

## BYLAW 22-25

### **A BYLAW OF THE TOWN OF OKOTOKS IN THE PROVINCE OF ALBERTA TO AMEND PROCEDURE BYLAW 06-25**

**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto, Council of the Town of Okotoks (Council) passed Bylaw 06-25 for the purpose of regulating meeting procedures of Council and its Committees; and

**WHEREAS** Council deems it desirable to amend Bylaw 06-25 to provide clarity for electronic means for public hearings and Council and Committee meetings.

**NOW THEREFORE** Council enacts as follows:

That Bylaw 06-25 be amended by:

1. Deleting section 6.6 Electronic Meetings in its entirety and inserting the following:

#### **6.6 Electronic Meetings**

- 6.6.1 Meetings will be livestreamed.
- 6.6.2 Meetings will be conducted using the electronic participation platform if any Members are attending remotely as set out in this Bylaw, if they are public hearings under Part 17 of the *MGA*, or where otherwise required by law. Meetings may be conducted using the electronic participation platform as determined by the CAO.
- 6.6.3 If a meeting is being conducted using the electronic participation platform:
  - 6.6.3.1 notice must be given to the public on the Town's website of the meeting, including the way in which it is to be conducted;
  - 6.6.3.2 the public must be able to participate, watch, and listen to the meeting at the place or by the means specified in that notice; and
  - 6.6.3.3 all the meetings' participants must be able to hear and (if applicable) watch each other.
- 6.6.4 Members may participate in Council and committee meetings using the electronic participation platform if:
  - 6.6.4.1 the Member is in a location outside of Okotoks for any reason;
  - 6.6.4.2 the Member is located in Okotoks but is unable to attend a meeting for medical reasons of the Member or for the care of a family member or a person in that Member's household; or
  - 6.6.4.3 there are other exceptional circumstances and Council has approved electronic participation..
- 6.6.5 A Member intending to attend a meeting using the electronic participation platform shall notify the CAO in advance of the start of the meeting.

- 6.6.6 Members may attend Council and committee meetings using the electronic participation platform up to six (6) times per year after which Council approval will be required.
- 6.6.7 Members attending closed session meetings using the electronic participation platform must use a platform that allows for video participation and be visible at all times to ensure attendance accuracy.
- 6.6.8 If any Members are participating in a meeting using the electronic participation platform, the Chair will conduct a roll call immediately after the meeting is called to order to confirm the identity of such Members and may do so again from time to time during the meeting.
- 6.6.9 Members participating in a meeting conducted using the electronic participation platform are deemed to be present at the meeting.
- 6.6.10 When the Mayor attends a meeting using the electronic participation platform, the role and duties of chair may be reassigned to the Deputy Mayor.

2. Deleting section 6.7 Recordings in its entirety and inserting the following:

**6.7 Recordings**

- 6.7.1 Regular Council Meetings, Governance and Priorities Committee Budget Meetings, and Annual Budget Meetings will be recorded through video or audio services and be available for at least five (5) years on the Town's website. Such recordings shall thereafter be managed in accordance with the Town's records retention policies.

This Bylaw shall come into full force and effect upon third and final reading and Bylaw 06-25 and any amendments thereto are hereby amended.

READ A FIRST TIME this      day of      2025.

READ A SECOND TIME this      day of      2025.

READ A THIRD TIME AND PASSED this      day of      2025.

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Mayor

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Chief Administrative Officer