

SUMMER VILLAGE OF NORGLLENWOLD MEETINGS BY ELECTRONIC MEANS BYLAW BY-LAW 285-25

BEING A BYLAW OF THE SUMMER VILLAGE OF NORGLLENWOLD TO
PROVIDE FOR THE ATTENDANCE OF COUNCIL AND COUNCIL
COMMITTEES BY ELECTRONIC COMMUNICATION.

WHEREAS, pursuant to Section 199 of the *Municipal Government Act*, 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 Norglenwold, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

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

DEFINITIONS

- 2 In this Bylaw,

- (a) "Chair" means the person authorized to preside over a meeting;
- (b) "Chief Administrative Officer" means the Chief Administrative Officer of the Summer Village of Norglenwold within the meaning of the *Municipal Government Act*, or his/her designate;
- (c) "Closed Session" means a meeting or part of a meeting that is "closed to the public," as defined in Section 1(3) of the *Municipal Government Act*;
- (d) "Committee" means a committee, board, or other body established by Council under the *Municipal Government Act*, and includes, without limiting the generality of the foregoing, a standing committee, a task force, and the committee of the whole;
- (e) "Council" means the municipal council of the Summer Village of Norglenwold;
- (f) "Councillor" means a member of Council who is duly elected and continues to hold office and includes the mayor;
- (g) "Electronic Means" means a meeting called and held in full or in part electronically (including, but not limited to, audio teleconference, video teleconference, or via means of the internet);
- (h) "FOIP Act" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, as amended;
- (i) "*Municipal Government Act*" means the *Municipal Government Act*, RSA 2000, c M-26, as amended;
- (j) "Quorum" means the minimum number of members that must be present at a meeting for business to be legally transacted;
- (k) "Summer Village" means the Summer Village of Norglenwold.

APPLICATION

3. The rules and procedures for meetings of Council or Committees are outlined in the Procedural Bylaw.
4. Councillors may participate in any meeting including electronic meetings by attending in person at the administration office, or by audio teleconference, or through video teleconference.
5. Councillors and members of the public may access, participate in, and make submissions in Electronic Meetings in the manner prescribed by this bylaw and the Procedural Bylaw.
6. Notice of the Council meetings and the meeting links will be posted on the Summer Village website and included in the weekly email blast to subscribed participants. The agenda package will be posted on the municipal website and shared electronically during meetings.
7. Except for any part of a meeting closed to one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, the Chief Administrative Officer will provide access to a live, publicly available audio and video view of the location where the meeting is being held.
8. Councillors that are physically present at the meeting location or participating by telephone or video conference are deemed to be present at the meeting and will be counted towards Quorum.
9. Immediately after a meeting is called to order, the Chair must conduct a roll call to confirm the identity of any Councillors participating by audio teleconference or video teleconference.
10. If a meeting is closed pursuant to one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, Councillors participating by telephone or video conference must confirm to the Chair that they are in a private location and able to maintain confidentiality over the item to be discussed.
11. In the case of a public hearing, any member of the public wishing to make representations may do so by attending the public hearing in person at the administration office, providing written submissions as outlined in the notice of public hearing, or by making presentation through audio teleconference, video teleconference or via means of the internet, during the public participation portion of the hearing once they have been addressed by the chair.

Bylaw #271-22 is hereby repealed and comes into effect on the date of 3rd reading.

READ a first time this 2nd day of May 2025.

READ a second time this 2nd day of May 2025.

READ a third and final time this 2nd day of May 2025.

**Summer Village of Norglenwold
Meetings by Electronic Means Bylaw
Bylaw #285-25**

Cyril Gurevitch, K.C., Mayor

Tanner Evans, C.A.O.