

VILLAGE OF GLENWOOD
REQUEST FOR DECISION / BRIEFING NOTE

TO:	Mayor and Council
FROM:	Chief Administrative Officer
MEETING:	Regular Meeting of Council — August 12, 2026
SUBJECT:	Amendment to Council Procedure Bylaw 232-2017 — Electronic Meetings and Electronic Public Hearings (MGA s.199(2.1))

RECOMMENDATION

That Council give first reading to Bylaw No. 232-2026, the Council Procedure Amendment Bylaw, amending Bylaw No. 232-2017 to provide for meetings and Part 17 public hearings to be conducted by electronic means.

(Second and third readings may follow in accordance with section 187 of the MGA.)

PURPOSE

To bring the Village’s Council Procedure Bylaw into compliance with section 199(2.1) of the Municipal Government Act, which requires every council to provide, by bylaw, for public hearings under Part 17 of the MGA to be conducted by electronic means — and to add general electronic-meeting authority that the current bylaw lacks.

BACKGROUND

Council Procedure Bylaw 232-2017 was passed in February 2018 and has not been amended since. It predates the electronic-meeting amendments introduced through Bill 20 (the Municipal Affairs Statutes Amendment Act, 2024).

Section 199(2.1) of the MGA requires every council to provide by bylaw for Part 17 public hearings to be conducted by electronic means. Municipalities were required to have this bylaw in place **no later than April 30, 2025**. The compliance date has passed and Bylaw 232-2017 does not contain the required provision, so the Village is currently out of compliance with this requirement.

A review of Bylaw 232-2017 confirms it contains no electronic-participation provisions of any kind: the only reference to electronic communication is the ability to notify councilors of a special meeting by telephone or text (s.36.2). It therefore does not authorize councilors to attend meetings electronically, nor does it address electronic public hearings.

WHAT THE AMENDMENT DOES

Draft Bylaw 232A-2026 makes three additions to Bylaw 232-2017:

1. Adds a definition of “Electronic Means”;
2. Adds section 8A authorizing councilors to participate in Council, Committee, and Committee of the Whole meetings by electronic means, with quorum, voting, public-access, and identity-confirmation safeguards; and

3. Adds section 8B — the mandatory provision — allowing Part 17 public hearings to be conducted electronically, and setting out the type of electronic means, councillor identity confirmation, public access and submissions (subject to s.197), and publication of hearing information, as required by s.199(2.1).

OPTIONS

- A. Adopt the amendment (recommended). Restores compliance with s.199(2.1) and modernizes meeting practice.
- B. Adopt only the mandatory public-hearing provision (s.8B) and defer general electronic-meeting authority. Achieves minimum compliance but leaves a gap for regular meetings.
- C. Take no action. Not recommended — the Village remains out of compliance with a mandatory MGA requirement.

FINANCIAL IMPLICATIONS

None directly. Electronic hearings can be run on existing conferencing tools. Costs, if any, are limited to staff time and any platform subscription already in use.

RELATED MATTERS (FOR A FUTURE REVIEW — NOT PART OF THIS AMENDMENT)

A broader refresh of Bylaw 232-2017 is advisable but not urgent. Items to consider at that time include cross-referencing councillor orientation training (MGA s.201.1) and confirming alignment with the Council Code of Conduct (Bylaw 244-2018) and current s.197 closed-meeting grounds. These do not affect s.199(2.1) compliance and can proceed separately.

ATTACHMENT

Draft Bylaw No. 232A-2026 — Council Procedure Amendment Bylaw.

VILLAGE OF GLENWOOD
BYLAW NO. 232A-2026
Council Procedure Amendment Bylaw

BEING A BYLAW OF THE VILLAGE OF GLENWOOD, IN THE PROVINCE OF ALBERTA, to amend Bylaw No. 232-2017, the Council Procedure Bylaw, to provide for meetings of Council and its committees to be conducted by electronic means, and for public hearings under Part 17 of the *Municipal Government Act* to be conducted by electronic means.

WHEREAS the Village of Glenwood passed Bylaw No. 232-2017, the Council Procedure Bylaw;

AND WHEREAS section 199(2.1) of the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto (the “MGA”), requires every council to provide by bylaw for public hearings under Part 17 of the MGA to be conducted by electronic means;

AND WHEREAS section 199 of the MGA authorizes a councillor to participate in a council or council committee meeting by electronic means in accordance with a bylaw of the municipality;

AND WHEREAS Council deems it desirable to amend Bylaw No. 232-2017 accordingly;

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Village of Glenwood, in the Province of Alberta, duly assembled, enacts as follows:

1. AMENDMENT

1.1 Bylaw No. 232-2017, the Council Procedure Bylaw, is amended as set out in this Bylaw.

2. DEFINITIONS

2.1 Section 1.2 of Bylaw No. 232-2017 is amended by adding the following definition in alphabetical order:

“Electronic Means” means a telephonic, video, internet-based or other electronic communication system that permits all participants to hear or otherwise participate in the meeting at the same time;

3. ELECTRONIC PARTICIPATION IN MEETINGS

3.1 Bylaw No. 232-2017 is amended by adding the following section after section 8:

8A.1 A councillor may participate in a Council meeting, a Committee meeting, or a Committee of the Whole meeting by Electronic Means, whether or not any other participant is physically present, provided that:

- (a) the meeting is conducted in a manner that permits all participating members to hear, and be heard by, one another and any member of the public in attendance;

- (b) the public is able to watch or listen to the meeting at the location specified in the notice of the meeting, or by Electronic Means, except during any part of the meeting properly closed to the public under section 197 of the MGA;
- (c) the identity of each councillor participating by Electronic Means is confirmed by the presiding member or the CAO at the beginning of the meeting; and
- (d) a councillor participating by Electronic Means is counted for the purposes of quorum and is entitled to vote in the same manner as a councillor physically present.

8A.2 A councillor who loses electronic connection during a meeting is deemed to have left the meeting until the connection is restored, and the CAO must record the times of any such interruption in the minutes.

4. ELECTRONIC PUBLIC HEARINGS

4.1 Bylaw No. 232-2017 is amended by adding the following section:

8B.1 In accordance with section 199(2.1) of the MGA, a public hearing required under Part 17 of the MGA may be conducted, in whole or in part, by Electronic Means.

8B.2 Where a public hearing is conducted by Electronic Means:

- (a) the hearing may be held by video conference, telephone conference, or an internet-based meeting platform designated by the CAO;
- (b) the identity of each councillor attending the hearing must be confirmed by the presiding member or the CAO before the hearing begins;
- (c) subject to section 197 of the MGA, members of the public may access the hearing, and may make oral or written submissions, by the method or methods set out in the notice of the hearing, which may include attendance in person, participation by Electronic Means, or delivery of written submissions to the Village Office before the hearing; and
- (d) any information that must be made publicly available in respect of the hearing must be posted at the Public Notice Posting Places and on the Village Web Site before the hearing, and must be accessible to participants during the hearing.

8B.3 The notice of a public hearing to be conducted by Electronic Means must state the method by which the public may access the hearing and make submissions.

5. COMING INTO FORCE

5.1 This Bylaw comes into force upon third and final reading.

READ a FIRST time this _____ day of _____, 2026.

READ a SECOND time this _____ day of _____, 2026.

READ a THIRD time and finally passed this _____ day of _____, 2026.

Mayor – Mark Peterson

CAO – Jim Brown