

BYLAW NO. 1007-25
OF THE
TOWN OF VAUXHALL

A BYLAW OF THE TOWN OF VAUXHALL IN THE PROVINCE OF ALBERTA TO ALLOW COUNCIL MEETINGS, COMMITTEE MEETINGS AND PUBLIC HEARINGS TO BE CONDUCTED BY ELECTRONIC MEANS.

WHEREAS pursuant to subsection 199(2) of the Municipal Government Act, a municipality may pass bylaws to provide for council meetings and council committee meetings to be conducted by electronic means pursuant to the conditions included in subsections 3(a)-(d) of the Act.

NOW THEREFORE, the Council of the Town of Vauxhall, in the Province of Alberta, hereby enacts as follows.

Bylaw Title

1. This Bylaw may be cited as the "Electronic Meetings Bylaw"

Definitions

2.
 - 2.1 In this Bylaw the following words and phrases have the following meanings.
 - 2.2 "Act" is the Municipal Government Act, Revised Statutes of Alberta 2000. Chapter M-26, as amended from time to time.
 - 2.3 "Administration" means the administrative and operational arm of the Municipality, comprised of various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer.
 - 2.4 "Chair" means the Mayor, Deputy Mayor or other person who has authority to preside over a meeting.
 - 2.5 "Chief Administrative Officers" means the person appointed to the position by Council, and includes any person the Chief Administrative Officer may appoint as his/her designate for the purpose of carrying out responsibilities under this Bylaw and further includes any person that may be appointed to act in the absence of the Chief Administrative Officer.
 - 2.6 "Council" means the elected council of the Town of Vauxhall.
 - 2.7 "Council Committee" means a committee, board or other body established by a Council under the Act but does not include an Assessment Review Board established under section 454 or a Subdivision and Development Appeal Board established under Section 627.
 - 2.8 "Electronic Means" means 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.
 - 2.9 "Emergency" means an event that restricts or severely limits access to the public such as a Pandemic, Fire, Tornado or similar type emergency.

BYLAW NO. 1007-25
OF THE
TOWN OF VAUXHALL

- 2.10 "Meeting" includes Council Meetings, Council Committee Meetings and Public Hearings.
- 2.11 "Member" means a person elected to Council and a person appointed to a Council Committee.
- 2.12 "Public Hearing" means a Public Hearing pursuant to section 216.4(1) of the Act.

Meeting by Electronic Means

3.

- 3.1 Meetings are permitted to be conducted through a combination of Electronic Means and in person.
- 3.2 Notwithstanding section 3.1, any meeting may be conducted solely by Electronic Means, in the event of an Emergency such as a pandemic, fire, tornado, or similar type Emergency.
- 3.3 The public may access Council meetings by:
- a.) Attending the Council meeting in person; or
 - b.) Through Electronic Means.
 - c.) Type of Electronic Means shall be Video conferencing and links placed on the Town of Vauxhall website *town.vauxhall.ab.ca* when used for public meetings that cannot be attended in person due to an Emergency
 - d.) Submissions for meetings by electronic means may to be sent by email to *cao@town.vauxhall.ab.ca*, or hand delivered to the Town of Vauxhall Administration Office.
- 3.4 Persons, delegations or special interest groups approved to present at a Council Meeting pursuant to the Procedure Bylaw, may do so by:
- a.) Attending the Council meeting in person; or
 - b.) Through Electronic Means by registering with the Administration, by 1:00 pm. on the day of the meeting.
 - c.) Persons, delegations, and Electronic Means does not include a request of the Press to view and record a meeting.
- 3.5 Public Hearing's as described under Section 199 (2.1) of the MGA regarding Part 17 of the MGA, *Planning and Development* shall be granted the same privileges and offerings within this bylaw,
- 3.6 Public attendance is not permitted through any means to meetings that are closed to the public in accordance with section 197 of the Act.
- 3.7 The public may access Council Committee meetings through:
- a.) Attending the Council Committee meeting in person; or
 - b.) Electronic Means, through the Town of Vauxhall website.

BYLAW NO. 1007-25
OF THE
TOWN OF VAUXHALL

- 3.8 When the public is present via electronic means at the beginning of a Closed Session, Those present will be asked if they intend to return following the Closed Session, if any member of the public intends to return, the electronic means shall be placed on hold/paused until the end of the closed session. Following the return to open session the electronic means shall continue without restriction and the public will be granted the same grace period as in person attendees as identified in the Town of Vauxhall Procedure Bylaw
- 3.9 In the case of an Electronic Means failure and in-person members meet the requirement of Quorum, the meeting shall continue upon the unanimous approval of all members present.
- 3.10 In the case of an Electronic Means failure and the in-person members do not meet the requirements of Quorum, the meeting shall end immediately, and the time recorded.
- 3.11 Information in respect of a meeting that is required to be made publicly available pursuant to the Act, will be made available before and during the meeting, on the Town of Vauxhall website.
- 3.12 Notice to the public of a meeting shall be deemed sufficient, if notice (and any Information required under the Act, to be provided before or during the meeting, if applicable) is posted on the Town of Vauxhall website, a minimum of twenty- four (24) hours before the meeting.
- 3.13 Notice to a Member of a meeting shall be deemed sufficient if provided to the Member through their official email, a minimum of twenty-four (24) hours before the meeting.
- 3.14 With respect to any procedural elements for meetings not included in this Bylaw, the Procedure Bylaw, applies.

Remote Participation for Members

4

- 4.1 A Member may participate remotely in meetings through Electronic Means if the Member is unable to attend in person, or if the meeting is being conducted entirely by Electronic Means.
- 4.2 To confirm the identity of a member appearing through Electronic Means, the Chair of the meeting must perform a roll call of the Members. Upon the Member's name being called, the Member is required to turn on their camera and confirm on the record their full name and that they are present.
- 4.3 Members must also comply with the following requirements when attending a meeting though Electronic Means:
- a.) Must notify Administration and the Chair at least twenty-four (24) hours in advance of the start of the Council Meeting of their intention to participate using Electronic Means.
 - b.) When speaking and voting, the Member's camera must be turned on, where possible.

BYLAW NO. 1007-25
OF THE
TOWN OF VAUXHALL

- c.) The Member must use the words "in favor" or "opposed" following the call for a vote, and
- d.) The Member must email or phone the Administration if they get disconnected from the meeting or encounter technical difficulties which impede their ability to hear, speak, or participate in the meeting, at which point the meeting will be paused until the Member is able to participate fully through the Electronic Means.

Enactment

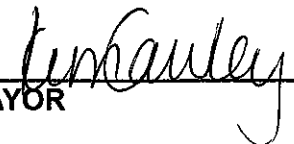
5. This Bylaw shall come into force and effect when it receives third reading and is duly signed.

Read a first time in Council this 7TH day of APRIL 2025.

Read a second time in Council this 7TH day of APRIL 2025.

Presented for third reading in Council and carried unanimously this 7TH day of APRIL 2025.

Read a third time in Council this 7TH day of APRIL 2025.



MAYOR



CHIEF ADMINISTRATIVE OFFICER