

**SUMMER VILLAGE OF BIRCH COVE  
COUNCIL ORGANIZATIONAL MEETING  
THURSDAY, AUGUST 22<sup>nd</sup>, 2024 AT 4:00 PM  
Wildwillow Admin Office 2317 TWP RD 545 Lac Ste. Anne County**

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**A G E N D A**

1. **Call to Order (by Chief Administrative Officer or Alternate Admin)**
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 third Thursday of every second month at 4:00 p.m. at the Admin Office 2317 TWP RD 545 Lac Ste. Anne County).
6. **Confirmation of Bank Signing Authority** (two signatures required, one elected and one administration to always sign, any Council member and CAO or Administrative Assistant)
7. **Confirmation of Banking Authority** (Royal Bank of Canada transitioning to Alberta Treasury Branch)
8. **Confirmation of CAO Appointment** (Wildwillow Enterprises Inc. – Wendy Wildman)
9. **Confirmation of Auditor Appointment** (Seniuk & Company)
10. **Confirmation of Solicitor Appointment** (Patriot Law, Onoway, Alberta)
11. **Confirmation of Subdivision & Development Appeal Board & Clerks** – (as per agreement with Milestone Municipal Services – and applicable Summer Village Bylaws 154-2023 & 155-2023)
12. **Confirmation of Assessment Review Board** – (as per agreement with Capital Region Assessment Services Commission 2022 – 2024 and applicable Summer Village Bylaw 157-2023)
13. **Confirmation of FOIP Coordinator** (Wildwillow Enterprises Inc., Wendy Wildman)
14. **Confirmation of Planning & Subdivision Authority** – (as per Agreement with Municipal Planning Services – Jane Dauphinee, Bylaw 146-18)
15. **Confirmation of Integrity Commissioner** – (Victoria Message)

**16. Confirmation of Designated Officers:**

**Page 1** **Assessor Appointment** – (Travis Horne, Municipal Assessment Services Group – new Bylaw 161-24 attached and requires applicable readings)

Council Motions:

*(that Council give first reading to Bylaw 161-2024, Designated Officer Appointment as presented or with amendments)*

*(that Council give second reading to Bylaw 161-2024 as presented or with amendments)*

*(that Council give unanimous consent to consider third reading to Bylaw 161-2024 as presented or with amendments)*

*(that Council give third and final reading to Bylaw 161-2024 as presented or with amendments)*

**Development Authority** – (Tony Sonnleitner, Development Officer) – Bylaw 112-13

**Assessment Review Board Clerk** (Gerryl Amorin, Capital Region Assessment Services Board) – Bylaw 157-2023

**17. Confirmation of Committee Appointments:**

- a) Highway 43 East Waste Commission (was: Steven Tymafichuk)
- b) Ste. Anne Emergency Management Agency - Regional Emergency Services Agency (was: Steven Tymafichuk) and Director of Emergency Management (Renee Jackson) **Deputy Director of Emergency Management will be approved as Christine Greene**
- c) Summer Villages of Lac Ste. Anne County East (was: all to attend, voting representative was Tymafichuk)
- d)
- e)
- f)

**18. Municipal Office Location** (Wildwillow Administration Office 2317 TWP. RD. 545 Lac Ste. Anne County)

**19. Policy 1-08, Council Reimbursement Policy**

**Page 2** (confirm as is, or approve with changes)

Council Motion

*(that Council accept Policy 1-08, Council Reimbursement Policy as presented),*

or

*(that Council review Policy 1-08, Council Reimbursement Policy and that changes be made as discussed and an amended Policy be brought back to a future meeting for approval)*

or

*(some other direction as given by Council at meeting time)*

- 20. Code of Conduct for Members of Council** – (Bylaw 136-18 attached) – MGA 2000, Chapter M-26, Part 5, Section 146.1 outlines the requirements of what is to be included in the Code of Conduct Bylaw. It is an administrative practice that this Bylaw be reviewed Annually by Council. **Administration recently has been in contact with Municipal Affairs regarding our Code of Conduct Bylaw resulting from municipal MAP reviews and were advised that our current Bylaw includes sanctions not authorized under the Code of Conduct regulation. The Bylaw also excludes a member against whom an allegation is made from attending the closed session where the report is discussed. This is contrary to Section 153 of the MGA which requires councillors to participate in Council meetings. Therefore, our Code of Conduct Bylaw requires amendment. Administration suggests the following motion be made to initiate this amendment.**

Council Motion:

*(that Council review Bylaw 136-18, Code of Conduct for Members of Council, and that changes be made as discussed and a new Bylaw be brought back to Council for review and approval)*

**21. Public Participation Policy & Plan (July, 2018)**

- MGA, Chapter M-26, Part 7, Section 216.1 outlines the requirements of a Public Policy & Plan. It is an administrative practice that this Policy & Plan be reviewed annually by Council.

Council Motion:

*(that Council approve the July, 2018 Public Participation Policy & Plan as is or as amended)*

or

*(that Council review the July, 2018 Public Participation Policy & Plan and that changes be made as discussed and an amended Policy & Plan be brought back to a future meeting)*

- 22. Council's Legislative Responsibilities** – previously distributed to Council in 2021 after the municipal election and byelection on August 5<sup>th</sup>, 2023: Roles and Responsibilities of Municipal Officials, Pecuniary Interest for Municipal Councillors, what Every Councillor Needs to Know, A Council Member Handbook, Municipal Government Act, and Council & Committee Procedural Bylaw and the Code of Conduct for Members of Council Bylaw.

Council Motion:

*(that pursuant to Section 208(1) of the Municipal Government Act outlining Council's Legislative responsibilities be acknowledged as received)*

**23. Adjournment**

BY LAW NO. 161-2024  
PROVINCE OF ALBERTA  
SUMMER VILLAGE OF BIRCH COVE

**A BYLAW OF THE MUNICIPALITY OF BIRCH COVE, IN THE PROVINCE  
OF ALBERTA, TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

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**WHEREAS**, pursuant to the provisions of section 210 of the Municipal Government Act, Chapter M-26, R.S.A. 2000, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

**NOW THEREFORE**, the Council of the Summer Village of Birch Cove, in the Province of Alberta, duly assembled, enacts as follows:

1. That the position of Assessor be established to carry out the duties and responsibilities of an assessor as designated in the Municipal Government Act.
2. That as the Summer Village has entered into an agreement with Municipal Assessment Services Group for the provision of assessment services within the Summer Village, Travis Horne be appointed Assessor for the Summer Village of Birch Cove.
3. That this bylaw is effective upon the date of its third and final reading and upon signing thereof.

Read a First time this 22nd day of August, 2024.

Read a Second time this 22<sup>nd</sup> day of August, 2024.

Unanimous Consent for Third Reading this 22<sup>nd</sup> day of August, 2024.

Read a Third time and duly passed this 22<sup>nd</sup> day of August, 2024.

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Mayor, Dean Preston

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Chief Administrative Officer, Wendy Wildman

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# Summer Village of Birch Cove

## Council Reimbursement Policy

#1-08

Approved by Council April 19, 2008

### Policy Statement

The Summer Village of Birch Cove would like to provide Council members with a written statement explaining how Council members are reimbursed for per diem meeting expenses, auto expenses and out of pocket expenses.

### Reason for Policy

The Summer Village of Birch Cove currently reimburses Council members on a monthly basis and would like to change this to a per diem basis to apply a more equitable manner in which each Council member is reimbursed.

### Related Information

The Summer Village of Birch Cove has a number of Committees, Boards, Authorities, Commissions, Agencies, and Associations on which Council members sit. The appointments are set by Council. The meeting rates also apply to these as well as Council meetings.

Where a Board or Commission reimburses its members, the Summer Village of Birch Cove will not reimburse the Councillor.

### Reimbursement:

- All Meetings up to 4 hours: \$ 75.00
- Meetings from 4 to 8 hours: \$150.00
- Daily rate: \$150.00
- Automobile rates: .45 per kilometer
- Expenses: at par and must be supported with receipts

All reimbursement requests must be made on the Expense Claim Form

This Policy is to become effective April 19, 2008

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**SUMMER VILLAGE OF BIRCH COVE  
BYLAW 136-18**

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Summer Village of Birch Cove

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the Summer Village of Birch Cove, in the Province of Alberta, duly assembled, enacts as follows:

**1. Short Title**

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

**2. Definitions**

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- (c) CAO means the chief administrative officer of the Municipality, or their delegate;
- (d) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;

- (f) "Member" means a member of Council and includes a councillor or the Mayor
- (g) "Municipality" means the municipal corporation of the Summer Village of Birch Cove

### **3. Purpose and Application**

3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

### **4. Representing the Municipality**

4.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

### **5. Communicating on Behalf of the Municipality**

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

### **6. Respecting the Decision-Making Process**

6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council

meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

## **7. Adherence to Policies, Procedures and Bylaws**

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

## **8. Respectful Interactions with Council Members, Staff, the Public and Others**

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.



8.6. Members must not:

- (a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
- (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
- (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

**9. Confidential Information**

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

**10. Conflicts of Interest**

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.

**11. Improper Use of Influence**

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.]

- 11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

## **12. Use of Municipal Assets and Services**

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.

## **13. Orientation and Other Training Attendance**

- 13.1 Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.

## **14. Remuneration and Expenses**

- 14.1 Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.2 Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

## **15. Gifts and Hospitality**

- 15.1 Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2 Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$100.00
- 15.3 Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

## **16. Election Campaigns**

- 16.1 No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

### 17. Informal Complaint Process

- 17.1 Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
- (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 17.2 Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

### 18. Formal Complaint Process

- 18.1 Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (c) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
  - (d) All complaints shall be addressed to the Investigator;
  - (e) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
  - (f) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
  - (g) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;

- (h) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (i) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (j) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (k) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

### **19. Compliance and Enforcement**

- 19.1 Members shall uphold the letter and the spirit and intent of this Bylaw. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 19.2 Members are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw
- 19.3 No Member shall:
  - a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 19.4 Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
  - (a) a letter of reprimand addressed to the Member;
  - (b) requesting the Member to issue a letter of apology;
  - (c) publication of a letter of reprimand or request for apology and the Member's response;
  - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
  - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;

- (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

**20. Review**

20.1 This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

READ a First time this \_\_\_\_ day of \_\_\_\_\_ 2018.

READ a Second time this \_\_\_\_ day of \_\_\_\_\_ 2018.

READ a Third time this \_\_\_\_ day of \_\_\_\_\_ 2018.

SIGNED AND PASSED this \_\_\_\_ day of \_\_\_\_\_ 2018.

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MAYOR EUGENE DUGAN

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CHIEF ADMINISTRATIVE  
OFFICER DENNIS EVANS

# Summer Village of Birch Cove

## PUBLIC PARTICIPATION POLICY

JULY, 2018

### **Purpose**

To provide direction to Administration on how to involve stakeholders in providing input into decisions that affect the community.

### **Policy Statement**

Council and Administration recognize that quality public participation is a critical component of good governance and as such, adequate resources will be allocated, and the appropriate level of public participation undertaken. The Summer Village is committed to public participation activities that are founded on the following principles:

**Shared Responsibility and Commitment:** Public participation leads to better decisions and is a shared responsibility of Council, Administration and the community.

**Transparent and Accountable:** The Summer Village communicates clearly and openly about public participation opportunities, its processes and provides factual and evidence-based information. It shares the outcomes of public participation, including how the information was used in the decision-making process and makes decisions in the best interest of the community as a whole.

**Inclusive and Accessible:** The Summer Village endeavours to provide opportunities for public participation that take into account the diversity of needs, abilities and viewpoints of the members of the community.

**Appropriate and Responsive:** Public participation activities need to be appropriate to the stated goals and reflective of the varied preferences and needs of community members for receiving and sharing information.

**Evaluation and Continual Improvement:** Public participation is a dynamic and evolving process that needs continual evaluation and adjustment to continuously improve and address the changing needs of the community.

### **Definitions:**

**Summer Village** means the municipal corporation of the Summer Village of Birch Cove

**Community** refers to the Summer Village residents that make up the Summer Village of Birch Cove.

**Public Participation** means processes through which the Summer Village provides opportunities for the community to have input into decision making through public meetings, surveys, open houses, workshops, polling, residential advisory committees and other forms of engagement.

**Stakeholder** means an individual, organization or group that has an interest in an issue, will be or is likely to be affected by an issue, or has the ability to affect a decision or outcome.

**Statutory Requirement** means a requirement written into a law passed by the provincial or federal government

**Non Statutory Requirement** means a rule based on customs, precedents or court decisions.

**Responsibilities:**

**1. Summer Village Council shall:**

1. Consider public input obtained through public participation activities as part of their decision-making process.
2. Promote public participation activities and provide, where appropriate, Council member representation.
3. Establish consistent practices, processes and timelines for statutory and non-statutory requirements for public participation
4. Ensure appropriate resources are available to allow for the ongoing implementation of consistent, comprehensive and representative public participation programs and services.

**2. Summer Village Administrator shall:**

1. Communicate to Council and community, where appropriate, how public input was gathered and used in Administrative recommendations to Council.
2. Bring forward resourcing requirements to ensure public participation programs and services are run effectively and consistently.
3. Make recommendations to Council on appropriate resources required for public participation, when Council direct public input on a specific issue or item.

**Service Standard/Expectations**

**1. The Summer Village shall comply with all Provincial and Federal statutory requirements for public participation.**

**2. The Summer Village shall offer public participation opportunities when:**

1. Identifying Council priorities
2. Formulating recommendations to Council regarding the proposed business plans and budgets
3. Reviewing existing programs, services and associated service levels
4. Establish new programs, services and service level or otherwise deemed necessary by Summer Village Council.

**3. The Summer Village shall organize at least one statistically representative public participation activity, at least every 4 years, to obtain the community's overall perceptions of quality of life and satisfaction with programs and services.**

**4. The Summer Village will arrange for the public access to the public participation policy. This public access can be done on the Summer Village of Birch Cove website or other means deemed appropriate.**

**5. The Summer Village shall evaluate and learn from the feedback received from the community, as well as continuously looking for new and better processes and tools that address the changing needs of the community.**

**6. The policy shall be updated at minimum, every four years or as required by Provincial legislation.**

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