

Summer Village of Rochon Sands
In the Province of Alberta
Bylaw #274-25
“COUNCIL PROCEDURAL BYLAW”

A Bylaw of the Summer Village of Rochon Sands, in the Province of Alberta, to regulate the proceedings of Council and to define the duties of Council and its members.

WHEREAS, Section 145 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, provides that Council may pass bylaws in relation to the procedures to be followed by Council, Council committees, and Council members;

WHEREAS, Council of the Summer Village of Rochon Sands considers it desirable to update the procedural bylaw for its meetings and governance;

NOW THEREFORE, Council of Summer Village of Rochon Sands, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. TITLE

1.1 This bylaw shall be cited as the “Council Procedural Bylaw.”

2. DEFINITIONS

2.1 “Access to Information Act (ATIA)” means the provincial legislation effective June 11, 2025, governing public access to records held by public bodies in Alberta.

2.2 “Act” means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended.

2.3 “Agenda” means the list of items and order of business for a meeting.

2.4 “Bylaw” means a bylaw of the Summer Village of Rochon Sands.

2.5 “CAO” (Administrator) means the Chief Administrative Officer appointed by Council as the Chief Administrative Officer pursuant to the Municipal Government Act.

2.6 “Chair” means the person presiding over a meeting, and when in attendance at a Council meeting, shall mean the Mayor.

2.7 “Closed Session” (In Camera) means a closed meeting under Section 197 of the Act and may include any person or persons invited by Council.

2.8 “Council” means the elected Council of the Summer Village.

2.9 “Deputy Mayor” means the member appointed to act in the absence of the Mayor.

2.10 “Electronic means” means a system that enables participants to communicate orally or electronically in real time, including telephone, video, or internet-based conferencing platforms.

2.11 “Mayor” means the Chief Elected Official of the Summer Village.

2.12 “Municipal Planning Commission (MPC)” means the body appointed under the Municipal Government Act to exercise development authority; in the Summer Village of Rochon Sands, Council serves as the MPC unless otherwise designated.

2.13 “Person” includes individuals and legal entities.

2.14 “Protection of Privacy Act (POPA)” means the provincial legislation effective June 11, 2025, governing the collection, use, disclosure, and protection of personal information by public bodies in Alberta.

2.15 “Quorum” means the majority of the members of Council.

2.16 “Recorded Vote” means a vote where each member’s vote is recorded in the minutes.

2.17 “Resolution” means a motion made by Council.

2.18 “Special Meeting” means a meeting called under Section 194 of the Act.

3. APPLICATION

- 3.1 This bylaw governs all proceedings of Council and Council Committees.
- 3.2 In any matter not addressed in this bylaw, Robert's Rules of Order shall apply.
- 3.3 Any provision of this bylaw may be temporarily altered or suspended by a two-thirds vote of all Council members present.

4. QUORUM

- 4.1 The meeting shall be called to order when a quorum is present after the hour fixed for the meeting.
- 4.2 If no quorum is present within 30 minutes, the meeting is adjourned to the next regular meeting, unless a special meeting is called.
- 4.3 The agenda of the adjourned meeting shall be carried forward.

5. REGULAR COUNCIL MEETINGS

- 5.1 Council shall meet as often as necessary to conduct business.
- 5.2 A schedule of regular meetings shall be established by resolution.
- 5.3 Meetings shall not exceed three (3) hours unless extended by majority vote for up to 30 minutes.
- 5.4 Attendance at Regular Council Meetings is mandatory by members of Council. Written notice of absence must be provided to the CAO by noon on the meeting day.
- 5.5 Members shall not miss more than two consecutive regular meetings unless absences are excused by Council.

6. AGENDA

- 6.1 Agendas are prepared by the CAO and distributed to Council at least two days in advance.
- 6.2 Any member of Council or any person wishing to have an item placed on the agenda must submit the request in writing no later than 12:00 p.m. (noon), five (5) days prior to the scheduled meeting date. The submission must include sufficient information, to the satisfaction of the Chief Administrative Officer, to ensure Council has the ability to properly consider and discuss the item.
(Persons requesting to make a public presentation must complete and submit a "Delegation – Public Presentation Request Form" by the same deadline: no later than 12:00 p.m. (noon), five (5) days prior to the meeting date.)
- 6.3 No item of business shall be considered by the Council if the item has not been placed on the agenda unless members of Council present by a two-thirds majority vote, agree to the item being placed on the agenda.
- 6.4 The regular meeting agenda shall be structured as follows:
 - 1. Call to Order
 - 2. Approval of Agenda
 - 3. Public Hearing
 - 4. Delegations/Guests
 - 5. Adoption of Previous Minutes
 - 6. Business Arising from the Minutes
 - 7. Financial Reports
 - 8. Municipal Planning & Development Matters
 - 9. New Business
 - 10. Council Committee Reports
 - 11. CAO Report
 - 12. Other Information/Reports
 - 13. Closed Session (In Camera)
 - 14. Next Meeting Date
 - 15. Adjournment

7. PUBLIC PRESENTATIONS

- 7.1 Delegations may speak for up to 15 minutes; written submissions must follow Section 6.2 of this Bylaw.
- 7.2 Confidential matters shall not be discussed in public presentations.
- 7.3 Debate concerning matters raised during public presentations shall take place at the discretion of Council. Council may defer discussion to a later point in the meeting or a later date.

8. SPECIAL MEETINGS

- 8.1 Agendas for special meetings must include sufficient detail regarding the matters to be discussed.

9. ORGANIZATIONAL MEETINGS

- 9.1 Held annually before August 31 in accordance with the MGA.
- 9.2 The CAO shall schedule and initially chair the meeting prior to appointment of the Chief Elected Official.
- 9.3 The business shall include:
 - Administration of Oath of Office (if required)
 - Appointment of Mayor and Deputy Mayor
 - Appointments to Boards and Committees
 - Any other organizational business

10. COUNCIL COMMITTEES AND PLANNING AUTHORITY

- 10.1 Council may appoint members to other Committees or Boards of other organizations and/or may establish their own special Committees as required - defining scope, term, and membership.
- 10.2 When acting as the Municipal Planning Commission (MPC), Council follows this bylaw unless otherwise stated in the Land Use Bylaw. MPC sessions may occur separately or within regular meetings.

11. ELECTRONIC PARTICIPATION

- 11.1 Council members may attend meetings electronically in accordance with the MGA.
- 11.2 Electronic participation counts for quorum and allows full voting rights.

12. ELECTRONIC MEETINGS AND HEARINGS

- 12.1 This section outlines procedures and requirements for the conduct of electronic Council meetings, committee meetings, and public hearings, in accordance with Section 199(2.1) of the Municipal Government Act.
- 12.2 Council meetings, council committee meetings, and statutory public hearings may be conducted in whole or in part by electronic means, including but not limited to teleconferencing, videoconferencing, or other internet-based platforms, as authorized by the CAO or Council resolution.
- 12.3 Permitted electronic means include any system that enables participants to hear and be heard, such as:
 - Telephone conferencing,
 - Web-based videoconferencing (e.g., Zoom, Microsoft Teams, Google Meet),
 - Live-streaming platforms that allow two-way interaction.
- 12.4 Members of Council or committee participating electronically are deemed present at the meeting, count toward quorum, and may vote as if physically present. The presiding officer must ensure all members can be adequately identified, heard, and hear others throughout the meeting.
- 12.5 (a) Meetings and public hearings conducted electronically must be accessible to the public in real time through appropriate means (e.g., livestream, audio dial-in, video platform access).
(b) For public hearings, members of the public must be provided a method to:
 - Make written submissions in advance,

- Register to speak electronically during the hearing,
 - Access relevant materials in advance via the municipal website or other public means.
- (c) Notice of the method and timing for public participation must be included in the hearing notice.
- 12.6 In addition to standard notice provisions under this Bylaw, when a meeting or public hearing is held electronically:
- The notice must include details of how the public can access and participate electronically,
 - All background information, proposed bylaws, and related documents must be made available online or at a public location accessible by prior appointment.
- 12.7 If technical issues prevent the public from participating or a quorum from being achieved:
- The meeting or hearing shall be recessed or rescheduled,
 - The CAO or presiding officer may determine a reasonable method for continuation or reconvening,
 - Public notice of any changes must be provided as soon as practicable.
- 12.8 Electronic meetings may be recorded and made available to the public after the fact, subject to applicable records management and ATIA/POPA policies.

13. PECUNIARY INTEREST

- 13.1 Members must declare pecuniary or conflict-of-interest matters under the MGA.
- 13.2 The member must recuse themselves during discussion and voting.

14. RECORDING AND BROADCASTING

- 14.1 Meetings may be recorded or streamed per Council policy.
- 14.2 Recordings do not replace the official minutes of Council.

15. ACCESS TO INFORMATION AND PRIVACY

- 15.1 Requests for access to records are governed by the Access to Information Act (ATIA).
- 15.2 Council must also comply with the Protection of Privacy Act (POPA), including breach notifications and Privacy Impact Assessments (PIAs).

16. CONDUCT OF MEETINGS

- 16.1 Meetings are open to the public except where permitted to be closed under the MGA.
- 16.2 No member shall speak disrespectfully or use offensive language.
- 16.3 Council may by resolution, convene the meeting from the public session to “in camera” or closed session under section 197 of the Municipal Government Act;
- 16.4 Resolution of Council shall not be made while in closed session or “in camera”.
- 16.5 All comments shall be directed through the Chair.
- 16.6 Motions do not require a seconder.
- 16.7 The Chair may enter into debate and make resolutions in the same manner as any other member without relinquishing the chair may debate and vote on motions.
- 16.8 The Chair may allow public input at their discretion.
- 16.9 The Chair shall preserve order and decide on procedural matters.
- 16.10 Votes shall be by show of hands unless a recorded vote is requested.
- 16.11 Any member of Council may request a recorded vote, where votes for and against are recorded in the Council Minutes.

17. DUTIES OF COUNCIL

- 17.1 Represent the interests of the whole municipality.
- 17.2 Participate in policy and program development.
- 17.3 Attend meetings and maintain confidentiality where required.
- 17.4 Perform any other legislated duties.

18. MINUTES

- 18.1 Minutes are recorded by the CAO or designate.
- 18.2 Minutes must be approved by Council and signed by the Mayor and CAO.

19. BYLAWS

- 19.1 Where a bylaw is presented to Council for enactment, the Chief Administrative Officer shall record the number and short title of the bylaw to appear on the Council meeting agenda.
- 19.2 Bylaws require three readings before being enacted.
- 19.3 Third reading may occur at the same meeting only with unanimous consent.
- 19.4 Every bylaw which has been passed by Council shall be signed by the Chief Elected Official and CAO, and which shall be sealed with the corporate seal of the Summer Village of Rochon Sands and be securely stored by the CAO.

20. TRANSITIONAL

- 20.1 This Bylaw repeals Bylaw No. 230-17 in its entirety and any other previous.
- 20.2 This Bylaw shall come into force and effect on the date of third reading and signing.

ENACTMENT

READ a first time this 12th day of August, 2025.

READ a second time this 12th day of August, 2025.

Given **UNANIMOUS** consent to proceed to third reading this 12th day of August, 2025.

READ a third time and finally passed this 12th day of August, 2025.

Mayor / Chief Elected Official

Chief Administrative Officer