



**BEING A BYLAW OF THE SUMMER VILLAGE OF SUNDANCE BEACH IN THE
PROVINCE OF ALBERTA TO AMEND THE PROCEDURE BYLAW**

WHEREAS Council of the Summer Village of Sundance Beach enacted Bylaw 2021-08, the Procedural Bylaw;

AND WHEREAS the Council of the Summer Village of Sundance Beach wishes to amend the Procedural Bylaw;

NOW THEREFORE the Council of the Summer Village of Sundance Beach, duly assembled, hereby enacts as follows:

1. Bylaw 2021-08, the Procedural Bylaw, is hereby amended:

a. By amending Section 2.2 to add a new 2.2(h) and renumbering subsequent subsections as follows:

h) **“Part 17 Public Hearing”** means any public hearings required to be conducted in accordance with Part 17 of the MGA;

b. by repealing Section 5.5 and replacing it with the following:

5.5 With respect to Council meetings or Committee meetings:

a) Council meetings and Committee meetings may be conducted by the following electronic means:

i. telephone or telephone conferencing; and

ii. internet based video conferencing software.

b) Where the MGA requires information in respect of a Council meeting or Committee meeting to be made publicly available in advance of, and during, the meeting, such information will be made available on the Summer Village’s website.

c) When the CAO issues notice to the public for the Council meeting or Committee meeting in accordance with the requirements of the MGA and Summer Village’s bylaws, that notice shall:



- i. be published on the Summer Village's website or other location publicly accessible on the Internet;
 - ii. if the meeting will be accessible via electronic means, include a statement confirming that the meeting will be accessible via electronic means;
 - iii. include the website address, hyperlink, or telephone number required to access the meeting, and make submissions, if applicable; and
 - iv. include the website address, hyperlink or other method for members of the public to access any information in respect of the meeting required to be made publicly available in advance of, and during, the meeting.
- d) The Mayor, Deputy Mayor or Chair shall identify and announce to those in attendance at a meeting held by electronic means the names of all Council members present.
- e) All participants attending a Council meeting or Committee meeting by electronic means must identify themselves by name, either through their display names on video conferencing software, or verbally on the telephone. Participants may include additional identifying information, such as position or organization.
- f) All participants attending a Council meeting or Committee meeting by electronic means shall have their microphones and audio devices muted at all times except when addressing the meeting.
- g) Councillors participating in Council meetings or Committee meetings held by electronic means will verbally or physically show their vote to the Chair.
- h) Councillors participating in Council meetings or Committee meetings held by electronic means shall ensure that no other person may view or hear the meeting through the Councillor's device used to attend the meeting.
- i) The CAO, or designate, must be present at the place of the meeting to accurately record the electronic vote of the participants in the meeting minutes.
- j) Electronic access to a Council meeting or Committee meeting may be restricted or suspended in accordance with Section 197 of the MGA.



c. By repealing Section 5.6 and replacing it with the following:

5.6 With respect to public hearings required to be conducted under Part 17 of the MGA:

- a) The default means by which Part 17 Public Hearings are required to be conducted is in-person.
- b) Notwithstanding Section 5.6(a) of this Bylaw, and pursuant to Section 199(2.1) of the MGA, Part 17 Public Hearings may be conducted electronically in accordance with Section 5.6 of this Bylaw.
- c) Part 17 Public Hearings may be conducted by the following electronic means:
 - i. telephone or telephone conferencing; and
 - ii. internet based video conferencing software.
- d) Where the MGA requires information in respect of the Part 17 Public Hearing to be made publicly available in advance of, and during, the Part 17 Public Hearing, such information will be made available on the Summer Village's website.
- e) When the CAO issues notice to the public for the Part 17 Public Hearing in accordance with the requirements of the MGA and Summer Village's bylaws, that notice shall:
 - i. be published on the Summer Village's website or other location publicly accessible on the Internet;
 - ii. if the meeting will be accessible via electronic means, include a statement confirming that the meeting will be accessible via electronic means;
 - iii. include the website address, hyperlink, or telephone number required to access the Part 17 Public Hearing and make submission, if applicable; and
 - iv. include the website address, hyperlink or other method for members of the public to access any information in respect of the hearing required to be made publicly available in advance of, and during, the Part 17 Public Hearing.



- f) The Mayor, Deputy Mayor or Chair shall identify and announce to those in attendance at an electronically-conducted Part 17 Public Hearing the names of all Council members present.
 - g) Council members may also attend a Part 17 Public Hearing via electronic means, in accordance with the procedures set out in Section 5.5 of this Bylaw.
 - h) Electronic access to a Part 17 Public Hearing may be restricted or suspended in accordance with Section 197 of the MGA.
- 2. All other provisions of Bylaw 2021-08, the Procedural Bylaw, shall remain unamended and in full force and effect.
 - 3. Should any provision of this bylaw become invalid, void, illegal, or otherwise not enforceable, it shall be considered separate and severable from the bylaw and the remainder shall remain in force and be binding as though such provisions had not been invalid.
 - 4. Coming into force of this bylaw is effective upon the third and final reading and signing of this Bylaw.

READ a first time this 8th day of May, 2025.

READ a second time this 8th day of May, 2025.

READ a third and final time this 8th day of May, 2025.

Brian Waterhouse
Mayor

June Boyda
Chief Administrative Officer