

VILLAGE OF STIRLING
IN THE PROVINCE OF ALBERTA
Bylaw No. 558-25
Electronic Council Meetings Bylaw

A BYLAW OF THE VILLAGE OF STIRLING
IN THE PROVINCE OF ALBERTA
TO ESTABLISH PROCEDURES FOR THE CONDUCT OF ELECTRONIC
COUNCIL MEETINGS AND USE OF ELECTRONIC MEETINGS DURING
PUBLIC HEARINGS.

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, a council may pass bylaws in relation to the orderly procedures of council, council committees and other bodies established by the council;

AND WHEREAS the Municipal Government Act has been amended under Section 199(2.1) to require a bylaw providing for electronic means of attendance at a public hearing;

AND WHEREAS Council may wish to hold meetings as identified in the Council Procedures Bylaw, Bylaw 504-20, and have Council or participatory attendance through electronic means;

NOW THEREFORE the Municipal Council of the Village of Stirling duly assembled enacts as follows:

The Electronic Council Meetings Bylaw

1. Definitions

- a. "Council Procedures" means any required or established process within the Council Procedures Bylaw as amended from time to time.
- b. "Device" means a device capable of accessing the link used by the Village for Council and the public to join an electronic meeting.
- c. "Electronic Means" means the same as found in section 199(1)(a) of the *Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26* as amended from time to time.
- d. "Meeting" means the same as found in section 199(1)(b) of the *Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26* as amended from time to time.

2. General Provision

- a. The Council Procedures Bylaw shall apply to all aspects of the meetings covered under this bylaw, whether the attendance is in person or done through electronic means.
- b. The Chair may direct the removal any person attending a meeting via electronic means who disrupts the meeting; or for any reason otherwise

found within the Council Procedures Bylaw or any other enactment which permits such removal.

3. Electronic Meetings Council Members

- a. Council members may attend a Council meeting by means of electronic means.
- b. Meetings to be held by electronic means shall be scheduled at the meeting prior so the following agenda will reflect the meeting being held via electronic means.
 - i. Council may opt to hold any or all meetings by electronic means and may elect to do so at the annual organizational meeting.
- c. No more than two Council members may attend via electronic means per meeting; unless a superseding order, or emergency directive declares otherwise.
- d. Council members attending via electronic means shall have the means to appear via video and will be required to turn their video on at the opening of Council to show they are present. The Council member may then turn their video off if they so choose.
- e. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic means remains present.
- f. The Chair will announce to any in the gallery that a Council member(s) are attending the meeting by electronic means.
- g. When a vote is called, Council members attending the meeting by electronic means shall be asked to state their vote only after all other Council members present at the meeting have cast their vote. If the Council member attend the meeting by electronic means is on video and can be seen for raising their hand to vote they may have their vote counted in that way.
- h. If a meeting requires an in camera (closed) session any Council member attending via electronic means shall be required to make a declaration they are the only person present where they are attending the meeting from.
 - i. Should the Council member not be the only person present in the location they are attending the meeting from via electronic means they shall be required to not participate in the in camera (closed) session.

4. Administration

- a. Administration will be responsible for posting the link for the meeting on the agenda package, prior to the meeting on the Village website.
- b. Administration will ensure that the information technology equipment needed to host a meeting via electronic means is always present and available.
- c. Administration will be responsible for ensuring closure of attendees during in camera (closed) sessions of meetings held by electronic means.

- d. Administration will ensure all recordings are stopped following the approved motion to enter into an in camera (closed) session.
- e. Administration will ensure that any recordings of the meetings shall be published as per the requirements of the *Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26*.
- f. Should the Chief Administrative Officer need to join a meeting by electronic means; they shall follow the same procedure as Council for notification of the request at the meeting prior; and shall follow the same declaration process for noting their attendance, as well as for any in camera (closed) session items.

5. Delegations

- a. Any delegation who wishes to attend a meeting by electronic means shall be required to provide their presentation to Administration prior to the agenda package being sent out.
- b. The delegation shall have their camera on to show themselves to Council prior to their presentation but may turn it off during their presentation.

6. Public Hearings

- a. Individuals are encouraged to preregister to speak to provide hearing efficiency by submitting their contact information to the Village Office by 4:00 pm on the day before the public hearing.
 - i. Individuals will be required to provide their contact information to be used in the event they are disconnected from the Public Hearing and to identify them in the hearing proceedings. The Village will make a reasonable attempt to re-connect with any pre-registered speaker in the event that they are disconnected but reserves the right to proceed with the Public Hearing at their discretion.
- b. During the Public Hearing process, all individuals will be requested to mute their microphones until they are granted the opportunity to speak by the Chair.
- c. The Chair shall open the Public Hearing and introduce the subject of the Hearing by reading the subject Bylaw.
- d. The Chair shall request the application be read by the Chief Administrative Officer.
- e. The Applicant shall be invited to provide new or additional information for Council's consideration.
- f. After the Applicant's presentation, Individuals that would like to speak in the Public Hearing, and that have pre-registered to speak, will be invited to provide their presentations to Council. They will be provided five (5) minutes for their presentation unless an extension is granted by the Chair.
- g. After all pre-registered individuals are provided an opportunity to speak to the Bylaw, and the Chair will inquire if there are any further individuals that would like to speak to the proposed Bylaw and determines the order that the additional individuals will speak. They will be provided five (5) minutes for their presentation unless an extension is granted by the Chair.

- h. Council is provided the opportunity to ask questions. The questions asked shall be limited to questions concerning the Public Hearing.
- i. The Chief Administrative Officer is given the opportunity to provide closing remarks.
- j. The Applicant is given the opportunity to provide closing remarks. The applicant may speak in rebuttal to those in opposition during closing remarks providing no new information is provided.
- k. Council is asked whether they have any final questions. Council members may not debate the issues before the Hearing is closed.
- l. Council may choose to recess a Public Hearing to another time, date or place. However, once the Hearing has been closed no new information may be provided to Council. Council may receive updated information for clarification on subjects discussed as part of the Public Hearing providing new information is not introduced that would create an unfair approval process by restricting the public's ability to provide input.
- m. Once the Chair is satisfied that all pertinent information has been provided and that Council has no further questions the Public Hearing will be closed.
- n. Council will proceed to consider the Bylaw in accordance with section 216.4 of the *Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26*.

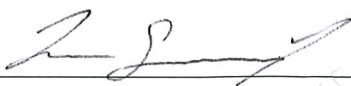
7. Severability

- a. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.
- b. This Bylaw comes into force on the date of the third and final reading.

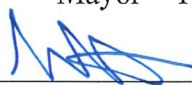
READ a first time this 7 day of May 2025.

READ a second time this 21 day of May, 2025.

READ a third time and passed this 21 day of May, 2025.



Mayor – Trevor Lewington



CAO – Scott Donselaar