



**VILLAGE OF LOUGHEED
PROVINCE OF ALBERTA
BYLAW 815 - 24.**

A BYLAW OF THE VILLAGE OF LOUGHEED, IN THE PROVINCE OF ALBERTA, BEING ENACTED TO SET A PROCEDURE OF TRANSACTION OF BUSINESS BY THE COUNCIL OF THE VILLAGE OF LOUGHEED.

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, R.S.A 2000, c. M-26, the council may adopt bylaws concerning the establishment and function of council committees and the procedure and conduct of council and council committees; and

WHEREAS, pursuant to Section 203 of the *Municipal Government Act*, the council may by bylaw delegate its powers, duties, or functions to a council committee and

WHEREAS, the *Municipal Government Act* governs the conduct of council, councillors, council committees, municipal organization and administration, public participation, and the powers of a municipality;

NOW THEREFORE, The Council of the Village of Lougheed in the Province of Alberta, duly assembled, does enact the following:

Title.

1. This Bylaw is hereby known as the Procedural Bylaw.

Definitions.

2. In this Bylaw:
 - a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, any regulations there under, and any amendments or successor legislation thereto;
 - b) "Adjourn" used concerning any meeting, except for a public hearing, means to terminate the meeting;
 - c) "To amend a motion previously adopted" means to bring forward an amendment to a previously successful motion;
 - d) "Administrator" means the Chief Administrative Officer of the municipality as defined by the *Act* and duly appointed, or his/her designate;
 - e) "Village" means the Village of Lougheed;
 - f) "Committee" means a committee, board, or other body established in due course by a council under the authority of the *Act*;
 - g) "Council" means the governing body of the municipality as defined by the *Act*;
 - h) "Councillor" means a member of the council and includes the Chief Elected Official;



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- i) "Closed Session" means a meeting at which only councillors and other persons specified by the council may attend;
- j) "Member of council" or "council member" shall mean any members except for the Chief Elected Official;
- k) "Orders of the day" means a requirement that the Chief Elected Official returns to the pre-determined agenda, including adjournment at a pre-determined time, unless a motion to extend the discussion occurring at that time or a motion to extend the meeting is adopted.
- l) "Peace officer" means a peace officer as defined in the *Police Act*.
- m) "Point of order" means a demand by a member of the council that the Chief Elected Official enforce the rules of procedure as adopted;
- n) "Point of privilege" means a request made to the Chief Elected Official by a member of the council on a matter related to the rights and privileges of councillors and includes:
 - i) the comfort of councillors;
 - ii) the conduct of municipal employees or members of the public in attendance at the meeting;
 - iii) the accuracy of the reports of or related to the council's proceedings; and
 - iv) the reputation of the council and councilors.
- o) "Postpone" means to delay the consideration of any matter, either:
 - i) to later in the meeting
 - ii) to a specified time and/or date
 - iii) until the occurrence of an event; or
 - iv) indefinitely
- p) "Public hearing" means a meeting or portion of a meeting that the council is required to hold under the *Act* or another enactment for the primary purpose of hearing public submissions;
- q) "Public meeting" means a meeting of the council or a duly enacted council committee at which members of the public may attend and may be invited to make submissions to the council, but which is not a public hearing;
- r) "Recess" means a short break in the order of business or agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;
- s) "Refer" means to send a pending motion or agenda item to a council committee or administration for investigation and report;
- t) "Rescind" means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;
- u) "Table" means to set a matter aside until a majority decides to address the item again through a motion to lift from the table and
- v) "Term" means the time an elected council serves between two consecutive municipal elections.



Applications and Interpretation.

- 3.1 This Bylaw shall apply to all meetings of the council and all meetings of duly constituted council committees.
- 3.2 When applicable to a council committee, it shall apply with all necessary modifications and
- any reference to the Chief Elected Official shall be treated as a reference to the chair of the council committee;
 - any reference to a councillor shall be treated as a reference to a member of the council committee and
 - any reference to the council shall be treated as a reference to the committee.
- 3.3 To the extent that a matter is not dealt with specifically in the *Act* or this Bylaw, the council shall primarily regard *Roberts' Rules of Order*. Still, it may also invoke other procedure manuals, such as Bourinot's Rules of Order, when dealing with points of order or privilege at the discretion of the "Mayor"
- 3.4 The precedence of rules governing the conduct of proceedings and procedures of the council shall be:
- the *Act*
 - other provincial legislation as relevant;
 - this Bylaw; and
 - Roberts' Rules of Order*
- 3.5 Council may waive all or part of the provisions of this bylaw for a meeting if the councillors present vote unanimously to do so and the meeting is a duly constituted regular or special meeting of council and/or committee of council.

Organizational Meetings.

- 4.1 The Council shall hold an organizational meeting each year not later than two weeks after the third Monday in October.
- 4.2 At the organizational meeting, the council shall establish, by resolution, for the forthcoming year:
- the nomination, selection, and appointment of the Chief Elected Official;
 - the roster for the Deputy Chief Elected Official, on a rotating one (1) year basis as per this bylaw;
 - the dates, time of commencement, and place of the regular council meetings for the following year;



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- d) the composition and membership of committees of council duly constituted by resolution of council;
- e) the other matters of the business council considered of relevance, as determined by the organizational meeting agenda as prepared, disseminated, and accepted as per the provisions of this bylaw.

Quorum.

- 5.1 Quorum of the council is a majority of councillors.
- 5.2 If a quorum is not achieved within 15 minutes after the meeting is scheduled to begin, the Administrator shall record the names of those who are present, and the meeting will be adjourned and rescheduled.
- 5.3 If the quorum is lost at any time during a meeting, the meeting shall be recessed, and if a quorum is not achieved again within 15 minutes, the meeting shall be deemed adjourned.

Duties of the Chief Elected Official.

- 6.1 The Chief Elected Official shall:
 - a) be known and referred to as the "Mayor";
 - b) chair council meetings;
 - c) preserve order and decorum in council meetings;
 - d) rule on all questions of procedure;
 - e) have and maintain financial signing authority for the municipality in conjunction with the Administrator;
 - f) ensure that each member of the council who wishes to speak on a debatable motion is granted the opportunity to do so;
 - g) determine the speaking order when two or more members of the council or others wish to speak; and
 - h) decide who, aside from council members, may address the council.
 - i) determine and rule on the attendance of councillors at events where said attendance is subject to remuneration.
- 6.2 The Mayor is an ex-officio member, by office, of all council committees unless a bylaw is enacted to establish a committee that expressly states that the "Mayor" is not an ex-officio member of that committee.
- 6.3 If the Mayor is present at a committee meeting by office:
 - a) The Mayor has all the rights and privileges of the other committee members including the right to make motions and vote; and
 - b) The Mayor shall be counted to determine quorum.



Duties of the Deputy Chief Elected Official.

- 7.1 The Deputy Chief Elected Official shall be appointed by a majority vote of the council at its annual organizational meeting.
- 7.2 The Deputy Chief Elected Official shall be called the "Deputy Mayor"
- 7.3 The Deputy Mayor may assume the *ex officio* responsibilities of the "Mayor" in a committee meeting in the "Mayor's" absence in this capacity or upon delegation by the "Mayor"
- 7.4 The Deputy Mayor shall chair council meetings when the "Mayor" is absent or unable to act as Mayor and shall have all the powers and responsibilities of the "Mayor" under this bylaw during the absence or incapacity of the "Mayor"
- 7.5 The Deputy Mayor shall have and maintain financial signing authority for the municipality in conjunction with the Mayor and the Administrator.

Duties of the Chief Administrative Officer.

- 8.1 The Chief Administrative Officer shall, subject to the *Act* and the bylaw under which he or she is appointed:
 - a) be referred to as the Administrator;
 - b) provide the council with information and advice concerning the operation of the municipality;
 - c) provide the "Mayor" and council with information and advice on procedural matters in the council;
 - d) record or delegate the recording of the meeting of the council and provide all relevant and necessary secretariat functions for council meetings;
 - e) By 6:00 p.m., 3 days before a regular scheduled council meeting, the CAO shall prepare, compile, and present to the council for review and consideration an agenda for each regular meeting, in addition to information and additional documentation deemed relevant by or requested of the Administrator;
 - f) prepare recommendations for proposed resolutions as per the terms of (e) above and make them available simultaneously to each councillor;
 - g) manage delegates, appointments with council, providing a clear outline of the nature of their business for inclusion in the Agenda packages which must be submitted no later than seven (7) working days in advance of the regular Council meeting date; and
 - h) assume responsibility for the general operation of the municipality and all accountability for the presentation of same to the council in a manner that is thorough, open, and transparent, to the satisfaction of the council.



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The Conduct of a Council Meeting, the Make-Up of the Agenda, the Request for Decision, the Request for a Special Meeting and the Waiver of Notice for a Special Meeting.

- 9.1 The proposed agenda of each council meeting shall be established, consolidated, and disseminated by the Administrator, per guidelines established under 8.1 e).
- 9.2 The proposed agenda shall include:
 - a) All matters scheduled for that council meeting by prior resolution of council; and
 - b) Such other business items deemed relevant by the Administrator in consultation with the council.
- 9.3 Any member of the council, staff member, or member of the public wishing to have an item of business placed on the agenda for distribution to the council shall submit same to the Administrator no later than noon on a date no later than one week before the scheduled regular meeting of the council. Any such submissions shall contain all content or context deemed relevant or appropriate by the Administrator so as to enable proper consideration by the council.
- 9.4 The first order of business at a council meeting shall consider and adopt the proposed agenda, subject to any amendment that the council may approve.
- 9.5 The order of business at a council meeting shall be the order of the items on the adopted agenda.
- 9.6 After the adoption of the agenda, the council may alter the order of the items on the agenda, by majority vote, for the purpose of convenience.
- 9.7 Meetings of the council shall commence at a time determined by council resolution at its Organizational Meeting.
- 9.8 The agenda format for all regular council meetings is attached to this Bylaw as "Schedule A."
- 9.9 The request for decision format for all regular council meetings is attached to this Bylaw as "Schedule B."
- 9.10 The written notice of a special meeting is attached to this Bylaw as "Schedule C."
- 9.11 The waiver of notice of a special meeting is attached to this Bylaw as "Schedule D."

Rules Governing Debate.

- 10.1 Debate may not occur after a motion is made by a councillor on an item unless

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otherwise permitted by the "Mayor" at his/her discretion.

- 10.2 A seconder to a motion is not required.
- 10.3 All discussions at a council meeting shall be directed through the "Mayor"
- 10.4 Mayor may debate any matter before the council without relinquishing the chair.
- 10.5 When a council member wishes to leave the council chambers while a council meeting is in progress, the time of the member's departure and return, if any, shall be recorded in the minutes.
- 10.6 If a councillor has a pecuniary interest as defined in the Act, that councillor shall state that he/she has a pecuniary interest and the nature of the pecuniary interest and shall leave the room in which the meeting is being held.
- 10.7 Where a councillor has left the meeting under Section 12.6:
 - a) the reason for and time of the councillor's departure and return, if any, shall be recorded in the minutes;
 - b) if the council amends the motion before it, the council shall recess to allow the Administrator to advise the councillor who has left the meeting of the amendment so that the councillor may determine whether he/she continues to have a pecuniary interest and
 - c) The Council shall not consider any other agenda item until the Administrator has advised a councillor who has left the meeting because of a pecuniary interest that there is a new agenda item before the meeting.
- 10.8 To ensure that quorum is not lost, the "Mayor" may recess the meeting briefly if a council member wishes to leave the meeting but intends to return promptly.
- 10.9 Subject to the Act, no councillor shall leave the council meeting after a question is put to the vote until the vote is taken.
- 10.10 A member of the council who is speaking may be interrupted by the "Mayor" if:
 - a) the member is speaking out of order or
 - b) the matter being addressed by the member is outside the council's jurisdiction.
- 10.11 A member of the council who is speaking may only be interrupted by another councillor on:
 - a) a point of privilege; or
 - b) a point of order.



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- 10.12 The member of the council who is speaking when a point of order or privilege is raised shall cease speaking immediately.
- 10.13 The Mayor may grant permission:
- to the council member raising the point to explain the point briefly and
 - to the council member who was speaking to respond briefly, but otherwise, a point of order or privilege is not debatable or amendable.
- 10.14 The Mayor must rule on a point of order or privilege, and no vote will be taken unless there is a challenge to the ruling by a council member.
- 10.15 The Mayor may seek advice from the Administrator on a point of order or privilege or to determine whether a matter is within the council's jurisdiction.

Challenging a Ruling of the Mayor.

- 11.1 Any member of the council may challenge the ruling of the "Mayor" on a point of order or privilege and state the terms of the challenge.
- 11.2 When there is a challenge to the ruling of the "Mayor", all further debate shall cease until the council has dealt with the challenge.
- 11.3 If a ruling of the "Mayor" is challenged, the "Mayor" shall briefly state the reasons for the "Mayor's" ruling and then put the question to the council.
- 11.4 Council shall decide the challenge by majority vote, without debate.
- 11.5 The council's decision on the challenge is final.

Maintaining Order in Council Chambers - the Council.

- 12.1 The Mayor may call to order any council member who is out of order.
- 12.2 A member of the council who is called to order must cease talking or otherwise engaging in the activity specified by the "Mayor" in the call to order.
- 12.3 When a council member has been called to order but persists in breaching the order of the council, the "Mayor" may name the member and declare the offense.
- 12.4 The Administrator shall note the offense in the minutes.
- 12.5 If a member of the council has been named:
- apologize to the council and withdraw the offensive statement or action, then
 - that member may remain and continue to participate in the meeting; and
 - the "Mayor" may direct that the notation of the offense be removed from the minutes



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- 12.6 A council member named may immediately challenge the Mayor's ruling under procedures for the same as defined in this bylaw.

Order in Council Chambers - the Public.

- 13.1 Only councillors, the Administrator, and those individuals authorized by the Administrator may be present on the floor of council chambers.
- 13.2 A person not listed above may be present on the council chambers floor if that person has first received approval from the "Mayor"
- 13.3 The Administrator, an employee, or a consultant authorized by the Administrator, may address the council from the floor of council chambers.
- 13.4 A person in the public gallery may only address the council with permission of the "Mayor"
- 13.5 No person in the gallery or on the council chambers floor shall cause any disturbance, interrupt any speaker, or interfere with the council's action.
- 13.6 The Mayor may call to order any person on the floor or in the gallery who has created a disturbance and may expel that person from council chambers.
- 13.7 An employee or member of the public who refuses to leave council chambers upon the order of the "Mayor" may be removed by a Peace Officer.

Rules for Motions.

- 14.1 Council shall consider only one motion at a time.
- 14.2 After a motion has been made, the mover may only withdraw it.
- 14.3 The following motions are not debatable by the council:
- a) to raise a point of privilege;
 - b) to raise a point of order;
 - c) to withdraw a motion;
 - d) to recess or adjourn the meeting; or
 - e) to challenge a ruling of the "Mayor"
- 14.4 When a motion has been made and is being considered, no councillor may make any other motion except:
- a) to withdraw the motion;
 - b) to amend the motion;



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- c) to refer the main motion to a council committee, administration, or some other person or group for consideration;
 - d) to postpone consideration of the motion; or
 - e) to table the motion.
- 14.5 If a vote on a motion fails, the same motion shall not be renewed unless:
- a) a general municipal election has been held, or
 - b) six months have passed since the date that the motion was defeated.
- 14.6 Notwithstanding the above, if a motion is defeated, a councillor may introduce a motion calling on the council to renew the motion if the councillor who wishes to have the council renew a motion provides previous notice by setting out in writing exceptional circumstances warranting the same and receives concurrence from a two-thirds majority of council.
- 14.7 Any motion may be rescinded by majority vote of council.
- 14.8 No motions may be made when the council is sitting *in a closed session* except a motion authorizing a resumption of the regular session.
- 14.9 No councillor who moved a motion may amend it, unless no other councillor objects.
- 14.10 Any councillor may move an amendment to any motion.
- 14.11 The Mayor shall allow only:
- a) one amendment to the main motion; and
 - b) one amendment to the amendment.
- 14.12 Council must vote:
- a) on an amendment to the amendment, if any, before voting on the amendment; and
 - b) on any amendment before voting on the main motion.
- 14.13 When an amendment is on the floor, the Council may only debate the merits of an amendment and not the merits of the motions to which the amendment applies.
- 14.14 Consideration of the main motion shall only occur after any amendments have been considered and voted upon as per the above and said main motion should incorporate all amendments as passed before consideration for a vote.



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- 14.15 Any councillor may move to refer any main motion and any pending amendments to a council committee or the administration for investigation and report.
- 14.16 A motion may be tabled a majority vote of council to enable council to deal with the matter later.
- 14.17 A motion to table takes precedence over all other motions.
- 14.18 A motion may be raised from the table at any time by a majority vote of the council within a year of its tabling, after which time it fails by default.
- 14.19 A motion may be postponed, by a majority vote of the council, for any amount of time the council deems appropriate, not to exceed the expiration of the council term.

Rules for Bylaws.

- 15.1 The Administrator must review the form of each proposed Bylaw to ensure that it is consistent with the form of the Bylaw that the council considers acceptable for adoption from time to time.
- 15.2 Each proposed Bylaw must include:
 - a) the Bylaw number assigned to it by the Administrator; and
 - b) a concise title by which the Bylaw may be referred.
- 15.3 The Bylaw number and concise title of a proposed Bylaw must be included on the meeting agenda at which the Bylaw is to be introduced.
- 15.4 Bylaws shall be considered and passed under the relevant provisions of the *Act*.
- 15.5 No Bylaw shall receive a third reading at the meeting at which it was introduced unless a unanimous council motion allows consideration of a third reading to be passed.

Committees of Council.

- 16.1 Council shall form as it considers appropriate and provide all requisite recognition to various council committees, as determined or perpetuated by motion of council, mutual agreement, or other legitimate means defined by the *Act*.
- 16.2 Membership of council committees shall comprise members of the council, members of the public, or other members of a council, or the committee, if so delegated, may deem appropriate.



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- 16.3 Membership of council committees shall be determined annually at the council's Organizational Meeting unless defined otherwise by statute, policy, or mutual agreement or as shortly after that as practicable should the council choose to table or postpone the appointments.
- 16.4 Subject to the *Act*, council committees may consider any matter that the council may consider to be determined by council motion, binding mutual agreement, or other means considered legitimate and proper by the council.
- 16.5 Subject to the *Act*, council committees may conduct public meetings, receive delegations and submissions, meet with other municipalities, or otherwise conduct business similarly to the council.
- 16.6 Council committees shall provide council briefings, recommendations, and other information on their conduct in a format and in accordance with timelines deemed acceptable to the council at its sole discretion.
- 16.7 Council committees shall conduct all business of the committee under the procedural aspects of this bylaw, when applicable.
- 16.8 Council committees may move *into a closed session* under the *Act*; "however" no motions may be made while *in a closed session* for a motion to resume a regular committee session.
- 16.9 When a council committee considers and provides a formal recommendation to the council on a matter delegated to it by the council, either specifically or in the fulfillment of its mandate, the council is obligated to consider and vote on any such recommendations.

Public Hearings.

- 17.1 The order of presentation and any time limitations imposed on presenters shall be under the policy and procedures of public hearings adopted from time to time by the council.
- 17.2 The Mayor, or the Administrator, shall inform the council of any written submissions and the numbers in favor of and opposed to the matter.
- 17.3 Any person who claims to be affected by the subject matter of the public hearing shall be allowed to be heard by the council in person or through an agent.
- 17.4 Any councillor or the public may review the written submission received before the commencement of the public hearing or during the public hearing.
- 17.5 If a public hearing is adjourned, the council shall not receive any additional submission concerning the subject matter until it reconvenes the public hearing.



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- 17.6 The public hearing must be closed before the council votes on the second reading of the bylaw for which the public hearing was convened.
- 17.7 Once the public hearing is closed, the council shall not receive any additional information on the proposed bylaw or resolution without reopening the hearing.
- 17.8 Matters related to the same topic may be addressed in the public hearing.

Public Meetings and Non-Statutory Public Hearings.

- 18.1 The Council may hold public meetings or non-statutory public hearings at its sole discretion to solicit input from the public on issues for which a public hearing is not required.
- 18.2 Public meetings shall be conducted according to the procedures for public meetings adopted from time to time by the council.
- 18.3 A Non-statutory public hearing shall be conducted according to the procedures for statutory public hearings adopted from time to time by the council.
- 18.4 The Council shall hold, on an annual basis, a general meeting to which all ratepayers of the municipality shall be encouraged to attend. The floor at said meeting shall be open for responsible and relevant comment and participation from all attendees in a fashion deemed under this bylaw, where applicable, and appropriate at the discretion of the "Mayor"

Adjournment of the Meeting.

- 19.1 When the Mayor is satisfied that all business and purposes of a meeting have been addressed, the "Mayor" may adjourn the meeting or request a motion to adjourn the meeting.

This Bylaw rescinds any previous Bylaws regarding Procedural, including Bylaw 722-12, 731-13, and 733-13, and all amendments.

This Bylaw shall have force and take effect on the final reading thereof.

READ A FIRST TIME THIS 15th day of February, A.D. 2024.

READ A SECOND TIME THIS 20th day of March, A.D. 2024.

READ A THIRD TIME AND FINALLY PASSED THIS 20th day of March, A.D. 2024.

Mayor Shawn Sieben

C.A.O. Richard A Lavoie



SCHEDULE "A."
VILLAGE OF LOUGHEED AGENDA



Regular Council Meeting of the Council for the Village of
Lougheed will be held on Thursday, _____ in
Council Chambers at the Municipal Office in Lougheed, Alberta
located at 5004 - 50 Street, to commence at 6:00 p.m.

1.0 CALL TO ORDER AND RELATED BUSINESS:

1.1 Adoption of Agenda.

1.2 Adoption of Minutes, Regular Council Meeting dated.

2.0 ITEMS FOR DISCUSSION AND RELATED BUSINESS:

2.1 Delegation

2.2 Public Hearing & Bylaws

2.3 Public Question Period.

2.4 Council Question Period:

2.5 Administration Reports:

Public Works Foreman Report.

Water Treatment Plant Report.

C.A.O. Report - Task Management.

3.0 REQUESTS FOR DECISION: R.F.D.

4.0 REPORTS: Mayor Deputy Mayor Councillor.

5.0 CORRESPONDENCE.

6.0 CLOSED SESSION.

7.0 ADJOURNMENT.



SCHEDULE "B."
VILLAGE OF LOUGHHEED REQUEST FOR DECISION

VILLAGE OF LOUGHHEED

REQUEST FOR DECISION

SUBJECT:

RECOMMENDATION: *THAT Council for the Village of Loughheed*

CAO COMMENTS:

RECOMMENDATION REPORT/DOCUMENT: Attached _ Available _ Nil _

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY/PRACTICES/LEGISLATION:

STRATEGIC RELEVANCE:

RESPONSE OPTIONS and DESIRED OUTCOME(S):

- a) Approve*
- b) Oppose*
- c) Revise*

IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL:

ENVIRONMENTAL:



SCHEDULE "C."

VILLAGE OF LOUGHEED WRITTEN NOTICE OF A SPECIAL MEETING.

VILLAGE OF LOUGHEED

WRITTEN NOTICE OF SPECIAL MEETING

DATE OF MEETING

Written notice of a special meeting of Lougheed Village Council called under the authority of section 194 of the Municipal Government Act.

TO: Mayor

Deputy Mayor

Councillor

The Mayor, has requested that a special meeting of Council be held in the Council Chambers of the Village of Lougheed on **(DATE)**, commencing at **(TIME)** for the purpose of discussing the following item(s) of business:

1.

2.

3.

4.

Chief Administrative Officer Village of Lougheed



SCHEDULE "D."

VILLAGE OF LOUGHEED WAIVER OF NOTICE OF SPECIAL MEETING

VILLAGE OF LOUGHEED

WAIVER OF NOTICE OF SPECIAL MEETING

DATE OF MEETING

Waiver of notice of a Special Meeting of Council called under authority of Section 194(4) of the Municipal Government Act.

We the undersigned members of the Council of the Village of Lougheed, hereby waive notice of a Special Meeting of Council to be held (DATE), commencing at (TIME) for the purpose of discussing and acting upon the following item(s):

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

SIGNED

Name: _____	Date: _____
Name: _____	Date: _____
Name: _____	Date: _____
_____	_____
_____	_____
_____	_____

Chief Administrative Officer Village of Lougheed