO's authority to direct staff.
- 10.2.** Members will treat municipal staff with dignity, understanding and respect and will adhere to any of the Summer Village of Sunrise Beach policies, procedures or directives in order to ensure that the municipal work environment is free from discrimination, bullying and harassment.
- 10.3.** No Member shall use, or attempt to use, their authority for the purpose of influencing any staff member with the intent of interfering in staff's duties.
- 10.4.** No Member shall maliciously or falsely impugn or injure the professional or ethical reputation of staff and all Members shall show respect for the professional capacities of the staff of the municipality.
- 10.5.** No Members shall compel staff to engage in partisan political activities or subject staff to threat or discrimination for refusing to participate in such activities.

**11. INTERACTIONS WITH OTHER AGENCIES OR MUNICIPALITIES AND THE PUBLIC**

- 11.1.** In the performance of their duties, Members will treat representatives of other agencies or municipalities and members of the public with dignity, understanding and respect and will adhere to any and or all of the Summer Village of Sunrise Beach policies, procedures or directives put in place to ensure that workplace environments are free from discrimination, bullying and harassment.

**12. CONFIDENTIAL INFORMATION**

- 12.1.** Personal information collected by the Summer Village of Sunrise Beach will only be used for the purpose for which it was collected, and only disclosed if such disclosure complies with Alberta's Freedom of Information and Protection of Privacy Act (FOIPP).
- 12.2.** Members are encouraged to acquire an understanding of the principles of FOIPP.
- 12.3.** Members shall not release information subject to solicitor-client privilege without express authorization from Council unless required by law to do so.

45

- 12.4.** Members shall not release or divulge any matters discussed while in a closed meeting including any aspect of the closed meeting deliberations to anyone, unless expressly authorized by Council or required by law to do so.
- 12.5.** Members who speak or write publicly are responsible for ensuring that they do not divulge Confidential Information.
- 12.6.** The responsibility for protecting Confidential Information includes the responsibility for ensuring that documents or digital information are not directly or indirectly made available to unauthorized persons.
- 12.7.** No Member shall use Confidential Information for personal gain or benefit, or for the personal gain or benefit of any other person or body.
- 12.8.** A Member's responsibility for maintaining confidentiality extends beyond the term of office or the period of appointment.

**13. IMPLEMENTATION**

- 13.1.** The Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council and the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will be adopted by bylaw as required by Section 146.1 of the Municipal Government Act, or as amended from time to time.
- 13.2.** Amendments or additions to the Code of Conduct or the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will require an amendment to the Code of Conduct Bylaw.
- 13.3.** Council will review the Code of Conduct on an annual basis at the Organizational Meeting to ensure it is current and remains relevant to the day-to-day conduct of Members.
- 13.4.** Council will appoint an Integrity Commissioner who will be responsible for accepting, assessing, investigating and adjudicating complaints or requests for investigation regarding breach of the Code of Conduct.
- 13.5.** The process for appointing the Integrity Commissioner will be the same process as for appointments to Council Committees or other bodies established by Council.
- 13.6.** The position of Integrity Commissioner will be a paid contract position, with an appropriate hourly rate of pay or daily per diem, to be established by Council at the time of appointment. The Commissioner may also be reimbursed for expenses approved by the Mayor, or the Deputy Mayor or

46



any 2 members of Council who are not the subject of any complaint under investigation.

- 13.7.** The term for an Integrity Commissioner will be 4 years; a Commissioner may be re- appointed at the end of their first term but may not serve more than two (2) consecutive terms.
- 13.8.** If at any time it is determined by Council that the Integrity Commissioner has conflict of interest or has acted in an unfair or unethical manner, Council may require the Commissioner to relinquish their position.
- 13.9.** Complaints and requests for investigations into allegations that a Member has breached the Code of Conduct will follow the procedure outlined in the *Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct*, Schedule B of the Code of Conduct Bylaw.

47

**SCHEDULE B**

**THE SUMMER VILLAGE OF SUNRISE BEACH  
PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS  
REGARDING BREACH OF THE CODE OF CONDUCT**

Where a member of the public, a Member of Council, a Member of a Council Committee or other body established by the Council, or an employee of the Summer Village of Sunrise Beach, has reasonable grounds to believe that a Member has breached this Code, a complaint or request for inquiry may be submitted in confidence to the Integrity Commissioner or to a designated alternate in the absence of the Commissioner.

All complaints or requests for inquiries must be in writing and should include:

- a) the complainant's name and contact information;
- b) the name of the Member(s) to whom the complaint relates;
- c) the nature of the alleged contravention;
- d) the specific provision(s) of the Code allegedly contravened;
- e) names of any witnesses to the alleged contravention;
- f) any other supporting documentation that will assist the Commissioner in evaluating the complaint.

The Commissioner may refuse to undertake an investigation if the complainant fails to provide sufficient documentation to support their complaint.

If after reviewing the complaint, if the Commissioner determines that the complaint is an allegation of a criminal nature consistent with the Criminal Code, the Commissioner will inform the complainant that the allegation must be made through the appropriate police service.

If the complainant is a Member or municipal staff, the Commissioner will review the complaint to determine if it falls under any of the Summer Villages harassment or respectful workplace policies, procedures or directives intended to ensure a working environment free of discrimination, bullying and harassment. If it does, the Commissioner will advise the complainant to contact the appropriate party (CAO, Manager or Supervisor) to initiate the process outlined in the applicable policy, procedure or directive.

Formal investigation of any complaint will be at the discretion of the Commissioner. If the Commissioner finds the allegations to be frivolous or unsubstantiated he or she may decline to conduct an investigation and will inform the complainant of this decision.

If it is found that an investigation is warranted, the Member whose conduct is in question will be provided with a copy of the complaint and supporting documentation

48

and be given the opportunity to provide a written response to the allegations being made.

Once the investigation is complete, the Commissioner will submit a written report which may include statements from both the complainant and the Member who is the subject of the complaint as well as a recommendation for appropriate sanctions (if any) to the Council of the Summer Village of Sunrise Beach. The report will be discussed at a closed meeting session of Council. Neither the Member who is the subject of the complaint, nor the complainant may attend this closed meeting session but they may submit written statements to the Commissioner for consideration and inclusion in the report to Council, if they choose to do so. Council (excluding the Member who is subject of the complaint) will then determine what sanctions (if any) will be imposed. In the event that all of Council are the subjects of the complaint, it will fall to the Commissioner to determine what sanctions (if any) will be imposed.

The Commissioner may recommend that Council impose any of the following sanctions:

- a) Require a written or verbal public apology;
- b) Require additional training on ethical and/or respectful conduct;
- c) Return of property or reimbursement of its value or of monies spent;
- d) Removal from membership of a Committee; Removal as chair of a Committee;
- e) Reporting the misconduct to Alberta Municipal Affairs or another appropriate authority; or
- f) Other consequences as deemed appropriate and necessary but not including disqualification of a Member of Council.

The results of an investigation by the Commissioner and the imposition (or lack of the imposition) of sanctions by Council or the Commissioner have no appeal mechanism and are to be considered final.

49