

# SUMMER VILLAGE OF SOUTH VIEW

## AGENDA

Organizational Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County  
Public may participate in person or via Zoom  
Tuesday, August 19<sup>th</sup>, 2025 at 9:30 a.m.

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1. CALL TO ORDER (Chief Administrative Officer (CAO))

2. OATH OF OFFICE (Councillor position)

3. ADOPTION OF AGENDA

*(Motion to accept as presented or amended)*

4. Part 1 Councillor Orientation

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Orientation to be presented by Mike Pashak, President, Association of Summer Villages of Alberta. This orientation fulfills the part one orientation required by section 201.1(1)(a) of the Municipal Government Act (MGA). Part two orientation as required by section 201.1(1)(b) is scheduled for September 15, 2025 from 9-4 at the Alberta Beach Seniors Center.

*(Motion to accept the presentation for information)*

5. NOMINATIONS

a) For Mayor - CAO to conduct

*(Oath of Office)*

*(Mayor assumes chair of the meeting)*

b) Deputy Mayor– Mayor to conduct

*(call for nominations 3 times; motion that nominations cease; vote (if necessary); declaration of Deputy Mayor)*

*(CAO to administer Oath of Office)*

6. COMMITTEE APPOINTMENTS

a) Public Works Liaison – 1 appointee and 1 alternate

This position advises on public works related matters and assists with small public works tasks and issues. Administration will call on the public works representative to investigate, take pictures, and provide relevant information. This person may also take care of calling the snow clearing contractor to clear the summer village roads after a snowfall, with due consideration to the budget. There are additional responsibilities from time to time.

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- b) Summer Villages Lac Ste. Anne County East (SVLSACE) – all of Council with 1 voting member and the other 2 as alternates

This committee is comprised of the 12 summer villages located in Lac Ste. Anne County. Councils meet on a Saturday morning 3 or 4 times a year. All Council members usually attend, but only one can vote. This group appoints members to sit on various committees and boards to represent all the summer villages at regular meetings. The next meeting is tentatively scheduled for either September 20 or 27.

The Summer Villages take turns hosting a meeting (book and pay for venue, supply coffee and snacks, and provide a brief history or introduction of their respective summer village.

- c) Highway 43 East Waste Commission – 1 appointee

This regional service commission board provides governance and oversight to the Highway 43 East Waste Commission which operates the landfill by Cherhill. There are two Board seats for the 12 summer villages that are members of the commission, and these two seats are voted on by the SVLSACE at their first meeting after the election. South View Council appoints a person to attend the Annual General Meeting and other meetings when required. This appointment usually consists of one (1) meeting per year.

- d) Darwell Lagoon Commission (DLC) – 1 appointee and 1 alternate

This commission is comprised of Lac Ste. Anne County and the Summer Villages of South View and Silver Sands, with Lac Ste. Anne County appointing 2 members to the Board and each summer village appointing 1. This committee usually meets on weekdays and there can be as few as 4 or as many as 12 meetings a year with no set day or time. The person appointed to the DLC should be prepared to be actively prepared for and engaged in these meetings, particularly considering plans for the DLC to run sewage lines through the summer village.

- e) Lake Isle Aquatic Management Society – 1 appointee and 1 alternate

The society is made up of elected officials and public at large and strives to protect the quality of Lake Isle, organizes the annual weed harvesting, and collaborates with other lake management groups and the province. Meetings are held sporadically throughout the year.

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- f) Yellowhead Regional Library (YRL) – 1 appointee and 1 alternate

YRL is one of seven regional library systems in Alberta. Regional library systems offer various forms of support and services to libraries within their respective areas. Four weekday meetings are scheduled each year, and there is a full-day orientation that both the appointee and alternate are encouraged to attend. The Board selects an executive committee that meets on a more frequent basis.

- g) Summer Village Regional Emergency Management Partnership (SVREMP) – 1 appointee and 1 alternate

All municipalities in Alberta are required to maintain an emergency management agency and an advisory committee, responsible for disaster response in their communities. Many of the summer villages (and Alberta Beach) have formed a collective agency to fulfill this requirement. Meetings are typically held 3-6 times per year. There is not a set meeting time or schedule.

- h) Flowering Rush Abatement Project – 1 appointee and 1 alternate

South View is supporting the Summer Village of Silver Sands with an Alberta Community Partnership (ACP) grant to reduce the impacts of flowering rush on Lake Isle. Meetings are held as needed.

- i) Alberta Beach Regional Fire Service – 1 appointee and 1 alternate

Alberta Beach provides fire response and medical first response Services to a number of summer villages, including South View, through a contract with Fire Rescue International. Meetings are called as needed.

- j) Family and Community Support Services (FCSS) – 1 appointee and 1 alternate

Council allocates FCSS funding throughout the year via resolution. All allocations require annual reporting, including any funds allocated to the summer village (e.g. FireSmart Day). This position primarily does the reporting for funds allocated to the summer village, with assistance as needed.

*(That the committee appoints be confirmed as follows: \_\_\_\_\_)*

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### 7. Designated Officer Appointments:

Designated Officers have special responsibilities and privileges under the Municipal Government Act. They must be authorized by bylaw and appointed by Council. CAO and Designated Officer Bylaw 253-2025 authorizes the following appointments.

- a) Chief Administrative Officer – Angela Duncan, Wildwillow Enterprises Inc.
- b) Assistant Chief Administrative Officer – Wendy Wildman, Wildwillow Enterprises Inc.
- c) Finance Officer – Heather Luhtala, Wildwillow Enterprises Inc.
- d) Bylaw Enforcement Officer(s) / Community Peace Officer(s) – As per contract with Lac Ste. Anne County
- e) Development Authority – Paul Hanlan, SV Planning and Development
- f) Subdivision Authority, planning and administration – Jane Dauphinee, Municipal Planning Services
- g) Subdivision Authority, decision making – Summer Village of South View Council
- h) Assessment Review Board Clerk – Gerryl Amorin, Capital Region Assessment Services Commission
- i) Municipal Assessor – Travis Horne, Municipal Assessment Services Group
- j) Subdivision and Development Appeal Board Clerk(s) – Emily House, Janet Zaplotinsky, and Cathy McCartney, Milestone Municipal Services
- k) Safety Codes Officer – As per agreement with Inspections Group Inc.

*(That the designated officer appointments be confirmed as follows:\_\_\_\_\_)*

### 8. Additional Confirmations:

- a) Auditor – Seniuk & Company
- b) Solicitor – Patriot Law Group Onoway
- c) Access to Information Coordinator – Angela Duncan, Wildwillow Enterprises Inc.



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- d) Protection of Privacy Coordinator – Angela Duncan, Wildwillow Enterprises Inc.
- e) Subdivision & Development Appeal Board – Denis Meier, John Roznicki, Rainbow Williams, Chris Zaplotinsky, Tony Siegel, Jamie-Lee Kralej, Jason Shewchuk, John McIvor
- f) Local & Composite Assessment Review Board – Raymond Ralph (Chair), Gerryl Amorin (Clerk), Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc
- g) Fire Service Provider – Fire Rescue International as per agreement with Alberta Beach
- h) Municipal Fire Chief – David Ives as per agreement with Alberta Beach
- i) Regional Director of Emergency Management – Janice Christiansen as per Bylaw 243-2024
- j) Regional Deputy Director of Emergency Management – Marlene Walsh as per Bylaw 243-2024
- k) Local Director of Emergency Management – Colleen Richardson
- l) Local Deputy Director of Emergency Management – Garth Ward
- m) Weed Inspector – Jackie Gamblin

*(That the additional confirmations be approved as follows: \_\_\_\_\_)*

#### 9. COUNCIL ACKNOWLEDGEMENTS

- a) MUNICIPAL GOVERNMENT ACT – Part 6 Municipal Organization and Administration (attached)

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*(That Part 6 of the MGA – Municipal Organization and Administration, outlining Council's legislative responsibilities, be acknowledged as received.)*

- b) COUNCIL & COUNCIL COMMITTEE PROCEDURAL BYLAW 254-2025 (attached)

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*(That Council acknowledges it has received and reviewed Council & Committee Procedural Bylaw 254-2025)*

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- c) PUBLIC PARTICIPATION POLICY C-COU-PAR 1 & PUBLIC PARTICIPATION PLAN (attached)

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*(That Council acknowledges it has received and reviewed the Summer Village of South View's Public Participation Policy C-COU-PAR-1 and Public Participation Plan dated February 28, 2019)*

- d) Access to municipal plans, policies, bylaws, budgets, and financial statements.

South View posts all current plans, policies, bylaws, annual budgets, and audited financial statements, as well as minutes and agenda packages, to the municipal website [summervillageofsouthview.com](http://summervillageofsouthview.com). Council is encouraged to utilize the website as a resource. If something cannot be found on the website, please ask administration.

*(That Council acknowledges it has access at any time to review municipal plans, policies, bylaws, budgets, audited financial statements, agendas and minutes via the municipal website.)*

### 10. FINANCIAL

- a) Signing Authority: Currently CAO Duncan and Assistant CAO Wildman have signing authority for Administration and all of Council have signing authority for Council. Two signatures are required, one being one from Administration and one from Council.

*(That Council confirms signing authority as follow: two signatures are required, with one signature to be any member of Council and the other signature to be either the Chief Administrative Officer (CAO) or the Assistant Chief Administrative Officer; and FURTHER that signing authority be approved for Council as: Sandi Benford, Colleen Richardson, Garth Ward, and for Administration as Angela Duncan (CAO) and Wendy Wildman (Assistant CAO).)*

- b) Banking Authority – ATB Financial

*(that the banking authority be confirmed as ATB Financial)*

- c) Remuneration/Reimbursement – Policy C-COU-REM-1 (attached)

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*(that the Council remuneration Policy C-COU-REM-1 be accepted for information.)*

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#### 11. MEETING DATES

- a) Regular Meeting Days/Time: Currently regular Council meetings are scheduled for the third Tuesday of the month at 9:30 a.m. (except for May when no Council meeting is held) unless changed via motion of Council, with dates to be posted on the Summer Village website
- b) Location: Currently Council meetings are being held at the Municipal Office Board Room at 2317 TWP Road 545, Lac Ste. Anne County, with public participation via Zoom or in person.
- c) Policy C-COU-MTG-1 Notification of Council and Committee Meetings (attached)


*(That Council Confirms that meetings will be held on the third Tuesday of the month at 9:30 a.m., except for May, unless changed by Council, at the Municipal Office Board Room at 2317 TWP Road 545, Lac Ste Anne County, with public participation either in person or via Zoom; and FURTHER that regular council meeting information be posted on the Summer Village website in accordance with Policy C-COU-MTG-1 Notification of Council and Committee Meetings)*

#### 12. MUNICIPAL OFFICE LOCATION – 2317 TWP Road 545, Lac Ste. Anne County, AB, T0E 1V0)

*(That the Municipal Office location be confirmed as 2317 TWP Road 545, Lac Ste Anne County, AB, T0E 0V0.)*

#### 13. ADJOURNMENT






Association of  
**SUMMER VILLAGES**  
OF ALBERTA

## ELECTED OFFICIAL ORIENTATION & TRAINING

- Introduction
- Association of Summer Villages of Alberta (ASVA)
- The continued viability of all Summer Villages depends on good governance, sound finances, and a great relationship with our neighbors; the Municipal Districts and Counties surrounding us.

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Association of  
**SUMMER VILLAGES**  
OF ALBERTA

**The MGA section 201.1(1) requires that all Elected Officials attend training prior to or on the same day as the first organizational meeting. The training must cover the following topics:**

- role of municipalities in Alberta;
- municipal organization and function;
- roles and responsibilities of council and councillors;
- the municipality's code of conduct;
- roles and responsibilities of the chief administrative officer and staff.

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## Role of Municipalities in Alberta

The primary purpose of municipal government can be summarized as the need to:

- Provide good government,
- Deliver necessary services to citizens,
- Develop and maintain safe and viable communities,
- Foster environmental stewardship, and
- Collaborate with neighboring municipalities.

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## Municipal Organization And Function

The various types of municipalities include:

- **Summer Villages** – was based on the number of buildings rather than population and can no longer be formed,
- **Villages** - a population of 300 or more and some are less,
- **Towns** - a population of 1,000 or more,
- **Cities** - a population of 10,000 or more,
- **Municipal Districts (Counties)** - cover large areas of land with small, dispersed populations,
- **Specialized Municipalities** - formed to address unique governance needs, often combining urban and rural communities.

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## Municipal Organization And Function

### Common municipal services include:

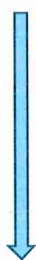
- Land Use Planning and Development
- Roads and transportation infrastructure
- Parks and recreation facilities
- Emergency services such as Police and Fire
- Solid waste collection
- Water treatment and distribution
- Wastewater collection and treatment

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## Municipal Organization And Function

### Hierarchy of Municipal Governance Documents in Alberta



1. The Municipal Government Act (MGA)
2. Municipal Development Plan (MDP)
3. Land Use Bylaw (LUB)
4. Municipal Bylaws
5. Policies, Administrative Procedures, and Guidelines

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## Role of the Council

### Council's primary responsibilities include:

- Strategic Direction
- Decision-Making
- Transparency and Accountability
- Hiring and Evaluating the CAO

### Council committees – Temporary (Ad Hoc) & Standing

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## Role of the Councillors

### Key Responsibilities include:

- Considering Municipal Welfare
- Bylaw and Policy Development
- Meeting Participation
- Information Gathering
- Confidentiality

### Pecuniary Interests

### Councillor Disqualification

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## Role of the Chief Elected Official (Mayor)

### Key Responsibilities include:

- Presiding Over Meetings
- Leadership
- Represent the municipality at official functions.
- Communication

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## Code of Conduct for Elected Officials (repealed, May 2025)

- Bill 50, repealed all code of conduct provisions in the MGA
- Further, a council may not make a bylaw or a resolution that addresses the behaviour or conduct of councillors
- Minister may choose to amend meeting procedures as a replacement
- The character traits once embodied in the code are still important:  
Integrity and Honesty, Accountability and Transparency, Respect and Professionalism, Confidentiality, Decision-Making in the Public Interest

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## Role of the Chief Administrative Officer

### Key Responsibilities of CAO include:

- Administrative Leadership
- Council Support
- Record Keeping & Document Management
- Financial Management
- Budget Reporting
- Assessment and Taxation
- Legislative Compliance

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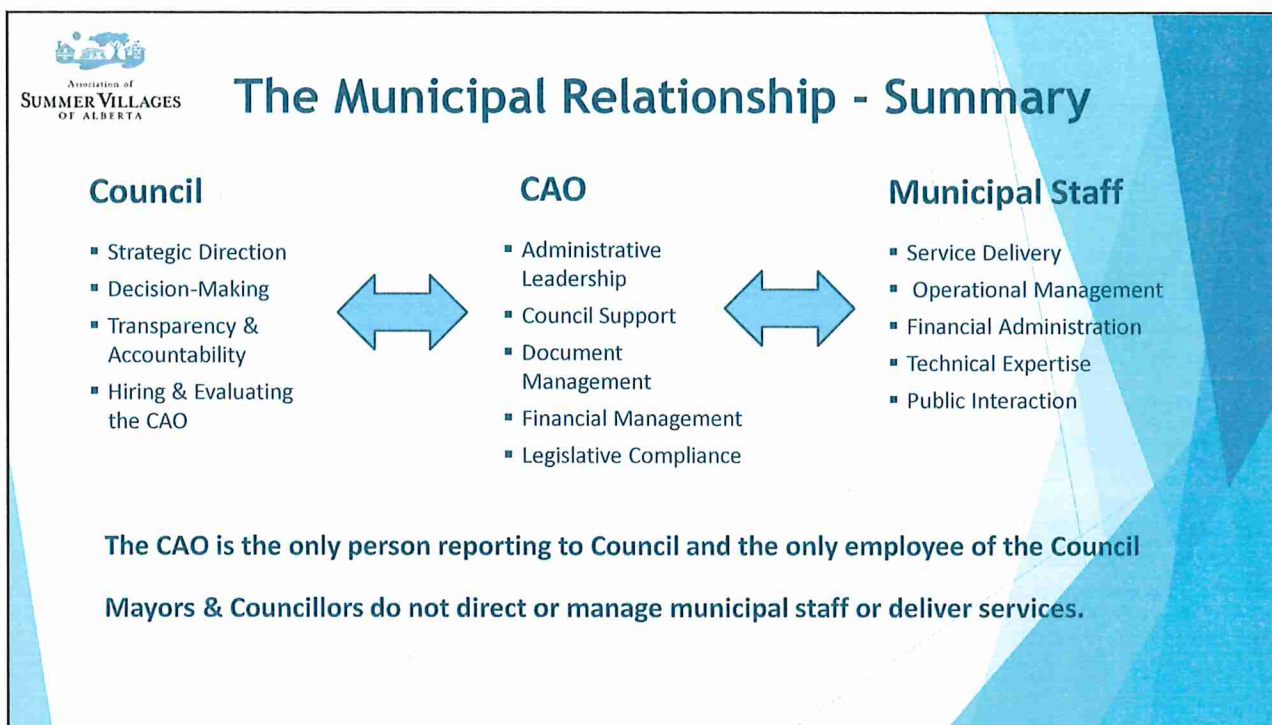
## Role of Municipal Staff

### Key Responsibilities include:

- Service Delivery
- Operational Management
- Financial Administration
- Public Interaction
- Technical Expertise

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**Association of SUMMER VILLAGES OF ALBERTA**

## ASVA CONFERENCE - October 16-17, 2025

**"FACING THE FUTURE"**

**REGISTRATION IS OPEN FOR**

**ASVA's 67<sup>th</sup> Annual Conference & AGM**

**October 16 & 17, 2025**

**Conference Registration Fee: \$349 (Including Banquet Ticket)**

Cancellations must be in writing via email to [execdirector@asva.ca](mailto:execdirector@asva.ca) before **September 16, 2025**, for a full refund, less \$50 administration fee. No refunds will be given after September 16, 2025.

**VENUE**

WYNDHAM EDMONTON HOTEL & CONFERENCE CENTRE

4440 GATEWAY BLVD  
EDMONTON, AB  
T6H 5C2

**CONFERENCE AGENDA**

A Draft Conference Agenda will be Emailed to the Membership Once the Speakers & Presentation Topics are Confirmed. It will also be Posted on the ASVA Website at the End of August. (Speakers are subject to Change Without Notice)

**Past Topics include:**

- Minister, Municipal Affairs
- MSI & LGFF
- Invasive Species
- Alberta Lake Health
- FireSmart
- Policing
- Asset Management
- Emergency Management
- Government Relations
- Cybersecurity
- Boat Mooring

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(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)

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**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;

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

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**WHEREAS**, the Council of the Summer Village of South View 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 South View;

**AND WHEREAS**, the Council of the Summer Village of South View 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 South View hereby enacts as follows:

**Citation**

1. This Bylaw may be cited as the "Council Procedural Bylaw".

**Definitions**

2. In this bylaw:
  - a) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of South View.
  - 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 South View for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
  - d) "Delegation" means any person that has permission of Council or the CAO to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee.
  - e) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
  - f) "Electronic Means" shall be as defined in the Municipal Government Act, Section 199(1)(a), specifically meaning an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting.

- g) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta or any Act that replaces the Freedom of Information and Protection of Privacy Act.
- 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 South View, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;

### **Application**

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

### **Severability**

- 4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid;

### **General**

- 5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.
- 6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
- 7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
- 8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of South Views' 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

required under Part 17 of the Municipal Government Act shall be accessible via Electronic Means and shall be conducted in accordance with the procedures set out in Appendix C.

### **Meetings**

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.
13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. Regular meetings of Council shall begin at 9:30 a.m.
16. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
17. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
18. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
19. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
20. Recordings: No person, persons or entity other than the Summer Village of South View may record in whole or in part any meeting of Council or Council Committee using audio, video, or any other recording means.
21. Should the Summer Village of South View deem it appropriate to record a Council or Committee meeting an announcement will be made at the beginning of the meeting stating that the meeting or a part of the meeting is being recorded.

### **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 item has been brought before Council, the same item 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 to be 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.
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. In the case of a meeting by electronic means voting may be done verbally.
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. As per section 197 of the Municipal Government Act, a formal motion will be made to go to a "Closed Meeting" session, identifying the relevant section of the Freedom of Information and Privacy Act, or any act that may replace the Freedom of Information and Privacy Act. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to an open meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place in Closed Meeting session 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 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, if applicable, the reason for 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 by 1:00 p.m. on a business day at least nine (9) business 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 40 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 41 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 that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order as 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(2) of the Municipal Government Act, Council herein provides that meetings of council, including committee meetings and public hearings, may be conducted by Electronic

Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council. Further, in accordance with Section 199(2.1) of the Municipal Government Act, all public hearings required under Part 17 of the Act shall be conducted via Electronic Means. Public hearings, other than those required by Part 17 of the Act may be conducted via Electronic Means.

- a) In exercising its discretion, Council may provide for the following meetings inclusive of Electronic Means:
  - 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,
  - 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) Except as required by Section 199(2.1) of the Municipal Government Act, Electronic Means shall be used only when and where the location of remote access is able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with an intermittent connection.
- d) A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.
- e) The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:
  - Those voting members or councillors present;
  - Those administration present;
  - Those delegations that may be present; and
  - The general count of those public present.

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/or shall be posted on the Summer Village Website 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 moderator 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 meeting platform), and then finally any last comments arising from the floor. The conduct of these comments shall be respectful and follow the same decorum and process as if made in physical attendance.

### **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 Revised";

### **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 p.m. on a business day at least nine (9) 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. four (4) business 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. Treaty 6 Territory Land Acknowledgment
  3. Agenda Adoption
  4. Minutes Adoption
  5. Appointments (Delegations)
  6. Bylaws
  7. Business
  8. Financial
  9. Council Reports
  10. Chief Administrator's Report
  11. Information & Correspondence
  12. Open Floor Discussion with Gallery - Total time provision of 15 minutes
  13. Closed Meeting Session
  14. Next Meeting
  15. 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 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 join 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 7 business days after the meeting.
69. Approved minutes are to be posted on the Summer Village website within 3 business days after the meeting in which they are approved.
70. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw No. 244-2024 and comes into full force and effect upon third and final reading.

**READ** a first time this 15<sup>th</sup> day of April, 2025.

**READ** a second time this 15<sup>th</sup> day of April, 2025.

**UNANIMOUS CONSENT** to proceed to third reading this 15<sup>th</sup> day of April, 2025.

**READ** a third and final time this 15<sup>th</sup> day of April, 2025.

**SIGNED** this 15<sup>th</sup> day of April, 2025.

Original Signed

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Mayor, Sandi Benford

Original Signed

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Chief Administrative Officer, Angela Duncan

SUMMER VILLAGE OF SOUTH VIEW  
APPENDIX A

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

General duties of Councillors  
153

Councillors have the following duties:

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

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



SUMMER VILLAGE OF SOUTH VIEW  
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.

1994 cM-26.1 s154;1995 c24 s21

SUMMER VILLAGE OF SOUTH VIEW  
APPENDIX C  
Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

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

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

Public Hearing Principles

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

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

Public Hearing Procedures

Definitions

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

SUMMER VILLAGE OF SOUTH VIEW PUBLIC HEARING

Date Time Bylaw # \*\*\*\*\*

INTRODUCTION & PROCEDURES

- 1 (Chair) "The following Public Hearing is held pursuant to the Municipal Government Act"
- 2 (Chair) "The following rules of conduct will be followed during the Public Hearing:"  
Presentation should be brief and to the point  
The order of presentation shall be
  - Entry of written submissions
  - Comments from those physically in attendance in support of the bylaw
  - Comments from those attending virtually in support of the bylaw
  - Comments from those physically in attendance opposing the bylaw
  - Comments from those attending virtually opposing the bylaw
  - Any other person deemed to be affected by the Bylaw

The Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

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

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

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

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

The following written comments have been received to (insert date)

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

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

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

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

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



# Summer Village of South View Council Policy

8.c

Number	Title			
C-COU-PAR-1	Public Participation Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	8-19	Resolution No:	
	Date:	January 16, 2019	Date:	

## PURPOSE AND APPLICATION

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

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

## GENERAL POLICY PRINCIPLES

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

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

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# Summer Village of South View Council Policy

## DEFINITIONS

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

## POLICY RESPONSIBILITIES

### 1. Council Responsibilities

#### (a) Council shall:

- i. review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;



# Summer Village of South View Council Policy

- ii. consider input obtained through Public Participation; and
- iii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
- iv. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;

## 2. Administration Responsibilities

(b) CAO shall:

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

## II. PUBLIC PARTICIPATION OPPORTUNITIES

(c) CAO shall develop and implement, when applicable, a Public Participation Plan in the following circumstances:

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

## POLICY EXPECTATIONS

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# Summer Village of South View Council Policy

## 1. Legislative and Policy Implications

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

## 2. Public Participation Standards

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

## PUBLIC PARTICIPATION PLANS

- a. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
  - i. the nature of the matter for which Public Participation is being sought;
  - ii. the impact of the matter on Municipal Stakeholders;





# Summer Village of South View Council Policy

- iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
  - iv. the timing of the decision and time required to gather input;
  - v. what information is required, if any, to participate; and
  - vi. available resources and reasonable costs.
- b. Public Participation Plans will, at minimum, include the following:
- i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
  - ii. identification of which Public Participation Tools will be utilized;
  - iii. timelines for participation;
  - iv. information about how input will be used;
  - v. the location of information required, if any, to inform the specific Public Participation.

## REPORTING AND EVALUATION

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



# Summer Village of South View Council Policy

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

**Revisions:**

Resolution Number	MM/DD/YY



# PUBLIC PARTICIPATION PLANS

Summer Village of South View

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

Approved February 28, 2019

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## Introduction

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

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

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

## Public Input

### The Purpose of Public Input

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

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

### Determining When Public Input is Needed

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

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

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



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

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

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

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

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

### Ways in Which the Summer Village Solicits Input

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

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

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

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

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

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

## Resources

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

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

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



# Summer Village of South View

## Council Policy

Number	Title			
C-COU-REM-1	Council Remuneration and Expense Reimbursement			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	106-20	Resolution No:	014-2024
	Date:	June 17-2020 (retroactive to March 15-2020)	Date:	January 16, 2024

### Purpose

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

### Policy Statement

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

### Standards

1. Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Summer Village of South View.
2. Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
3. Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates and any other considerations deemed appropriate in a manner agreed upon by Council.
4. Cost of living adjustment will be reviewed by Council on an annual basis and may or may not be applied to Council base pay and/or meeting rates at the discretion of Council.
5. Remuneration, travel and meals shall be paid in accordance with the amounts and rates approved at the annual organizational meeting or as amended by Council motion from time to time and as shown in Schedule "A".
6. Other Items – actual receipted cost. May include incidentals such as parking, use of public transportation, etc.
7. Monthly Incurred Expense Reimbursements – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule "A".
8. Reimbursement amounts shall be reviewed annually.





# Summer Village of South View

## Council Policy

### Schedule "A"

#### Honorariums

- |  |  |
|--|--|
| 1. Council/Committee/Other Meetings (up to 4 hours in length)        | \$ 75.00   |
| 2. Council/Committee/Other Meetings (in excess of 4 hours in length) | \$ 150.00  |
| 3. Conference Calls/Webinars (up to \$75.00 maximum)                 | \$ 25.00 / hr  |
| 4. Electronic Communications/Computer Operation (Monthly)            | \$ 140.00  |
| 5. Incurred Expense Recognition (Monthly)                            | \$ 100.00  |
| 6. Mileage Rate  | \$0.60 / km  |
| 7. Meals   | Breakfast (leave home before 7:30 a.m.) - \$15.00<br>Lunch - \$20.00<br>Dinner - \$25.00 |

#### Accommodation Expense

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

#### Other

1. Expense Claim forms must be filled out and signed by each member of Council prior to reimbursement.



# Summer Village of South View

## Council Policy

Number	Title			
C-COU-MTG-1	Notification of Council and Committee Meetings			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	8-19	Resolution No:	
	Date:	January 16, 2019	Date:	

### Purpose

To outline the length of notice to be given to the public and Council on Council and Committee meetings.

### Policy Statement

The Summer Village of South View shall implement best practices in the governance function.

### Principles

1. The Municipal Government Act, Chapter M26.1 of the Statutes of Alberta requires that 24-hours notice be given to Council and the public of all Council meetings and meetings of committees of Council.
2. Special Council meetings may be held with less than 24-hours notice if at least 2/3 of the whole Council agrees to this, in writing, before the beginning of the meeting.
3. Notice of a Council or Council Committee meeting is deemed to have been given to a Councillor or member of a Council Committee if the notice is delivered either in person to an adult person at the Councillor's or member's home or place of business or delivered digitally provided that it has been acknowledged as received by the individual.
4. Notice of a Council or Council Committee meeting to the public is sufficient if the notice is given in a manner specified by Council.
5. Any changes in date or time of Council or Council Committee meetings will be advertised by the posting of a notice on the Summer Village's website.

### Revisions:

Resolution Number	MM/DD/YY