

**SUMMER VILLAGE OF BIRCH COVE
COUNCIL ORGANIZATIONAL MEETING
MONDAY, AUGUST 18th, 2025 AT 4:00 PM
Location: Wildwillow Administration Office, 2317 Twp Rd. 545,
Lac Ste. Anne County**

A G E N D A

1. **Call to Order (by Chief Administrative Officer (CAO) or Alternate Admin)**

Oath of Office for Council

2. **Adoption of Agenda**

**Alberta Summer Village Association – Mike Pashak – Part 1 Councillor Orientation
Presentation Part 1 4:05 p.m.**

COUNCIL

3. **Mayor – Nomination & Appointment & Official Oath of Office**
4. **Deputy Mayor - Nomination & Appointment & Official Oath of Office**
5. **Confirmation of Committee Appointments:**
 - a) Highway 43 East Waste Commission (was: Tymafichuk)
 - b) Summer Villages Regional Emergency Management Partnership (SVREMP) - Agency (was: Tymafichuk)
 - d) Summer Villages of Lac Ste. Anne County East (was: Tymafichuk with All of Council to Attend)
 - e)
 - h)

FINANCIAL

6. **Confirmation of Bank Signing Authority** (two signatures required, one elected and one administration to always sign, any one Council member and Wendy Wildman, Chief Administrative Officer or Diane Wannamaker, Administrative Assistant)
7. **Confirmation of Banking Authority** (Alberta Treasury Branch)

ADMINISTRATIVE

8. **Administration:** General – confirm Wildwillow Enterprises Incorporated as provider of administrative services.
9. **Confirmation of Chief Administrative Officer Appointment** – confirm Wendy Wildman as Chief Administrative Officer
10. **Confirmation of Council Meeting Dates & Time** (currently 3rd Thursday of every second

month beginning the month of September (or earlier), 2025 at 4:00 p.m. with tele/video-conferencing deemed an acceptable way of holding a meeting and that any changes to the date of a meeting be posted on the Summer Village website as an appropriate form of notice.

11. **Municipal Office Location** (Wildwillow Administration Office, 2317 Twp Rd 545, Lac Ste. Anne County)
12. **Confirmation of Administrative Assistant and Financial Officer** – confirm Diane Wannamaker as Administrative Assistant and Shelley Vaughan as Financial Officer (Designated Officers)
13. **Confirmation of Auditor Appointment** (Seniuk & Company)
14. **Confirmation of Solicitor Appointment** (Patriot Law Group)
15. **Assessor Appointment** – confirm Municipal Assessment Services Group as assessment services provider, with Travis Horne as Municipal Assessor (Designated Officer)
16. **Confirmation of Assessment Review Board** – ARB Service Provider – Capital Region Assessment Services Commission (2025-2027); with Gerryl Amorin as Clerk (Designated Officer); and,

Panelists – Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Raymond Ralph as Assessment Review Board Panelists for 2025, with Mr. Ralph as Chair
17. **Confirmation of Access to Information (ATI) and Protection of Privacy (POP) Coordinator** – recommending Wildwillow Enterprises Inc., Wendy Wildman

LEGISLATIVE

18. **Review of Procedural Bylaw** – that the attached Bylaw 167-2025, being the most recent duly passed procedural bylaw for the municipality be acknowledged here as received and reviewed by motion of Council **Pages 1-18**
19. **Review of Public Participation** – that the attached Policy, Policy C-COU-Par-1, Public Participation, being the most recent passed public participation policy, including the therein referenced Public Participation Plan, be acknowledged here as received and reviewed by motion of Council. **Pages 19-20**
20. **Review of Council Remuneration Policy** – that the attached policy, Remuneration Policy, being the most recent duly passed council remuneration and expense policy be acknowledged here as received and reviewed by motion of Council. **Pages 21-22**
21. **Review of Section Part 6, Municipal Organization & Administration (Municipal Government Act)** – that Council acknowledges they have received and reviewed Part 6, Municipal Organization & Administration (*Municipal Government Act*) list of performance of major administrative duties (attached). **Pages 23-32**

DEVELOPMENT & PLANNING

22. **Development Authority:**

Development Officer - that Tony Sonnleitner be confirmed as Municipal Development Authority in general, and specifically as a Development Officer (Designated Officer).

Subdivision and Development Appeal Board: that Milestone Municipal Services be confirmed as provider of Subdivision and Development Appeal Board services, with Emily House, Janet Zaplotinsky and Cathy McCartney as Clerks (Designated Officers) and further that the following pool of individuals be confirmed as duly trained and active appeal board members:

- i. Denis Meier
- ii. Rainbow Williams
- iii. John Roznicki
- iv. Chris Zaplotinsky
- v. Tony Siegel
- vi. Jamie-Lee Kraley
- vii. Jason Shewchuk
- viii. John Mclvor
- ix. Angela Duncan

Planning Authority – that Municipal Planning Services be confirmed as provider of planning authority services, with Jane Dauphinee as Planning Officer (Designated Officer).

EMERGENCY, COMMUNITY AND ENFORCEMENT

23. Fire Protection - that the Town of Barrhead, Fire Chief Gary Hove, and any of the provisions of subsequent supplementary aid agreements be confirmed as forming the fire protection appointment for the municipality, specifically:

- (a) Town of Barrhead through agreement with Town of Barrhead Fire Services, be confirmed as municipal fire services provider; and
- (b) Gary Hove be confirmed as Municipal Fire Chief, and,
- (c) Lac Ste. Anne County fire department be acknowledged as primary mutual aid partner for fire services in the municipality.

24. Local Director of Emergency Management – confirm Renee Jackson as Municipal Director of Emergency Management for the Summer Village of Birch Cove.

25. Local Deputy Director of Emergency Management – confirm Christine Greene as Municipal Deputy Director of Emergency Management.

26. Regional Director of Emergency Management – confirm Janice Christiansen as Regional Director of Emergency Management.

29. Adjournment

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

WHEREAS, the Council of the Summer Village of Birch Cove 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 Birch Cove;

AND WHEREAS, the Council of the Summer Village of Birch Cove 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 Birch Cove 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 Birch Cove
 - 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 Birch Cove 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) "FOIPP" 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 Birch Cove, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- l) "Virtual Participation" means, in reference to participation in a meeting, attendance through an approved Electronic Means of communication

Applicable

- 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 Birch Cove's 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 as set out in Appendix C.

Meetings

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting and shall prescribe the intended date (or recurring day of the month), time and location of the meeting, respecting the availability of current Council and the expressed desire to make public engagement as convenient as reasonably possible.
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. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
16. 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.

17. 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.
18. 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;
19. Recordings: Council or Council committee meetings may not be filmed or voice-recorded.
20. 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.
21. Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.

Conduct of Meetings

22. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.
23. 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.
24. A resolution does not require a seconder.
25. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
26. 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 certain time
 - h) to table the matter

27. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
28. Where an issue has been brought before Council, the same issue cannot be tabled more than three times.
29. 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 being presented about the issue or matter.
30. 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.
31. 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.
32. The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
33. 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.
34. 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.

Municipal Government Act RSA 2000 Chapter M-26
Part 5, Section 145, 199

35. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.
36. 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.
37. 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. Where applicable, such as in an electronic meeting, verbal confirmation of Member votes shall be offered at the prompt of the Chair; in such cases votes in-favour shall be called out as "aye" and votes in opposition to the motion shall be called out as "nay."
38. 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.
39. A formal motion will be made to go to a "Closed Meeting" session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the *Freedom of Information and Privacy Act*. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a Council or Council committee held in public. No minutes, notes, or recordings of the discussions will take place and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a Council or Council committee closes all or part of a meeting to the public, the Council or Council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons in attendance and the reasons for allowing their attendance.



Delegations

40. 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 at least at 1:00 pm on a business day at least five (5) days immediately preceding 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.
41. 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.
42. 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.
43. 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.
44. Council shall hear all delegations who 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

45. In accordance with the provisions of Section 199 of the *Municipal Government Act*, Council herein provides that meetings of Council, including

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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 in 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 of Councillors present;
 - ii. Those administration present;
 - iii. Those delegations that may be present; and
 - iv. The general count of those public present.

Municipal Government Act RSA 2000 Chapter M-26
Part 5, Section 145, 199

46. 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).
47. 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.

48. 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 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 I physical attendance.

Rules of Order

- 49. 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

- 50. 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 1:00 pm on a business day at least five (5) business days before the meeting.

51. 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. two (2) days before the meeting.
52. Where the deadlines in section 50 and 51 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
53. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
 1. Call to Order
 2. Adoption of agenda
 3. Adoption of the previous minutes
 4. Public Hearings
 5. Delegations/Appointments
 6. Business arising out of the minutes
 7. Bylaws and Policies
 8. New Business
 9. Financial
 10. Correspondence
 11. Councillor Reports
 12. Chief Administrative Officer Report
 13. Confidential Items
 14. Adjournment
54. The order of business established in section 53 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.
55. 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

56. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.

57. 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.
58. 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

59. 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.
60. Every bylaw shall have three separate and distinct readings.
61. 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.
62. 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.
63. 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.
64. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
65. 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

66. The regular Council Meeting agenda and links to joining the meeting via Electronic Means, as applicable, will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.
67. 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.
68. Unapproved meeting minutes are to be posted on the Summer Village website within seven (7) business days of the meeting, or as soon as reasonably practicable.
69. Approved minutes are to be posted on the Summer Village website within seven (7) business days of the meeting, or as soon as reasonably practicable.
70. Other items will be posted on the Summer Village website as directed by the CAO or designate.


This Bylaw repeals Bylaw 158-2024 and comes into full force and effect upon third and final reading.

READ a first time this 17th day of April, 2025

READ a second time this 17th day of April, 2025

READ a third time and duly passed this 17th day of April, 2025

Signed this 17th day of April, 2025



Mayor Dean Preston



Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF BIRCH COVE
APPENDIX A

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

General duties of Councillors

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Councillors have the following duties:

- (a) To consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
 - (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) To participate generally in developing and evaluating the policies and programs of the municipality;
- (c) To participate in Council meetings and Council committee meetings and meetings of other bodies in which they are appointed by the Council;
- (d) To obtain information about the operation or administration of the municipality from 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

SUMMER VILLAGE OF BIRCH COVE
APPENDIX B

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

General duties of Chief Elected Official
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- (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.

SUMMER VILLAGE OF BIRCH COVE
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 principal number 1.
3. The public hearing shall be held at a regular or special meeting of Council.
4. The public hearing shall be held before second reading of a bylaw or before Council votes on a resolution.
5. After the public hearing, Council may pass the bylaw or resolution, or make any amendments that it considers necessary.
6. If Council determines that the amendments to a bylaw or resolution that requires a statutory public hearing have changed the intent of the bylaw, Council shall re-advertise the public hearing, and commence with first reading of the bylaw again.

Public Hearing Procedures

Definitions

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

SUMMER VILLAGE OF BIRCH COVE PUBLIC HEARING

Date Time

Bylaw #

INTRODUCTIONS AND 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 submissions
 - 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 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?”

5. (Chair) “Are there any further comments from the *** Department?”
6. (Chair) “Do the Councillors have further questions?”
7. (Chair) “If not, I hereby declare this Public Hearing relating to Bylaw *** be closed and will adjourn this Public Hearing.”

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.



Summer Village of Birch Cove

Council Policy

Number	Title			
C-COU-REM-1	Council Remuneration & Expense Reimbursement			
Approval	Approved		Last Revised	
WW	Resolution No:	14-25	Resolution No:	
	Date:	Feb. 20-25	Date:	

Policy Statement:

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

Reasons for Policy:

- 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.
- Councillors, Administrators, Staff and Contractors also may have occasion to spend money on behalf of the Village and require reimbursement for those approved expenses.

Definitions:

- **Meetings:** All meetings Council Members attend representing the Summer Village in an official capacity including Council Meetings and Boards, Authorities, Commissions, Agencies and Associations on which they are appointed and any other meetings or events which are approved by Council. Only Council Members may claim for meetings. Claim amount is per Schedule "A" attached to this Policy.
- **Claim for Kilometers:** Any claims for expenses must include receipts and indicate specifically what the expense is for. If the expense is for meals, the receipt must indicate who was there and the reason for the expense. Claim amount is per Schedule "A" attached to this Policy.

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Summer Village of Birch Cove

Council Policy

Schedule "A"

Honorariums:

- All meetings or activities related to Summer Village business up to 8 hours \$150.00
 - Webinars, Virtual Meetings and Conference Calls \$ 50.00/hour
(maximum charge per Webinar/Virtual meetings, conference calls \$150.00)
 - Daily meeting rate \$150.00
 - Automobile Rates \$ 0.70/km
- *to be set at the CRA rate annually at the organizational meeting.

In the event of consecutive meetings payment will revert to the hours.

Incidental Expenses (i.e. accommodations/meals/parking etc.)

- Incidental Expenses Reimbursed at Actual Cost

Revisions:

Resolution Number	MM/DD/YY

(5) The Minister may make regulations authorizing and respecting the use of electronic, telephonic or other communication methods to conduct meetings of a council or council committee.

(6) Regulations under subsection (5) may apply generally or specifically, and may modify the requirements in this Division to any extent the Minister considers necessary or appropriate to give effect to the regulations.

RSA 2000 cM-26 s199;2022 c16 s9(43);2024 c11 s2(11)

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, in accordance with the regulations, must offer, and each councillor must attend, orientation training

- (a) on the following topics, to be held prior to or on the same day as the first organizational meeting following a general election required by section 192, or in the case of a councillor elected at a by-election, on or before the day that councillor takes the oath of office:
 - (i) role of municipalities in Alberta;
 - (ii) municipal organization and function;
 - (iii) roles and responsibilities of council and councillors;

- (iv) repealed 2025 c13 s2(7);
 - (v) roles and responsibilities of the chief administrative officer and staff,
- and
- (b) on the following topics, to be held prior to or on the same day as the first regularly scheduled council meeting, or in the case of a councillor elected at a by-election, within 90 days after that councillor takes the oath of office:
 - (i) key municipal plans, policies and projects;
 - (ii) budgeting and financial administration;
 - (iii) public participation;
 - (iv) any other topic prescribed by the regulations.
- (2) A council may by resolution extend the time for orientation training under subsection (1)(b) by up to 90 days.
- (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; 2024 c11 s2(12); 2025 c13 s2(7)

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 person to carry out the powers, duties and functions of the position of chief administrative officer.

(3) Repealed 2025 c13 s2(8).

(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;2025 c13 s2(8)

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.

(1.1) A council may not pass a bylaw that varies the requirement of a majority referred to in subsection (1).

(1.2) Any provision in a bylaw that varies the requirement of a majority referred to in subsection (1) is repealed on the coming into force of subsection (1.1).

(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.

RSA 2000 cM-26 s206;2025 c13 s2(9)

Chief administrative officer's responsibilities

207 The chief administrative officer

- (a) is the administrative head of the municipality;
- (b) ensures that the policies and programs of the municipality are implemented;

- (c) advises and informs the council on the operation and affairs of the municipality;
- (d) performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council.

1994 cM-26.1 s207

Performance of major administrative duties**208(1)** The chief administrative officer must ensure that

- (a) minutes of each council meeting
 - (i) are recorded in the English language,
 - (ii) include the names of the councillors present at the council meeting,
 - (iii) are given to council for adoption at a subsequent council meeting, and
 - (iv) are recorded in the manner and to the extent required under section 216.4(6) when a public hearing is held;
- (b) all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;
- (c) the Minister is sent a list of all the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;
- (d) the council is advised in writing of its legislative responsibilities under this Act.

(2) Subsection (1) applies to the chief administrative officer in respect of council committees that are carrying out the powers, duties and functions delegated to them by the council.

RSA 2000 cM-26 s208;2015 c8 s22;2019 c22 s10(7);2022 c16 s(83)

Duty to provide information to councillor

208.1(1) Subject to subsection (2) and the regulations, if any, where a councillor requests information referred to in section 153(d) from the chief administrative officer or a person designated by the chief administrative officer, the chief administrative officer or a person designated by the chief administrative officer must provide the information as soon as is practicable.

(2) Where the requested information is personal or confidential information, the chief administrative officer or a person designated

by the chief administrative officer may refuse to provide the information after considering the following factors:

- (a) whether the information is required by the councillor to perform the councillor's duties under this Act;
- (b) whether a public body would be authorized or required to disclose the information if it were contained in a record requested under section 7(1) of the *Freedom of Information and Protection of Privacy Act*;
- (c) if the information is personal information, whether the use or disclosure of the information is authorized by the *Freedom of Information and Protection of Privacy Act*;
- (d) any other relevant factor;
- (e) any additional factors set out in the regulations.

(3) Where the chief administrative officer or a person designated by the chief administrative officer provides information referred to in section 153(d) to a councillor, the chief administrative officer or a person designated by the chief administrative officer must provide the information to all other councillors within 72 hours of the information being provided to the councillor.

(4) The chief administrative officer or a person designated by the chief administrative officer must provide reasons to all councillors for refusing to provide the information requested under subsection (1).

(5) The Minister may make regulations respecting

- (a) procedures for the provision of information referred to in section 153(d) to a councillor under this section;
- (b) additional factors for the purposes of subsection (2)(e).

2025 c13 s2(11)

Delegation by chief administrative officer

209 A chief administrative officer may delegate any of the chief administrative officer's powers, duties or functions under this Act, including the chief administrative officer's duties referred to in section 208(1), or under any other enactment or bylaw to a designated officer or an employee of the municipality.

RSA 2000 cM-26 s209;2015 c8 s23

Designated officers

210(1) A council may

- (a) by bylaw establish one or more designated officer positions, give each of the positions a different title and specify which powers, duties and functions of a designated officer under this or any other enactment or bylaw are to be carried out by which positions, and
- (b) appoint individuals to the designated officer positions.

(2), (3) Repealed 2022 c16 s9(44).

(4) Unless otherwise provided by bylaw, all designated officers are subject to the supervision of and accountable to the chief administrative officer.

(5) A chief administrative officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if

- (a) no position of designated officer has been established by council,
- (b) the position of designated officer is vacant, or
- (c) this or any other enactment or bylaw refers to a designated officer and the power, duty, function or other thing relating to the designated officer has not been assigned to any designated officer by council.

RSA 2000 cM-26 s210;2022 c16 s9(44)

Revocation

211(1) A municipality may revoke with or without cause the appointment of a person to the position of a designated officer.

(2) A designated officer whose appointment is revoked without cause is, subject to any written agreement between the municipality and the officer, entitled to reasonable notice or to compensation instead of reasonable notice.

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

1994 cM-26.1 s211;1995 c24 s25

Delegation by designated officer

212 A designated officer may delegate any of the officer's powers, duties or functions under this or any other enactment or bylaw to an employee of the municipality.

1994 cM-26.1 s212

Fidelity bond

212.1(1) Starting with the 1998 financial year, the council of each municipality must annually obtain a fidelity bond, or equivalent insurance, in an amount the council considers appropriate.

(2) The fidelity bond or equivalent insurance must cover

- (a) the chief administrative officer of the municipality,
- (b) the designated officers of the municipality, and
- (c) other employees of the municipality

while carrying out duties relating to any money or security belonging to or held by the municipality.

1997 c19 s3

Signing or authorization of municipal documents

213(1) Minutes of council meetings, and minutes of council committee meetings dealing with a power, duty or function delegated by council to the council committee, must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(2) Repealed 2022 c16 s9(45).

(3) Bylaws must be signed by

- (a) the chief elected official, and
- (b) a designated officer.

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

- (a) by the chief elected official or by another person authorized by council to sign them, and
- (b) by a designated officer,

or by a designated officer acting alone if so authorized by council.

(5) A signature may be reproduced by any method if so authorized by council.

RSA 2000 cM-26 s213;2022 c16 s9(45)

Destruction of records

214(1) A council may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded by a method that will enable copies of the originals to be made.

(2) A council may pass a bylaw respecting the destruction of other records and documents of the municipality.

(3) A bylaw under subsection (2) must provide that if an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

RSA 2000 cM-26 s214;2022 c16 s9(46)

Prohibition of certain agreements with employees

215(1) An agreement made on or after January 1, 1995 between a municipality and an employee of a municipality in which the municipality is to provide a service or commodity to the employee is void.

(2) This section does not apply to an agreement

- (a) in which the municipality provides a service or commodity that the municipality supplies to the public generally, or
- (b) respecting the employee's employment.

1994 cM-26.1 s215

Part 7 Public Participation

216 Repealed 1994 cM-26.1 s738.

Public participation policy

216.1(1) Every council of a municipality must establish a public participation policy for the municipality.

(2) A council may amend its public participation policy from time to time.

(3) The Minister may make regulations

- (a) respecting the contents of public participation policies;