Summer Village of Kapasiwin
Bylaw No. 482-2025

A BYLAW OF THE SUMMER VILLAGE OF KAPASIWIN IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE TO PROVIDE COUNCIL, CHIEF ADMINISTRATIVE OFFICER, STAFF, DELEGATIONS AND THE PUBLIC TO ATTEND COUNCIL MEETINGS BY ELECTRONIC MEANS.

WHEREAS, pursuant to Section 199(2) of the *Municipal Government Act, R.S.A. 2000, Chapter M26* (hereinafter called the *"Act")* as amended, a council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

NOW THEREFORE, the Council of the **Summer Village of Kapasiwin** duly assembled, hereby enacts as follows:

1. This bylaw shall be cited as the "Electronic Meeting Bylaw No. 482-2025".
2. An Electronic Meeting may be conducted by videoconference or teleconference means. An Electronic Meeting includes an in-person meeting with one or more attending persons joining by videoconference or telephone (with the speaker on), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.
3. A Council member may attend regular or special Council meetings by means of electronic communication to a maximum of 12 times per calendar year, unless otherwise approved by Council.
4. 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 communications remains active.
5. The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
6. When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes.
7. Electronic Meeting details shall be posted on a meeting Agenda, which is used to notify the public of such meeting and shall be posted on the Village website, and prominently displayed at the Village office. The same method shall make any legislatively required information publicly available before and during the meeting.
8. If only the public will be present at the Council Chambers in the Village's Administration Office and all Council members are participating by way of electronic communication, notice shall be posted in the Village's Administration Office, 24 hours prior to the meeting, indicating the manner in which the meeting will be conducted.
9. If all Council members, Chief Administrative Officer, Staff, Delegations and the Public are participating by way of electronic communication, notice shall be posted in the Village's Administration Office and on the Council Meeting Agenda, 24 hours prior to the meeting, indicating the manner in which the meeting will be conducted.
10. In the case of the Chief Administrative Officer, Staff, and Delegation, they may join via videoconference or teleconference means.
11. Electronic Meetings maybe be live-streamed so public may access a meeting. Submissions will have been made by the public prior to a meeting via mail, email, or in-person through the Village administration.
12. Any other public audio or video recordings shall not be permitted in Council Chambers unless explicitly approved by Council at that meeting.
13. If any provision of the bylaw is deemed invalid, then such provision shall be severed, and the remaining bylaw shall be maintained.
14. This bylaw comes into force and effect upon the date of third reading and being signed.

Read a first time this 13th day of February 2025.

Read a second time this 13th day of February 2025.

Read a third time this 13th day of February 2025.

Mayor

Chief Administrative Officer