

**Village of Edenwold
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- (a) write the names of those members separately on blank sheets of paper of equal size, colour and texture;
 - (b) fold the sheets in a uniform manner so the names are concealed;
 - (c) deposit them in a receptacle; and
 - (d) direct a person to withdraw one (1) of the sheets.
- 34.4 The member whose name is on the sheet withdrawn pursuant to subsection 35.3(d) shall be declared elected.

35. Persons Allowed at the Table

- 35.1 No person, except members, the administrator and other members of administration as authorized by the administrator and such persons as are permitted by the mayor shall be allowed to be seated at the council table during the sittings of the council, without permission of the mayor or other presiding member.

36. Conduct of Public

- 36.1 All persons in the public gallery at a council meeting shall:
- (a) refrain from addressing council or a member unless permitted to do so;
 - (b) maintain quiet and order;
 - (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - (d) refrain from talking on cellular telephones;
 - (e) refrain from making audio or video recordings of council proceedings; and
 - (f) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

37. Conduct of Delegations

- 37.1 When addressing members at a council meeting, a delegation shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - (c) reflecting on a vote of council except when moving to rescind or reconsider it;
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.

38. Conduct of Members

- 38.1 Members of council wishing to speak at a meeting shall ensure they do not interrupt another member.
- 38.2 If more than one member wishes to speak at a meeting at the same time, the mayor shall indicate which member shall speak first.
- 38.3 When addressing a council meeting, a member shall refrain from:

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- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - (c) reflecting on a vote of council except when moving to rescind or reconsider it,
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.
- 38.4 When a member is addressing the council, all other members shall:
- (a) remain quiet and seated;
 - (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 38.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

39. Improper Conduct

- 39.1 The mayor may request that any person in the public gallery who disturbs the proceedings of council or acts improperly at a council meeting, as set out in section 37, leave or be expelled from the meeting.
- 39.2 The mayor may request that any delegation who addresses council improperly as set out in section 38, leave or be expelled from the meeting.
- 39.3 No person shall refuse to leave a council meeting when requested to do so by the mayor.
- 39.4 Any person who refuses to leave when requested to do so may be removed.
- 39.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the mayor may recess the meeting until the person leaves or adjourn the meeting to another day.

40. Leaving the Meeting

- 40.1 Every member who leaves the council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the administrator.

41. Point of Order

- 41.1 A member may rise and ask the mayor to rule on a point of order.
- 41.2 When a point of order is raised, the member speaking shall immediately cease speaking until the mayor decides the point of order raised.
- 41.3 A point of order must be raised immediately at the time the rules of council are breached.
- 41.4 The member against whom a point of order is raised may be granted permission by the mayor to explain.
- 41.5 The mayor may consult the administrator before ruling on a point of order.
- 41.6 A point of order is not subject to amendment or debate.

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42. Point of Privilege

- 42.1 A member may rise and ask the mayor to rule on a point of privilege.
- 42.2 After the member has stated the point of privilege, the mayor shall rule whether or not the matter raised is a point of privilege.
- 42.3 If the matter is determined to be a point of privilege, the member who raised the point of privilege shall be permitted to speak to the matter.
- 42.4 If the point of privilege concerns a situation, circumstance or event which arose between council meetings, the member shall raise the point of privilege immediately after adoption of the minutes of the previous council meeting.
- 42.5 The mayor may consult the administrator before ruling on a point of privilege.
- 42.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to council.

43. Point of Procedure

- 43.1 Any member may ask the mayor for an opinion on a point of procedure.
- 43.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the mayor responds to the inquiry.
- 43.3 After the member has asked the point of procedure, the mayor shall provide an opinion on the rules of procedure bearing on the matter before council.
- 43.4 The mayor may consult the administrator before providing an opinion on the point of procedure.
- 43.5 A point of procedure is not subject to amendment or debate.
- 43.6 The mayor's answer to a point of procedure is not a ruling, and cannot be appealed to the whole of council.

44. Appeal

- 44.1 Whenever a member wishes to appeal any ruling of the mayor or a point of order or point of privilege to the whole of council:
 - (a) the motion of appeal, "that the decision of the chair be overruled" shall be made;
 - (b) the member may offer a brief reason for the challenge;
 - (c) the mayor may state the reason for the decision; and
 - (d) following which the question shall be put immediately without debate.
- 44.2 The mayor shall be governed by the vote of the majority of the members present.
- 44.3 A ruling of the mayor must be appealed immediately after ruling is made or the ruling will be final.

45. Calling a Member to Order

- 45.1 When the mayor calls a member to order, the member shall resume his or her seat, but may afterwards explain his or her position in making the remark for which he or she was called to order.
- 45.2 In the event that a member refuses to resume his or her seat when called to order, the mayor shall request the deputy mayor, or if the deputy mayor is absent or is the unruly member, any other member of council to move a resolution to remove the unruly member either:
 - (a) for the balance of the meeting,
 - (b) until a time which shall be stated in the motion, or
 - (c) until the member makes an apology acceptable to council for his or her unruly behavior, whichever shall be the shortest time.

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- 45.3 When the majority of council votes in favour of the resolution, the mayor shall direct the unruly member to leave the council chamber, and if the member refuses to leave, the mayor may:
- (a) recess the meeting until the person leaves or adjourn the meeting to another day; or
 - (b) direct that law enforcement officials be engaged to assist in the removal of the unruly member.
- 45.4 When council has directed an unruly member to leave the council chambers, and the member so directed makes an explanation and apology adequate and satisfactory to the council, it may, by a majority vote of the remaining members present, allow the offending member to remain in his or her place if he or she has not left or been removed, or to retake his or her place.

PART V – MOTIONS

46. Motions and Debate

- 46.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- 46.2 Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 46.3 When a motion is under debate no other motion may be made, except a motion to:
- (a) amend a motion;
 - (b) refer motion to a council committee or administration for a report back to council;
 - (c) postpone a motion to a fixed date;
 - (d) request that a motion be put to a vote;
 - (e) extend the time for a council meeting; or
 - (f) adjourn the meeting.
- 46.4 Notwithstanding any other provisions of this bylaw, the member, who moved a motion after a motion is under debate, may, with the consent of council:
- (a) on his or her own initiative while he or she is speaking on the same; or
 - (b) when requested by another member speaking on the motion; change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.
- 46.5 Any motions allowed under subsection 46.4 shall be considered in the order in which they were moved.

47. Motion to Amendments

- 47.1 Except as provided in subsection 47.12, any motion may be amended to:
- (a) add words within the motion;
 - (b) delete words within the motion; or
 - (c) change a word or words within the motion.
- 47.2 The amending motion must be:
- (a) relevant to the main motion;
 - (b) made while the main motion is under consideration; and
 - (c) consistent with the principle embodied in the main motion.
- 47.3 An amending motion may also be amended.
- 47.4 A sub amendment must be:

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- (a) relevant to the original amendment;
 - (b) made while the original amendment is under consideration; and
 - (c) consistent with the intent of either the original amendment or the main motion.
- 47.5 Only two (2) amendments to a motion, an amendment and a sub amendment, are allowed at the same time. When one or both have been dealt with, a further amendment or sub amendment may be entertained.
- 47.6 There is no limit to the number of amendments or sub amendments that may be proposed.
- 47.7 An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one sub amendment before the meeting at one time.
- 47.8 Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
- 47.9 The main motion shall not be debated until all amendments to it have been put to a vote.
- 47.10 Amendments shall be put in the reverse order to the order in which they were moved.
- 47.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 47.12 No amendments shall be made to the following motions:
- (a) a motion to adjourn;
 - (b) a motion to defer to a fixed date, except as to the date; and
 - (c) a motion requesting that a motion be put to a vote.

48. Dividing a Motion into Parts

- 48.1 A member may request or the mayor may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- 48.2 Council shall then vote separately on each recommendation.
- 48.3 A new motion to add a further recommendation is permitted provided:
- (a) the proposed recommendation is relevant to the original motion;
 - (b) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
 - (c) the original motion has been dealt with.

49. Motion Arising

- 49.1 When a particular matter is before council, a motion arising on the same matter is permitted provided:
- (a) the proposed motion is related to and rises from the item which has just been considered;
 - (b) the proposed motion does not alter in a significant way the principle embodied in the original motion; and
 - (c) the proposed motion is made before the consideration of any other item of business at the meeting.

50. Request that Motion be put to Vote

- 50.1 A motion requesting that a motion be put to a vote shall not be moved by a member who has spoken to the original motion.

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- 50.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 50.3 If a motion requesting that a motion be put to a vote is passed by council, the original motion shall immediately be put to a vote of council without any amendment or debate.
- 50.4 If a motion requesting that a motion be put to a vote is not passed by council, the original question may be amended or debated.

51. Motion to Adjourn

- 51.1 A member may move a motion to adjourn a meeting at any time, except when:
 - (a) another member is in possession of the floor;
 - (b) a call for a recorded vote has been made;
 - (c) the members are voting;
 - (d) when council is considering a motion requesting that a motion be put to a vote; or
 - (e) a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- 51.2 A motion to adjourn shall be decided without debate.

52. Consent Agenda

- 52.1 The consent portion of a meeting is moved and voted upon without debate as one item regardless of the number of reports included.
- 52.2 If a member wishes to debate an item included in the consent motion, a request to remove the item from the consent agenda must be made before the mayor calls the question, and the item shall be removed from the consent agenda without further debate or vote.
- 52.3 Any items so removed shall be addressed immediately following approval of the consent agenda.
- 52.4 If an item is removed from the consent agenda pursuant to subsection 52.2 a person may address council on the item.

53. Motion to Move to a Closed Meeting

- 53.1 A member may make a motion that a council meeting move to a closed meeting.
- 53.2 The motion to move to a closed meeting must:
 - (a) be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - (b) the titles or subject of the item(s) to be discussed; and
 - (c) include the reason for the council meeting to be held in a closed meeting.
- 53.3 No bylaw or resolution shall be passed during a closed meeting.

54. Motion Contrary to Rules

- 54.1 The mayor may refuse to put to council a motion which is, in the opinion of the mayor, contrary to the rules and privileges of council.

55. Withdrawal of Motions

- 55.1 The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

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56. Motion to Reconsider

- 56.1 A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by council.
- 56.2 A motion to reconsider is in order whether the original motion passed or failed.
- 56.3 A motion to reconsider may only be made at the same council meeting as the original motion was voted on.
- 56.4 A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.
- 56.5 When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- 56.6 A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- 56.7 A motion to reconsider cannot be amended.
- 56.8 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 56.9 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.
- 56.10 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

57. Motion to Rescind

- 57.1 A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by council.
- 57.2 A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- 57.3 A motion to rescind may be made at any time following the council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- 57.4 A motion to rescind may be moved by any council member regardless how they voted on the original motion.
- 57.5 A motion to rescind is debatable.
- 57.6 A motion to rescind may be amended.
- 57.7 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 57.8 A motion cannot be rescinded:
 - (a) when the making or calling up of a motion to reconsider is in order;
 - (b) when action on the motion has been carried out in a way that cannot be undone; or
 - (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

58. Motion to Postpone

- 58.1 Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by council until the fixed date.
- 58.2 Notwithstanding subsection 58.1, council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.

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- 58.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

59. Motion to Refer

- 59.1 A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.
- 59.2 A member making a referral motion generally should include in the motion:
- (a) the terms on which the motion is being referred; and
 - (b) the time when the matter is to be returned.

60. Debate on Motion

- 60.1 No member shall speak more than once to a motion, until each member has been provided an opportunity to speak on the motion, except to explain a material part of their speech which may have been misquoted or misunderstood.
- 60.2 The mover of the motion shall be given the first opportunity to speak.
- 60.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

61. Legal Advice

- 61.1 Where a majority of the members present at a council meeting wish to receive legal advice in private, council may recess for a period of time sufficient to receive legal advice.

62. Voting of council

- 62.1 A member attending a council meeting shall vote at the meeting on a matter before council unless the member is required to abstain from voting pursuant to the Act or any other Act.
- 62.2 If a member is not required to abstain from voting on a matter before council and abstains from voting, the council member is deemed to have voted in the negative.
- 62.3 The administrator shall ensure that each abstention is recorded in the minutes of the meeting.

63. Voting of Mayor

- 63.1 The mayor shall vote with the other members on all questions.

64. Majority Decision

- 64.1 Unless a greater percentage of votes is required by any provision of this bylaw, at every council meeting, all questions are to be decided by a majority vote of the members present.

65. Recorded Vote

- 65.1 Before a vote is taken by council, a member may request that the vote be recorded.
- 65.2 If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the proposal or abstained.

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66. Tied Vote

- 66.1 If there are an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

PART VI – COMMITTEES

67. Procedure for Appointments

- 67.1 The administrator shall utilize the following procedure for appointments to committees:
- (a) Prior to November 1st, by advertisement, invite submissions from the public for appointments to which council is entitled to make appointments to in the ensuing term;
 - (b) Prior to November 1st, invite submissions from members of council for appointments to which council is entitled to make appointments to in the ensuing term;
 - (c) Obtain information from the various committees that council is entitled to make appointments to in the ensuing term regarding the dates and times of their regular meetings and the attendance by council appointed representatives in the previous term; and
 - (d) Compile all applications received and provide the compiled applications to council.

68. Term

- 68.1 Appointments to committees shall be for a two (2) year term beginning on January 1st to December 31st of the following year.
- 68.2 Notwithstanding subsection 68.1, in a general election year, the term of appointments shall be reduced to coincide with the day of the election.
- 68.3 Appointees may be reappointed from term to term to a maximum of two (2) terms on one (1) particular committee.
- 68.4 A member of any committee, excluding members of council, shall only be appointed to a maximum of two (2) committees at one (1) time.
- 68.5 The administrator or committee secretary shall advise council of any members absent for more than two (2) meetings within a calendar year, and request that a warning correspondence be forwarded to the member, as well, if the member misses three (3) meetings, within a calendar year, council be advised to decide if the member should be removed from the committee.
- 68.6 Council may, in its discretion, revoke the membership of any individual whom has been appointed to a committee.

69. Committee Procedures

- 69.1 Council may from time to time establish a committee in response to specific issues requiring immediate or long term attention.
- 69.2 The membership and jurisdiction of a committee shall be as provided for in the enabling legislation or as directed by council.
- 69.3 The mayor is an ex-officio voting member of all committees established by council pursuant to the Act, unless council provides otherwise, and when in attendance, possesses all of the rights, privileges, powers and duties of other members, whether elected or appointed.

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- 69.4 The mayor's attendance shall not, however, be included for the purpose of determining a quorum.
- 69.5 Municipal officials shall act only in an advisory capacity to committees of council and shall not be considered voting members or have any voting privileges in respect to participation on any committee appointment.
- 69.6 The chair of all committees established by council shall be designated by council, unless council directs otherwise.
- 69.7 All councillors may attend the meetings of committees established pursuant to the Act, and may take part in the proceedings of the same, except that non-committee members shall not have a vote.
- 69.8 Each committee shall meet as soon as possible after it has been appointed and where a chair has not been appointed by council, members of that committee shall select a chair and vice-chair, and if required, decide the day and time for holding its regular meetings.
- 69.9 The chair shall preside at every meeting, participate in the debate and shall vote on all motions.
- 69.10 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one (1) of the other members of the committee shall be elected to preside, and shall discharge the duties of the chair during the meeting or until the arrival of the chair or Vice-chair.
- 69.11 An act or proceeding of a committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public committee meeting.
- 69.12 Everyone has the right to be present at committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 69.13 Subject to subsection 14, committees shall conduct all committee meetings in public.
- 69.14 Committees may close all or part of the meeting if the matter to be discussed is within one (1) of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 69.15 Notice of regularly scheduled committee meetings is not required to be given.
- 69.16 If a committee changes the date, time or place of a regularly scheduled meeting, the Secretary shall give at least twenty-four (24) hours' notice of the change to:
 - (a) any members of the committee not present at the meeting at which the change was made; and
 - (b) the public.
- 69.17 Notwithstanding subsection 69.16, a committee meeting may be held with less than twenty-four (24) hours' notice to all members and without notice to the public if all committee members agree to do so, in writing, immediately before the beginning of the meeting.
- 69.18 The consent to waive notice of a change in date, time or place of a meeting pursuant to subsection 69.17 may be given in person or by facsimile, electronic mail and other similar means.
- 69.19 If a committee cancels its regularly scheduled meeting, the secretary of the committee shall give at least twenty-four (24) hours' notice of the change to:
 - (a) all members not present at the meeting at which the decision to cancel was made; and
 - (b) the public.

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- 69.20 The Secretary shall call a special meeting of a committee whenever requested to do so, in writing, by the chair or by a majority of the committee members in the same manner as set out in subsection 69.17.
- 69.21 For committees operating without regularly scheduled meeting, it shall be the duty of the chair, or in the chair's absence, the Secretary to call a meeting of the committee whenever requested in writing to do so by a majority of the committee.
- 69.22 The business of committees shall be conducted in accordance with the rules governing the procedure of council or as otherwise established by council for the committee or established by the committee.
- 69.23 Each committee, whom the administrator does not provide secretarial services to, will recommend to the administrator the appointment of a Secretary, who will be responsible for:
- (a) tracking the attendance;
 - (b) preparing meeting agendas and minutes; and
 - (c) reporting the committee's decisions to council.
- 69.24 When a person, or a group of persons, wishes to bring any matter to the attention of a committee or appear as a delegation, a communication shall be addressed to the administrator or the secretary and will be subject to the requirements set out in sections 22 to 26 of this bylaw.
- 69.25 Upon receipt of such communication, the administrator or Secretary shall place the communication on the agenda of the next meeting of the committee for its consideration;
- 69.26 All submissions to committees must be received by the administrator or Secretary within the established deadlines, usually four (4) business days prior to the meeting.
- 69.27 Reporting to committees shall be provided through the administrator or the secretary.
- 69.28 Any notice respecting a committee meeting is deemed to have been given to a member if the notice is:
- (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or
 - (c) at the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
- 69.29 Notice to the public of a committee meeting as required by subsections 69.16 to 70.19 is sufficient if the notice is posted at the municipal office.
- 69.30 Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting of the committee or at a special meeting called for that purpose.
- 69.31 The Secretary shall record the minutes, without note or comment.
- 69.32 The minutes of the committee shall be distributed to each member at least twenty-four (24) hours' before the next committee meeting for consideration.
- 69.33 After the minutes have received approval of a majority of the members present, they shall be signed by the presiding member and secretary. Once signed, the original minutes shall be forwarded to the administrator for presentation to council and for safekeeping.
- 69.34 All minutes, once approved, shall be open for inspection by the public.
- 69.35 No member shall release or otherwise make public any information considered at a closed meeting, including discussion of the content of such a

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meeting with persons other than with members of council or with civic staff who are privy to that information:

- (a) unless authorized by council; or
 - (b) until the matter is included on a public agenda of council.
- 69.36 Every committee shall report to council, and no action of any committee shall be binding on the municipality unless:
- (a) power to take such action is expressly conferred on the committee by legislation, bylaw or resolution of council; or
 - (b) council has considered the report of the committee and if adopted, shall become the resolve of council.
- 69.37 The conduct of delegations or the public at committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in section 38 of this bylaw.
- 69.38 The conduct of members shall be subject to the requirements as set out in section 39 of this bylaw.
- 69.39 The chair may request any individual to be expelled from a meeting, in accordance with the guidelines as set out in section 39 of this bylaw.

PART VII – MISCELLANEOUS

70. Coming Into Force

70.1 This bylaw shall come into force and take effect 3rd reading



Mr. [Signature] Mayor
Christine Helbreath Administrator

Read a first time this 11th day of January, 2016

Read a second time this 8th day of February, 2016

Read a third time and adopted
this 8th day of February, 2016

Christine Helbreath
Administrator

CERTIFIED
TO BE A TRUE
AND EXACT COPY
OF BYLAW 01-2016
Christine Helbreath
ADMINISTRATOR

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**Bylaw # 01-2016
Form 1 – Request for a Special Meeting**

Date: _____
To: _____, Administrator, Village of Edenwold

Pursuant to section 123 of the Act, I / we hereby request you to call a special meeting of the Council of the Village of Edenwold to discuss the following matter(s):

1. _____
2. _____
3. _____

Meeting Details:

Location: _____
Date: _____
Time: _____

Dated this ____ day of _____, 20__

SIGNED:

Name: _____
Name: _____
Name: _____
Name: _____

Office Use Only:

- ☐ Members provided notice pursuant to subsection 124(1) of the Act
☐ Notice not provided pursuant to subsection 123(3) of the Act

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Form 2 – Request for Method of Providing Notice

Date: _____
To: _____, Administrator, Village of Edenwold
From: _____ (name of council member)

Pursuant to clause 124(1)(c) of the Act, I hereby request notice of council or committee meetings be provided to me by the alternate means:

- ☐ By regular mail (address)
☐ By telephone or voice mail (telephone number)
☐ By facsimile (fax number)
☐ By email (email address)

Check one of the above

This request remains in force until the end of my current term of office unless sooner revoked by me in writing.

Dated this ____ day of _____, 20__

(signature of member)