

TOWN OF HIGH RIVER  
ALBERTA  
BYLAW 4294/2011

COUNCIL PROCEDURE BYLAW

BEING A BYLAW TO DEAL WITH PROCEDURE AND THE TRANSACTION OF BUSINESS BY THE COUNCIL OF THE TOWN OF HIGH RIVER, IN THE PROVINCE OF ALBERTA.

WHEREAS Pursuant to the Municipal Government Act, RSA 2000, Chapter M-26, as amended the **Council** of the Town of High River considers it expedient to pass this bylaw to be known and referred to as the **Council** Procedure Bylaw.

NOW THEREFORE The **Council** of the Town of High River duly assembled enacts as follows:

**PART 1 PURPOSE AND DEFINITIONS**

PURPOSE 1 The purpose of this Bylaw is to establish rules to follow in governing the meetings of the **Council** of the Town of High River.

DEFINITIONS 2 The following words and phrases mean:

(a) Act the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended, or any legislation in replacement or substitution thereof.

(b) Acting Mayor is the Member selected by **Council** to preside at any Meeting of **Council** in the absence or incapacity of both the **Mayor** and the **Deputy Mayor** or in the case where the **Mayor** and/or **Deputy Mayor** choose to step down.

(c) Administration the **Town Manager**, and through him/her the Directors, Designated Officers and employees of the Town of High River.

(d) Agenda is the list of items and order of business for any meeting of **Council** or its **Committees**.

(e) Chair the person who has been given authority to direct the conduct of a meeting, including the appointed head of a Committee; the **Mayor**, or in the absence of the **Mayor**, the **Deputy Mayor**, or in the absence of both, the Acting Mayor, or in the absence of all three, any other member chosen to preside over a meeting.

(f) Challenge an appeal of a ruling of the **Chair**.

(g) Committee any board, **committee**, or commission or other body to which **Council** may appoint, but excluding Committee of the Whole.

(h) Committee of the Whole is the Members of **Council** present at a meeting of Council sitting in **committee**.

(i) Council the municipal Council of the Town of High River.

(j) Councillor is a Member of **Council**, including the **Mayor**, duly elected and continuing to hold office.

- k) Deputy Mayor is the Councillor, who is appointed by **Council** at the **Organizational meeting**, to act as **Mayor** in the absence or incapacity of the **Mayor**.
- l) Director of Legislative and Administrative Services is the person appointed to this position by the **Town Manager**.
- m) Ex-officio means membership by virtue of one's office and/or where appointed by **Council**; **ex-officio** members do not form part of the **quorum** when not present and when present, they may **vote** unless specifically excluded from voting by resolution or, Bylaw or the Act.
- n) Recording Secretary is the person appointed to this position by the **Town Manager**.
- o) General Municipal Election an election held in the Town to elect the Members as described in the Local Authorities Elections Act, as amended, or any legislation in replacement or substitution thereof.
- p) In Camera means when the assembly goes in private to discuss an item.
- q) Inaugural Meeting the **Organizational Meeting** immediately following a **General Municipal Election**.
- r) Mayor is the Member duly elected as **Mayor** and continuing to hold office, and is the Presiding Officer at all Meetings of **Council**.
- s) Member the **Mayor** or a **Councillor**.
- t) Organizational Meeting the meeting held as described in Part 3 of this bylaw, including the **Inaugural Meeting**.
- u) Parliamentary Inquiry a request for information from the **Chair** about parliamentary procedure that does not require a formal ruling.
- v) Peace Officer a duly appointed member of the R.C.M.P., a Special Constable or a Bylaw Enforcement Officer.
- w) Point of Order a demand that the **Chair** enforce the rules of procedure.
- x) Point (or Question) of Privilege a request made to the **Chair** or **Council** on any matter related to the rights and privileges of **Council**, individual Councillors or Town **Administration** which include the:
- a) organization or existence of **Council**
  - b) comfort of Councillors
  - c) conduct of Town Officials, employees or members of the public in attendance at the meeting
  - d) accuracy of the report of **Council's** proceedings
  - e) reputation of Councillors or **Council**; and
  - f) Reputation of Town **Administration**.
- y) Postpone (Postpone Definitely) A motion to end debate and set a time and date for the motion to come back for consideration.
- z) Postpone Indefinitely A motion to end debate and consideration of the motion on the floor, in effect terminating the motion.

- aa) Question (Call for) a motion to end debate and **vote** on the motion under debate.
- bb) Public Hearing Meeting is a meeting of **Council** which is convened to hear representations on matters in accordance with Section 230 of the Act, or such other matters that **Council** decides should be the matter of a public hearing.
- cc) Put is when the Presiding Officer calls for a **vote** or 'puts the **question to vote**'. The **Chair** asks "Are you ready for the **question**?"
- dd) Quorum is a majority of those **Members** elected and serving on **Council**, including the **Mayor**, for clarity this number is currently four.
- ee) Special Resolution Means at least two thirds of the **votes** cast by persons legally entitled to **vote**, including blanks or abstentions, at a regular or properly called meeting at which a **quorum** is present.
- ff) Standing Committee is a policy committee, consisting wholly of **Members** appointed by **Council**, but excluding **Committee of the Whole**.
- gg) Table (Lay on the) a motion to delay consideration of any matter in order to deal with more pressing matters either to a definite time on the current **agenda** or a later position on the current **agenda**.
- hh) Town the Corporation of the Town of High River.
- ii) Town Manager is the Chief Administrative Officer appointed by **Council** pursuant to the **Act**.
- jj) Vote – majority Means more than half of the **votes** cast by persons legally entitled to **vote**, excluding blanks or abstentions, at a regular or properly called meeting at which a **quorum** is present.
- kk) Vote - Two-Thirds Means at least two thirds of the **votes** cast by persons legally entitled to **vote**, excluding blanks or abstentions, at a regular or properly called meeting at which a **quorum** is present.
- ll) Vote – Two Thirds of the entire membership Means at least two thirds of the **votes** cast by persons legally entitled to **vote**, including blanks or abstentions, at a regular or properly called meeting at which a **quorum** is present.

**PART 2**

**INTERPRETATION AND APPLICATION**

RULES FOR INTERPRETATION

3 The marginal notes and heading in this Bylaw are for reference purposes only.

SUSPENSION OF RULES

4 **Council** may suspend any provision of this Bylaw by **Special Resolution** or two thirds **vote** of the entire membership except:

- a) the provisions about statutory hearings; and
- b) the provisions for amending or repealing this Bylaw.
- c) those provisions originating in Provincial Legislation.

**COUNCIL PROCEEDINGS** 5 When any matter relating to proceedings in **Council** or in the **Committees** arises, which is not covered by a provision of this Bylaw, the matter shall be decided by reference to Roberts Rules of Order.

PARAMOUNT RULES 6 If the provision in any other Bylaw conflict with the rules in this Bylaw, this Bylaw will prevail.

### PART 3

### ORGANIZATION OF COUNCIL

**INAUGURAL MEETINGS** 7 **Council** must hold its **Inaugural Meeting** no later than two (2) weeks after each **General Municipal Election** at the time and place fixed by the **Town Manager**. At this meeting:

- a) all Councillors must take the oath of office;
- b) the seating of the Councillors shall be determined by the **Mayor**
- c) in case the seat of any Councillor becomes vacant by reason of death, resignation or otherwise, the **member** elected to fill the place shall occupy the seat in the Council Chamber;
- d) rotation schedules for the position of **Deputy Mayor** shall be determined by lot;
- e) all other matters required for the operation of the **Town** must be dealt with.

**ORGANIZATIONAL MEETINGS`** 8 An Organizational Meeting of **Council** must be held annually, according to Section 192 of the **Act**. At this meeting **Council** must establish:

- a) regular **Council** meeting dates;
- b) the appointment of **Members** to **Committees** which **Council** is entitled to make;

and will deal with any other business described in the notice of the meeting.

### PART 4

### MEETINGS OF COUNCIL

MEETINGS 9

- a) (i) Regular meetings of **Council** shall be established at the **inaugural meeting**.
- (ii) That Statutory or Non-Statutory Public Hearings may be held on regular scheduled **Council** Meeting dates or such other dates as may be determined for operational purposes and commence at 6:00 P.M. unless otherwise decided.
- b) The time and date of the regular meeting of **Council** and the meeting location may be changed by **Special Resolution** of **Council**.
- c) Any scheduled regular meeting of **Council** may be cancelled by **Special Resolution** of **Council**.

ADJOURNMENT 10 All meetings of **Council** will be limited to four hours, unless determined by the majority of **Council** present.

**QUORUM & LACK OF QUORUM** 11 a) As soon after the hour of meeting as there is a **quorum** present, the **Mayor** shall take the **chair** and the **Members** shall be called to order.

In case the **Mayor** or **Deputy Mayor** is not in attendance within fifteen minutes after the hour appointed, the **Town Manager** shall call the meeting to order until an **Acting Mayor** shall be chosen, who shall preside during the meeting until the arrival of the **Mayor** or **Deputy Mayor**.

- b) If a **quorum** is not present in half an hour after the time appointed for the meeting of **Council**, or within half an hour of the time appointed for the meeting to reconvene after a recess or other adjournment, the **Town Manager** or his/her designate shall call the roll and record the names of the **Members** present and the **Council** meeting shall then stand absolutely adjourned until the next regular meeting, unless a special meeting is duly called in the meantime.
- c) Whenever a **vote** on any matter before **Council** or a **Committee** cannot be taken because of loss of a **quorum**, the **quorum** resulting from:
  - (I) the excusing of a **Member** or **Members** of **Council** voting on a resolution of **Council**, or
  - (II) the disqualification of a **Member** or **Members** from voting,then the matter shall be the first business to be proceeded with and disposed of at the next regular meeting of the **Committee** or **Council**.  
If a **quorum** is lost for any reason other than the aforementioned reasons, the meeting is adjourned.

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|---------------------|----|--|
| PERMISSION TO LEAVE | 12 | When a <b>Member</b> wishes to leave the Council Chamber while a meeting of <b>Council</b> is in progress they shall rise and await the permission of the <b>Mayor</b> before leaving their place.   |
| SPECIAL MEETINGS    | 13 | Special Meetings may be held in accordance with the provisions of the <b>Act</b> .   |
| ORDER OF BUSINESS   | 14 | The order of business at a meeting is the order of the items on the <b>agenda</b> except: <ul style="list-style-type: none"><li>a) When a previous meeting has been adjourned for lack of <b>quorum</b> and no special meeting has been called to deal with the business of the adjourned meeting, the <b>agenda</b> items from the adjourned meeting must be dealt with before any items on the current <b>agenda</b>; and</li><li>b) An <b>agenda</b> item may be moved forward at the discretion of the <b>Chair</b> with the consent of <b>Council</b>, and</li><li>c) When the same subject matter appears in more than one place on an <b>agenda</b> and <b>Council</b> decides, by motion, to deal with all items related to the matter at the same time.</li></ul> |

**PART 5**

**AGENDAS AND RECORDS OF MEETINGS**

**AGENDA FORMAT**

15 The **Agenda** orders the business for a meeting and will be followed as set out in Schedule "A" of this Bylaw. Schedule "A" of this Bylaw may be amended by Resolution of Council.

**AGENDA SUBMISSION DEADLINE**

16 All **agenda** item requests must be received in writing by the **Town Manager** or **Mayor** by Noon ten (10) days prior to the **Council** meeting for inclusion to the **agenda** for the following meeting. In the case where a General Holiday falls within the ten (10) day period, the deadline for **agenda** item request is eleven (11) days prior to the **Council** meeting for inclusion to the **agenda** for the following meeting. Only items of an emergency nature, as approved by the **Mayor**, will be included after that time.

**AGENDA DISTRIBUTION**

17 The **Town Manager** or his/her designate will provide the **agenda** and all reports and supplementary materials (**Agenda Package**) for distribution to **Council** by 3:30 P.M. on the Wednesday of the week preceding a regular **Council** meeting.

**ADOPTION OF AGENDA**

18 **Council** must **vote** to adopt the **Agenda** prior to transacting other business and may:  
a) add new items to the **Agenda** by two-thirds (2/3) **vote** of **Council**; or  
b) delete any matter from the **Agenda** by unanimous **vote**.

**PREPARATION OF MINUTES**

19 The **Town Manager** or his/her designate must prepare all **Council** Minutes which will include:  
a) all decisions and other proceedings;  
b) the names of the Councillors present and absent from the meeting;  
c) any declarations of pecuniary interest made under the **Act** by any Councillor or any resolutions excusing a Councillor from voting; and  
d) the signatures of the Presiding Officer and the **Director of Legislative and Administrative Services** or the **Town Manager**.

**ADOPTION OF MINUTES**

20 a) The **Town Manager** or his/her designate shall prepare the minutes of each **Council** meeting and shall distribute a copy to each **Member** for the next meeting.  
b) The **Mayor** shall present the minutes to **Council** with a request for a motion to confirm the minutes.  
c) The Minutes of a previous meeting shall not be read aloud unless requested by a majority of the **Members**.

- d) Any **Member** may make a motion requesting that the minutes be amended to correct any inaccuracy or omission.
- e) Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect in a material way the actual decision made by **Council**.
- f) No **Member** may introduce any extraneous evidence to support a **challenge** to the accuracy of the minutes unless the evidence has been compiled or made under the direction or control of the **Town Manager** or his/her designate.
- g) The **Town Manager** or his/her designate shall keep an audio record of all meetings of **Council** and if any **Member** questions the accuracy of any portion of the Minutes of a previous meeting the audio recording shall be used to decide the question.
- h) If a **Member** wishes to **challenge** the accuracy of the minutes of a previous meeting, the **Member** must make the **challenge** known to the **Town Manager** or his/her designate before **Council** has officially confirmed the minutes.

RECORDINGS OF MEETINGS 21 The **Town Manager** or his/her designate will make a re-playable recording of all public **Council** Meetings.

ACCESS TO RECORDINGS 22 a) Any **Member** may have access to the recordings under the supervision of the **Town Manager** or his/her designate. No person shall be entitled to make any changes to or copies of the recordings.  
 b) Recordings will only be transcribed if they are required by the **Town Manager** in connection with any audit, investigation or study or by the **Town Solicitor** in connection with litigation.

RETENTION OF RECORDINGS 23 The **Town Manager** or his/her designate to retain back up audio recordings of **Council** meetings until accuracy of minutes has been ascertained, following confirmation of minutes at the following Regular Meeting of **Council**, and that immediately thereafter, that the audio recordings will be erased for re-use.

TAPING OR RECORDING OF MEETINGS 24 a) No person, other than the **Town Manager** or delegated **recording secretary**, or other party identified on attached Schedule 'B' of this Bylaw shall be permitted to record the proceedings of **council** or any **Committee**.  
 b) Any additions, deletions and/or changes to Schedule 'B' may be made from time to time by resolution of **Council**.

## PART 6

## MOTIONS

- |   |    |  |
|---|----|--|
| NOTICE OF MOTION                              | 25 | A <b>Member</b> may make a motion introducing any new matter only if:<br>a) notice is given at a previous <b>Council</b> meeting held at least seven days before the meeting and a legible copy of the content of the notice is made available to the <b>Town Manager</b> ; or<br>b) <b>Council</b> passes a <b>Special Resolution</b> waiving notice.   |
| NOTICE OF MOTION - Detail                     | 26 | A notice of motion must give sufficient detail so that the subject of the motion, and any proposed action, can be determined and it must state the date of the meeting at which the notice of motion was made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.   |
| NOTICE OF MOTION - DELAY IN PRESENTING MOTION | 27 | If a motion is not made at the meeting indicated in the notice, it will appear on the <b>agenda</b> for, and may be made, at any of the next two (2) regular meetings. After the third regular meeting, it will be removed from the <b>Agenda</b> and may only be made by a new notice of motion.  |
| STYLE AND PRESENTATION OF MOTION              | 28 | a) A motion should be worded in a concise, unambiguous and complete form appropriate to such a purpose. It cannot employ language that is not allowed in debate.<br><br>b) A <b>member</b> making a motion embodying something that had just been said by the <b>chair</b> or another <b>member</b> in informal consultation during a meeting should avoid statements such as "I so move", and should recite the complete motion that he/she offers.<br><br>c) A <b>member</b> may respond with the phrase "I so move" when the motion has been stated concisely by the <b>Chair</b> .<br><br>d) A motion should not be offered if its only effect is to propose that the assembly refrain from doing something. The same result can be accomplished by adopting no motion at all.<br><br>e) A motion to reaffirm a position previously taken by adopting a new motion or resolution is not in order. Such a motion serves no useful purpose because the original motion is still in effect. |
| RECOMMENDATIONS ARE NOT MOTIONS               | 29 | A motion must be made on any <b>Agenda</b> item before it is discussed. A recommendation in a report does not constitute a motion until a Councillor has expressly moved it.   |
| WITHDRAWAL                                    | 30 | Once a motion has been moved and stated by the <b>Chair</b> , it is in the possession of <b>Council</b> , and may not be withdrawn without unanimous consent of all Councillors present at the meeting.  |

- URGENT BUSINESS 31
- a) A **Member** may move to discuss a matter of urgent public importance without prior notice.
  - b) A motion to bring a matter before **Council** as Urgent Business is subject to the following conditions:
    - i) The matter proposed for discussion must relate to a genuine emergency, calling for immediate and urgent consideration;
    - ii) The motion must not involve discussion of a matter which has been discussed previously in the same meeting;
    - iii) The motion must not raise a **Question of Privilege**.
  - c) When a **Member** has made a motion to waive notice to bring a matter before **Council** as Urgent Business, the **Mayor** shall rule upon the admissibility of the matter.
- REPEATING MOTIONS 32
- A motion, which has been superseded, or withdrawn may be repeated unless it has been ruled out of order because it is improper.
- PUT BY THE CHAIR 33
- All motions must be **put** by the **Chair** before a **vote** is taken.
- MOTIONS TO TABLE 34
- a) **Motion to (*Lay on the Table or motion to Table*)**
    - This motion allows the assembly to lay the pending **question** aside temporarily when something else of immediate urgency has arisen in such a way that:
    - There is no set time for taking the matter up again;
    - It is considered to be resumed at the will of the majority and in preference to any new **questions** that may then be competing with it for consideration.

By adopting the motion to *Lay on the Table*, a majority has the power to halt consideration of a **question** immediately without debate. This must be done prior to the **vote** on the original motion under discussion. If a motion to **table** is not dealt with prior to the motion to adjourn then the motion dies and cannot be brought up at a subsequent meeting.
  - b) **Motion to (*Take from the Table*)** is required to bring forward, a motion that has been *Laid on the Table* previously. This motion is not in order until some other business has taken place prior to it being made. If the motion is not removed from the **table** prior to adjournment of the meeting, then the motion is lost. If discussion of the tabled motion is to take place at the next meeting it has to be under a new motion.
    - i) Any **Member** may move to take a motion from the table, provided no other motion is on the floor.

- ii) A tabled motion is brought back with all of the motions connected with it, exactly as it was when laid on the table.
- iii) The motion to take from the **table** is not debatable or amendable and requires only a majority **vote**.
- iv) If a motion to take a motion from the **table** is defeated, it may only be made again after other business has intervened.
- v) A motion may be taken from the **table** at any regular meeting, but not at a special meeting unless prior notice was given as long as it is done at the same meeting at which it was tabled at.

AMENDMENTS	35	An amendment proposed to a motion must be relevant to its subject matter and must not propose a direct negative of the motion.
AMENDMENTS TO AMENDMENTS	36	Only one amendment to a motion may be before the meeting at any time, but an amendment to the amendment may be before the meeting at the same time. The amendment to the amendment must be <b>voted</b> on before the amendment.
DEBATABILITY OF AMENDMENTS	37	Councillors may debate the merits only of the amendment, not the merits of the motion it is applied to.
CANNOT AMEND OWN MOTION	38	A <b>Member</b> cannot amend his or her own motion.
REFERRAL MOTIONS	39	A <b>Member</b> may move to refer any motion to a <b>Committee, Administration</b> or <b>Committee of the Whole</b> for investigation and report, and the motion to refer: <ul style="list-style-type: none"> <li>a) will preclude all further amendments to the motion;</li> <li>b) is debatable; and</li> <li>c) may be amended only as to the body or membership of the body to which the motion is referred and the instructions on the referral.</li> </ul>
REPORT FROM REFERRAL	40	When a response to a referral is before <b>Council</b> , the motion under consideration will be the motion which was referred, including any amendments made prior to the referral.
REFERRALS REFUSED BY THE <b>CHAIR</b>	41	The <b>Chair</b> may refuse to accept a referral motion that would have the effect of defeating the motion to which it applies (for example, due to time constraints).
LIMITING OR ENDING DEBATE	42	Any motion to limit or end debate: <ul style="list-style-type: none"> <li>a) cannot be debated;</li> <li>b) must be passed by a two-thirds (2/3) <b>vote</b>; and</li> <li>c) may only be amended as to the limit to be placed on debate.</li> </ul>

- MOTION FOR THE PREVIOUS QUESTION 43 a) If the Previous **Question** is moved, the **Chair** must state that the Previous **Question** has been moved and immediately take the **vote** on the motion for the Previous **Question**.  
b) Unless a motion to **Postpone** is made, when a motion for the Previous **Question** is carried, the motion to which it applies must be **put** without further debate or amendment.
- MOTIONS DISALLOWED 44 If a motion is contrary to the rules and privileges of **Council** the **Chair** may refuse to accept it and must cite the rule or authority applicable without other comments.
- PRIVILEGED MOTIONS 45 The following motions are privileged motions and may, if the **Chair** determines that they are of overriding importance, interrupt the debate on another motion:  
a) a **Point of Privilege**;  
b) a motion to excuse a Councillor from voting;  
c) a motion to recess;  
d) a motion to adjourn; and  
e) a motion to fix the time to adjourn.
- POINT OF PRIVILEGE 46 A **Member** may raise a **Point of Privilege** to remedy any pressing situation at any time. The **Chair** must immediately decide whether to accept the **Point of Privilege**. If accepted, it must be dealt with immediately.
- MOTION ON POINT OF PRIVILEGE 47 If a motion is made resulting from an accepted **Point of Privilege**, it is not debatable or amendable.
- POINT OF ORDER 48 A **Point of Order**, which requires immediate attention, may interrupt a speaker and is not debatable or amendable. The **Chair** must rule on a **Point of Order** and no **vote** will be taken unless there is a **Challenge** to the Ruling.
- MOTION TO CHALLENGE 49 a) Any ruling of the **Chair** may be **challenged**.  
b) A motion to **Challenge** may be made only at the time of the ruling, whether or not another speaker has the floor.  
c) A motion to **Challenge** is debatable unless it relates to decorum, the priority of business or an un-debatable pending motion.  
d) If a motion is made to **Challenge**, the **Chair** must state the **question** "Is the ruling of the **Chair** upheld?", and may participate in debate on the **Challenge** without leaving the **chair**.  
e) If the **Chair** refuses to **put** the **question** on a **Challenge**, the person who would preside if the individual occupying the **chair** were absent must **put** the **question** to **Council**.  
f) Unless there is a two-thirds (2/3) **vote** against it, the ruling of the **Chair** will be upheld.
- RECESS 50 a) Any **Member** may move that **Council** recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker.  
b) A motion to recess may be amended only as to length of time, but neither the motion nor the amendment are debatable.

ADJOURNMENT	51	a) A motion to adjourn is not debatable or amendable. b) <b>Council</b> will take up a motion pending at the time of adjournment as the first item under unfinished business at the next meeting.
NOTICES OF MOTION GIVEN PRIOR TO ADJOURNMENT	52	Before <b>putting</b> the motion for adjournment, the <b>Chair</b> must allow an opportunity for any notices of motion to be given.
ADJOURNMENT OF REGULAR MEETING OR PUBLIC HEARING	53	A motion to adjourn a Regular Meeting or a Public Hearing requires a majority <b>vote</b> .
OBJECTION OF CONSIDERATION OF A MOTION	54	The purpose of an "Objection to the Consideration of a Motion" is to enable <b>Council</b> to avoid a particular original main motion when it would be undesirable or inappropriate for the motion to come before them, and may be dealt with in the following manner: a) A <b>Member</b> may move to object to the consideration of the main motion prior to any debate on the motion and the <b>Chair</b> must state the <b>question</b> "Will the motion be considered?". b) A motion to object to the consideration of a motion is not debatable or amendable. The motion objected to will be heard unless there is a two-thirds (2/3) <b>vote</b> against hearing it. c) If <b>Council</b> passes a motion to object to the consideration of a motion, the motion objected to may be brought before <b>Council</b> only by renewal.
DIVIDING MOTIONS INTO PARTS	55	A <b>Member</b> may request that a motion be divided if it contains parts which stand as complete propositions. <b>Council</b> must then <b>vote</b> separately on each proposition.
MOTIONS PREVIOUSLY CONSIDERED	56	Once <b>Council</b> has dealt with any matter during a session, a motion that would have a similar result may not be made unless <b>Council</b> has agreed to reconsider the motion during the same session.
RECONSIDERING MOTIONS	57	A <b>Member</b> who <b>voted</b> with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
RECONSIDERATION NOT ALLOWED	58	a) A motion to reconsider may not be applied to: i) any <b>vote</b> which has caused an irrevocable action; or ii) a motion to reconsider. b) A motion to reconsider is only debatable when the motion being reconsidered is debatable.
RESCINDING AND RENEWING MOTIONS	59	A motion to rescind a motion which has been passed, or to renew a defeated motion, may be offered subsequent to the meeting at which the motion was passed or defeated.
NOTICE OF RESCISSION OR RENEWAL	60	Notice of a motion to rescind or renew a motion must be given or dispensed with pursuant to the provisions of this Bylaw.

RECISSION OR RENEWAL NOT ALLOWED 61 No motion to rescind or renew may be made when:  
a) a **vote** has caused an irrevocable action; or  
b) a decision has been made to rescind or reconsider motion.

## PART 7

## VOTING

MOTION CARRIED 62 A motion will be carried when a majority of **Members** present at a meeting **vote** in favor of the motion, unless otherwise specified in this Bylaw.

RECORDING OF **VOTES** 63 Before a **vote** is taken by **Council**, a Councillor may request that the **vote** be recorded.

When a **vote** is recorded, the minutes must show the names of the Councillors present and whether each Councillor **voted** for or against the proposal or abstained.

TIE **VOTE** 64 A motion is defeated when the **vote** is tied.

FAILURE TO **VOTE** 65 Each **Member** present must **vote** on every motion as outlined in the **Act**, unless the **Act**, or any other Provincial or Federal enactment, requires or permits the **Member** to abstain, in which case the **Member** must cite the legislative authority for abstaining, and the abstention and reasons must be recorded in the minutes.

LOSS OF **QUORUM** 66 If a motion cannot be **voted** on because there would be no **quorum** due to:

- a) a **Member** being excused from voting; or
- b) any abstention allowed or required by statute,

then the matter will then be dealt with as unfinished business and proceeded with at the next regular meeting of **Council**. If **Council** is unable to achieve **quorum** at any meeting on an issue due to the pecuniary interest of a **Member** or **members**, then **Council** must ask the Minister of Municipal Affairs for an order or direction under the **Act**.

VOTING PROCEDURES 67 **Votes** on all motions must be taken as follows:  
a) **Members** must be in their designate Council seat when the motion is **put**;  
b) the **Chair** must **put** the motion;  
c) the **Chair** must declare the result of the **vote**.

NO CHANGE TO **VOTE** 68 After the **Chair** declares the result of a **vote**, no **Council members** may change their **vote** for any reason.

SILENCE ONCE **QUESTION IS PUT** 69 From the time the **question** is **put** by the **Chair**, until the result of the **vote** is declared, **Members** must be silent and must not leave their seats.

<b>PART 8</b>	<b>RULES GOVERNING DEBATE</b>	
ORDER OF SPEAKERS	70	The <b>Chair</b> will determine the speaking order when two or more <b>Members</b> wish to speak, subject to a <b>Challenge</b> .
ADDRESSING THE <b>CHAIR</b>	71	<b>Members</b> must address the <b>Chair</b> when speaking.
INTERRUPTIONS	72	<b>Members</b> , who have been assigned their turn to speak, may only be interrupted by other <b>Members</b> including the <b>Chair</b> : a) when a <b>Member</b> is discussing a subject and no motion is on the floor. b) when a <b>Member</b> has exceeded the five (5) minute time limit to speak; c) by a <b>Point of Privilege</b> ; d) by a <b>Point of Order</b> ; e) by an objection to the consideration of a motion; or f) by a <b>Challenge</b> .
COUNCILLOR CALLED TO ORDER	73	A <b>Member</b> who is called to order, must immediately stop talking but must be given an opportunity to <b>Challenge</b> before debate is closed. <b>Council</b> will decide the <b>Challenge</b> without debate.
PROHIBITED ACTS	74	<b>Members</b> must not: a) speak disrespectfully of the Sovereign or any of the Royal Family, or of the Governor General or of the Lieutenant Governor, or of any <b>Member</b> of any other governing body in Canada or <b>Council</b> or <b>Administration</b> ; b) use offensive words in Council Chambers, or against <b>Council</b> or any <b>Members</b> or <b>Administration</b> ; c) discuss a <b>vote</b> of <b>Council</b> , unless to move to reconsider, renew or rescind; d) break the rules of <b>Council</b> or disturb the proceedings; or e) disobey the decision of the <b>Chair</b> or of the <b>Council</b> on any question of order, practice or interpretation.
REQUEST TO HAVE MOTION CONSIDERED	75	A <b>Member</b> may require that the motion being considered be read at any time during debate, but must not interrupt the speaker.
NUMBER OF SPEECHES	76	Unless otherwise provided in this Bylaw, <b>Members</b> will be allowed to speak as often as required at the discretion of the <b>Chair</b> on any motion;
TIME LIMITS	77	Each <b>Member</b> may speak for only five minutes; a) by asking questions on a motion; b) in debate on a motion; c) by asking questions on an amendment; d) in debate on an amendment; and e) in reply, when the Councillor is the mover of the motion, unless <b>Council</b> gives permission, by a two-thirds (2/3) <b>vote</b> , to speak for an additional five minutes.
OPPORTUNITY TO BE HEARD	78	Each <b>Member</b> will be given an opportunity to speak to a motion before it is <b>put</b> to a <b>vote</b> , unless a motion is passed to limit or end debate.

**PART 9**

**DUTIES OF THE CHAIR**

**CHAIR TO MAINTAIN ORDER**

79 The **Chair** must preserve order and decorum and decide all questions of procedure.

**CITING REASONS FOR DECISIONS**

80 When the **Chair** makes a decision on a question of procedure, he or she must provide a reason for the decision.

**LEAVING CHAIR**

81 If the **Chair** wishes to leave the **chair** for any reasons, he or she must call on the **Deputy Mayor**, or in his or her absence, the **Acting Mayor**.

**PART 10**

**DISCIPLINARY PROCEDURES**

**CALLING COUNCILLOR TO ORDER**

82 The **Chair** may call to order any **Member** who is out of order.

**NAMING A COUNCILLOR FOR AN OFFENSE**

83 When a **Member** has been warned about breaches of order but continues to engage in them, the **Chair** may name the Councillor by stating his or her name and declaring the offense. The **Town Manager** or his/her designate must note the offense in the minutes.

**DISTURBANCE OR INAPPROPRIATE BEHAVIOUR BY PUBLIC**

84 Behavior of the public, during the proceedings of **Council** shall be as follows:

- a) No person, other than the **Town Manager** or his/her designate or other party identified on attached Schedule 'B' of this Bylaw, shall record the proceedings of **Council** by way of either an audio or video recording;
- b) No person shall allow a cellular telephone to ring or talk on a cellular telephone while attending a **Council** meeting;
- c) Shall not address **Council** without permission of the **Chair**;
- d) Shall maintain order and quiet;
- e) Shall not applaud or otherwise interrupt any speech or action of the **Members**, or any other person addressing **Council**.
- f) When granted permission to address **Council**, shall not use offensive words or speak disrespectfully of **Council**, any **Member**, or **Administration**, the Sovereign or any member of the Royal Family, or of the Governor General or the Lieutenant Governor or of any member of any other governing body in Canada.
- g) The **Chair** may, at any meeting, expel and exclude any person who creates any disturbance or acts improperly. A person who refuses to leave is guilty of an offense and the **Chair** may order a **Peace Officer** to remove the person and charge them under this Bylaw.

**MEMBER INTERFERENCE** 85 No **Member** shall have the power to direct or interfere with the performance or work of any employee of the **Town**. The employee shall be subject only to their Supervisor. Nothing in the foregoing shall in any way interfere with or restrict the right of a **Member** of **Council** to seek formal information from any officer or employee of the **Town** through the office of the **Town Manager**.

The only employee under direct supervision of **Council** is the **Town Manager**.

## **PART 11**

### **PUBLIC AND PRIVATE MEETINGS**

**PUBLIC MEETINGS** 86 Except as provided in the **Act**, **Council** and **Council Committee** Meetings will be held in public and no person may be excluded except for improper conduct.

**PUBLIC COMMENT SECTION** 87 A fifteen minute total time limit is given to this section of the **agenda**. The speaker must be recognized by the **Mayor** or designate. Speakers must be brief and to the point and will be limited to five (5) minutes for their comments. Comments must be addressing items contained within the current **agenda**.

**IN-CAMERA MEETINGS** 88 **Councils** and **Council committees** may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom and Protection of Privacy Act.

When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.

## **PART 12**

### **BOARDS, COMMISSIONS AND COMMITTEES**

**EX OFFICIO** 89 a) The **Mayor** shall be an **ex officio** member of all **Committees** to which **Council** has the right to appoint members pursuant to the **Act**, and as such shall have all the powers and privileges of any **Member** of the same, including the right to **vote** upon all **questions** to be dealt with by the **Committee**.  
b) Notwithstanding subsection (a) the **Mayor** may be a member of a board, commission, and subdivision authority or development authority established under Part 17 of the **Act** only if the **Mayor** is appointed in his or her personal name.

**MEMBERSHIP** 90 The membership of a Board, Commission or **Committee** shall be as provided for in the enabling legislation or as directed by **Council**.

**CHAIR** 91 Each **Committee** shall select one of its members to be the **Chair** unless **Council** designates:  
a) The **Chair** of a **Committee**; or  
b) The manner in which the **Chair** shall be selected.  
c) The **Chair** shall preside at every meeting and shall **vote** on all **questions**.

- IN CAMERA** 92 When a **Committee** established by **Council** is of the opinion that a meeting is to be held **In Camera**, the motion which is passed to authorize the **In Camera** meeting shall include the reason for holding the meeting **In Camera**, and the meeting may only be held in accordance with Section 197(2), (2.1) and (3) of the **Act**.
- BUSINESS OF COMMITTEES** 93 The business of **Committees** shall be conducted in accordance with the **Act** and within the rules governing the procedures of **Council**.
- ORGANIZATIONAL MEETING APPOINTMENTS** 94 a) At the **Organizational Meeting** at the beginning of the term of office of the new **Council**, and annually thereafter, the **Mayor** shall recommend to the full **Council** the membership of each **Standing Committee** and **Committee**.  
b) The **Mayor** shall request all **Members** of **Council** to submit their preference for membership on **Standing Committees**, **Boards** **Commissions** and **Committees** and shall take these into consideration in arriving at recommendations for **Council's** ratification. The recommendations of the **Mayor** shall be **put** before the full **Council** for ratification.  
c) No **Member** of **Council** may be appointed to the same **Standing Committee** for more than two consecutive one-year terms.
- PART 13** **SPECIAL COMMITTEES**
- APPOINTMENT OF STANDING COMMITTEES** 95 Subject to the **Act**, **Council** may appoint any **Special Committees** as are necessary or advisable for the orderly and efficient handling of the affairs of the **Town** and may establish generally or in detail the:  
a) duties and responsibilities;  
b) composition; and  
c) duration of a **Committee**.

STANDING/SPECIAL  
COMMITTEE  
PROCEDURES

- 96 The business of all Special **Council Committees** shall be conducted under the rules governing procedure in **Council**, except where the same conflict with the following rules:
- a) The **Deputy Mayor** shall preside at every meeting and shall **vote** on all **questions** submitted, and in case of equal division, the **question** shall be lost. In the absence of the **Deputy Mayor**, the **Mayor** shall preside or in the absence of both, the **Committee** shall appoint a **Chair** from among the **members** present.
  - b) The **Town Manager**, or a person designated by the **Town Manager**, shall record the minutes of the **Committee**.
  - c) The minutes of the transactions of every **Committee** shall be accurately recorded and forwarded to the **Town Manager** or his/her designate.
  - d) No report or recommendation dealing with any matter or thing shall be recognized as emanating from any **Committee** unless it is in writing, has been certified correct by the **Chair** or **Deputy Chair**, and refers to the minutes of the **Committee** under which it is issued.
  - e) Any **Member**, who is not a member of a **Committee**, shall have the right to attend **Committee** meetings with right of debate, but not to make motions or to **vote**.

**PART 14**

**BYLAWS**

TITLE AND BYLAW NUMBER	97	All proposed Bylaws must have a Bylaw number assigned by the <b>Town Manager</b> or his/her designate and a concise title indicating the purpose of the Bylaw.
FILING OF BYLAWS	98	The <b>Town Manager</b> or his/her designate shall keep on file, correct copies of all Bylaws approved or defeated in <b>Council</b> including all amendments, if any.
FIRST READING	99	<p>a) A Bylaw, appearing upon the <b>Council agenda</b> when listed as ready for first reading, shall be introduced by a <b>Member</b> moving "That Bylaw No. (quoting the Bylaw No.) being a bylaw to (purpose of bylaw to be stated) be given first reading.</p> <p>b) <b>Council</b> shall <b>vote</b> on the motion for first reading of a Bylaw without amendment or debate.</p> <p>c) After first reading, a <b>Member</b> may ask a question concerning the Bylaw.</p>
AMENDMENTS	100	Any amendments to a Bylaw, which are carried prior to the motion for second reading being <b>put</b> , will be considered to have been given first reading and will be incorporated into the proposed Bylaw. If amendments to the proposed Bylaw have been carried, the <b>Chair</b> must <b>put</b> the <b>question</b> that "Bylaw No. (specifying the Bylaw number), as amended, be given second reading"
SECOND READING	101	After first reading has been given, any Councillor may move that "Bylaw No. (specifying the proposed Bylaw number) be read a second time".
THREE READINGS	102	<p>Every Bylaw shall receive three readings before the <b>Mayor</b> or <b>Deputy Mayor</b> and the <b>Director of Legislative and Administrative Services</b> or <b>Town Manager</b> signs it.</p> <p>If a Bylaw is being considered for three readings at the same meeting and fails to receive unanimous consent for third reading, it shall remain on the <b>agenda</b> to be dealt with at the next regular meeting of <b>Council</b> (see section 103).</p>
NUMBER OF READINGS ALLOWED AT A MEETING	103	<p>a) A Bylaw shall not be given more than two readings at one meeting unless the <b>Act</b> permits three readings in one meeting and unless <b>Members</b> present unanimously agree that the Bylaw may be presented to <b>Council</b> for third reading.</p> <p>b) When and if <b>Council</b> unanimously agrees that a Bylaw may be presented for third reading at the same meeting:</p> <p>(i) A motion for third reading of the Bylaw shall be made;</p> <p>(ii) <b>Council</b> shall <b>vote</b> on the motion without amendment or debate.</p>

SIGNING AND SEALING  
BYLAWS

104 The **Mayor** or **Deputy Mayor** and the **Director of Legislative and Administrative Services** or **Town Manager** must sign and seal every Bylaw as soon as reasonably possible after third reading is given.

AMENDMENT AND  
REPEAL

105 Once a Bylaw has been passed, it may only be amended or repealed by another Bylaw.

**PART 15**

**COMMUNICATIONS**

REQUIREMENTS FOR  
WRITTEN  
COMMUNICATIONS

106 Every written communication intended for **Council** or a **Committee** which reaches the **Town Manager** or his/her designate must:

- a) be legible and coherent;
- b) be signed by at least one person who provides a printed name and address;
- c) be a written communication; and
- d) not be libelous, impertinent or improper.

PROCESSING OF  
COMMUNICATIONS

107 1) If the requirements are met, the **Town Manager** or his/her designate must:

- a) Place it on the **agenda** of the next Regular meeting of **Council** once he/she is assured that there is sufficient information available to allow **Council** to render a decision.
- b) If, in the **Town Manager** or his/her designates opinion, the communication requires action, then he/she may refer the item directly to the **Administration** with instructions for a report to **Council** at the earliest reasonable opportunity; or
- c) If, in the **Mayor's** opinion, the matter contained in the communication is pertinent, improper or libelous, he/she shall advise the originator of the communication that it is not being sent forward and shall advise **Council** at the first regular meeting after receipt of such communication:
  - i) that it is being withheld; and
  - ii) the name and address of the sender; and
  - iii) the general subject thereof.

2) If, however, **Council** decides by a two-thirds (2/3) **vote** of **members** present that a communication withheld from it deserves action, then the matter may be dealt with at that meeting.

COMMUNICATIONS  
REFERRED

108 Communication received by the **Council** may be referred to a **Committee** of **Council** or to the **Administration** for a report, or may otherwise be dealt with as directed by **Council**.

DELEGATIONS

- 109 a) Notwithstanding any provision of this Bylaw, **Council** shall grant a fair hearing to persons entitled, under provincial legislation, to make verbal submissions to **Council**.
- b) A person wishing to make representations directly to **Council** shall so advise the **Town Manager** or his/her designate in writing not less than ten (10) working days prior to the **Council** meeting date.
- c) Each item shall be introduced by a Member of **Administration** or the **Mayor** or **Deputy Mayor**, or a **Councillor**.
- d) No person, whether a Member of a statutory or non-statutory delegation, shall address **Council** upon any matter for more than five minutes, exclusive of the time required to answer the questions **put** by **Council**. Delegations that exceed the recommended five minutes may be given a discretionary amount of time by the **Chair** to adequately make their presentation.
- e) In questioning delegations, whether statutory or otherwise, **Members** will ask only those questions which are relevant to the subject of the hearing and will avoid repetition. Delegations speaking to the subject will be restricted to the subject matter only.
- f) Delegations at Regular Meetings of **Council** are to be limited to a maximum of three, or in circumstances approved by the **Mayor** where it is felt that an item would be urgent, to a maximum of four.

PART 16

PUBLIC HEARINGS

PUBLIC HEARINGS

- 110 When the Municipal Government Act, or any other act, requires **Council** to hold a public hearing, the public hearing must be held, unless another enactment specifies otherwise:
- a) before second reading of the Bylaw, or
- b) before **Council votes** on the resolution.

PROCEDURE FOR A  
PUBLIC HEARING

- 111 If a person indicates their presence to speak to the proposed Bylaw, then the following procedures will apply:
- a) the **administration** will introduce the topic of the Public Hearing;
- b) person will be allowed five (5) minutes to speak; those in favor will speak first, followed by those opposed, followed by those who feel they are affected by the topic of the hearing;
- c) after a person has spoken, any **Member** may ask that speaker relevant questions;
- d) any **Member** may ask the **administration** relevant questions after all persons who wish to speak have been heard;
- e) any Councillor may then move that "The Public Hearing be adjourned".

WHEN NO SPEAKER  
PRESENT

- 112 If a person is unable to attend a hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
- a) be in writing;
  - b) name the individual authorized to speak;
  - c) indicate the proposed topic to be spoken to; and
  - d) be signed by the person giving the authorization.

STATEMENT OF  
AUTHORIZATION

- 113 The authorized speaker must state the name of the person that the speaker represents and must present the written authorization to the **Town Manager** or his/her designate.

REPRESENTING MORE  
THAN ONE PERSON

- 114 If an authorized speaker represents more than one person, the speaker will be allowed only five (5) minutes to speak unless **Council** decides otherwise.

**PART 17**

**OFFENCES AND PENALTIES**

- 115 a) Any person who contravenes any provision of this Bylaw by:
- i. doing any act or thing which they are prohibited from doing; or
  - ii. failing to do any act or thing they are required to do;
- is guilty of an offence and is liable on Summary Conviction, to a fine not exceeding two Thousand Dollars (\$2,000.00) and, in the event of failure to pay or the inability to pay any fine levied, to imprisonment for a period not exceeding one (1) year or until such fine and costs are paid.
- b) Where any provision of this Bylaw provides for a fine to be levied for contravention of this Bylaw the Court entering the conviction of the offence shall not levy a lesser fine than set out in the provision.
- c) Where a breach of this Bylaw is of a continuing or re-occurring nature then in addition to any other remedy or any penalty imposed by this Bylaw, the **Town** may, in any of those cases, apply to the Court of Queen's Bench by way of action or order, prohibiting the person contravening the Bylaw.
- d) Where a **Peace Officer** believes that a person has contravened any provision of this Bylaw, they may serve upon the person a voluntary payment tag in a form designated by the **Town** allowing payment to the **Town** of the fine specified in Schedule "A" of the current Town of High River Rate Bylaw for the offence and that payment shall be accepted by the **Town** in lieu of prosecution for the offence.
- e) If the person upon whom a voluntary payment tag is served fails to pay the required sum within the time specified in the voluntary payment tag, the provisions of this section regarding acceptance of payment in lieu of prosecution do not apply.

- f) Nothing in this section shall:
  - i. prevent any person from exercising their right to defend any charge of committing a breach of this Bylaw;
  - ii. prevent any **Peace Officer** from laying an information or complaint or Violation Ticket in lieu of serving a voluntary payment tag; or
  - iii. prevent any person from exercising any legal rights they may have to lay an information or complaint against any person (whether the person has made payment under the provisions of this Bylaw, or not) for a breach of this Bylaw.

**PART 18**

**AMENDMENT AND REPEAL**

AMENDING OR  
REPEALING THIS BYLAW

- 116 To amend or repeal this Bylaw, **Council** must:
- a) unanimously pass a Bylaw at a regular or special meeting of **Council** at which all Councillors are present, or
  - b) pass a Bylaw at a regular meeting of **Council** following written Notice of Motion openly announced at a meeting of **Council** held at least five (5) days prior to presentation of the Bylaw for first reading.

OTHER BYLAWS  
REPEALED OR AMENDED

- 117 Town of High River Bylaw 4194/2008 is hereby rescinded.

THIS BYLAW WILL COME INTO FORCE AND EFFECT UPON THE DATE OF FINAL READING.

READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_.

\_\_\_\_\_  
MAYOR/DEPUTY MAYOR

\_\_\_\_\_  
DIRECTOR OF LEGISLATIVE AND ADMINISTRATIVE SERVICES/  
TOWN MANAGER

READ A SECOND TIME AS AMENDED THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD 20\_\_.

\_\_\_\_\_  
MAYOR/DEPUTY MAYOR

\_\_\_\_\_  
DIRECTOR OF LEGISLATIVE AND ADMINISTRATIVE SERVICES /  
TOWN MANAGER

READ A THIRD AND FINAL TIME AS AMENDED  
THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD 20\_\_

\_\_\_\_\_  
MAYOR/DEPUTY MAYOR

\_\_\_\_\_  
DIRECTOR OF LEGISLATIVE AND ADMINISTRATIVE SERVICES /  
TOWN MANAGER

**Schedule "A"**

TO BYLAW 4294/2011

**COUNCIL PROCEDURE BYLAW**

**AGENDA FORMAT**

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**TOWN OF HIGH RIVER**

**AGENDA**

For the Regular Meeting of Council  
<weekday>, <month> <date> at 3:00 P.M.  
in the Council Chambers, Joint Administration Building  
309 Macleod Trail SW, High River, Alberta

**CALL TO ORDER**

1. **ADOPTION OF AGENDA**

**Recommendation:** that the agenda for the Regular Meeting of Council of <date> be adopted as presented.

**Note:** all agenda item requests must be received in writing by the Town Manager by Noon ten (10) days prior to the Council meeting for inclusion to the agenda for the following meeting. In the case where a General Holiday falls within the ten (10) day period, the deadline for agenda item request is eleven (11) days prior to the Council meeting for inclusion to the agenda for the following meeting. Only items of an emergency nature, as approved by the Mayor, will be included after that time.

2. **DELEGATIONS**

**Note:** to include on cover sheet under this agenda item where action is required.

**Note:** delegations will be allowed upon receipt of a request in writing to the Town Manager, to a maximum of three at any Council meeting. Based upon need, the Mayor may determine a number of delegations exceeding three.

3. **ADOPTION OF MINUTES**

a) **Adoption of Council Minutes**

To review and adopt the minutes of the <date> Regular Meeting of Council.

**Recommendation:** that the minutes of the <date> Regular Meeting of Council be adopted.

b) **Adoption of Other Minutes**

To review and adopt the minutes of the <date> Special (or Other) Meeting of Council.

**Recommendation:** that the minutes of the <date> Special (or Other) Meeting of Council be adopted.

4. **FINANCIAL REPORTS**

a) **Bank Reconciliation and Investment Report for the Month Ended <Date>**

**Recommendation:** that the Bank Reconciliation and Investment Report for the month ended <date> be received for information.

b) **Quarterly Financial Budget to Actual Summary Report for the Quarter Ended <Date>**

**Recommendation:** that the Quarterly Financial Budget to Actual Summary Report for the quarter ended <date> be received for information.

5. **NOTICE OF MOTION**

This section provides a time where a Council member may bring forward a motion that he/she wishes to be considered at a subsequent meeting of Council.

6. **BYLAWS**

a) **Bylaw Number and Title**

Purpose/Problem - For Council to consider ~

**Recommendation:** that ~ (note: may be more than one reading, so more than one recommendation)

b) **Bylaw Number and Title**

Purpose/Problem - For Council to consider ~

**Recommendation:** that ~ (note: may be more than one reading, so more than one recommendation)

7. **UNFINISHED/OLD BUSINESS**

a) **Item Title**

Purpose/Problem - For Council to consider ~

**Recommendation:** that ~

b) **Item Title**

Purpose/Problem - For Council to consider ~

**Recommendation:** that ~

8. **NEW BUSINESS**

a) **Item Title**

Purpose/Problem - For Council to consider ~

**Recommendation:** that ~

b) **Item Title**

Purpose/Problem - For Council to consider ~

**Recommendation:** that ~

9. **REPORTS FROM COUNCILLORS**

Amended Resolution 151/2011 – Council names removed.

10. **REPORTS FROM TOWN OF HIGH RIVER DIRECTORS** - Written Reports, as part of the agenda package on an as required basis.

11. **PUBLIC COMMENTS**

A fifteen minute total time limit is given to this item, and comments must be addressing items contained within the current agenda. The speaker must be recognized by the Mayor or designate.

12. **RECESS**

Councillor \_\_\_\_\_ moved that Council recess at \_\_\_\_\_ PM.

Councillor \_\_\_\_\_ moved that Council reconvene at \_\_\_\_\_ PM.

13. **IN-CAMERA SESSION**

Councillor \_\_\_\_\_ moved to go In-Camera at \_\_\_\_\_ PM to discuss \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ issues.

Councillor \_\_\_\_\_ moved to come out of In-Camera at \_\_\_\_\_ PM.

14. **ADJOURNMENT**

Councillor \_\_\_\_\_ moved that the Regular Meeting of Council of <date> adjourn at \_\_\_\_\_ PM.

**Other Attachments for Information:**

- The following correspondence is attached for Council information:
- Copies of Minutes from all Council Boards and Committees:
- What's in the Perusal Basket?

Schedule "B"  
to  
Town of High River  
Bylaw 4294/2011

Permitted to Record the Proceedings of Council within the chosen guidelines for  
location of equipment as set by Council at the time

- 1) Golden West Broadcasting
- 2) High River Times