



TOWN OF HIGH LEVEL
Gateway to the South

**TOWN OF HIGH LEVEL
BYLAW NO. 911-11**

AMMENDMENT TO PROCEDURAL BYLAW 893-10

A BYLAW OF THE TOWN OF HIGH LEVEL IN THE PROVINCE OF ALBERTA TO AMMEND PROCEDURAL BYLAW 893-10.

WHEREAS, pursuant to the provisions of s.145 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta and amendments thereto, the Council of the Town of High Level established Procedural Bylaw 893-10; and

WHEREAS, Council deems it desirable to amend Division 1 – Administrative Inquiries of Procedural Bylaw 893-10 to provide clarification of Administrative Inquiries; and

WHEREAS, Council passed Resolution #165-11 with all Council present requesting an amendment to Bylaw 893-11 in accordance to section 198(b) of Procedural Bylaw 893-11.

NOW THEREFORE, the Council of the Town of High Level in the Province of Alberta, DULY ASSEMBLED, HEREBY ENACTS:

1. That Section 33 be replaced in its entirety with the following:

DIRECTION TO	33 (1)	If an inquiry is estimated by the Chief Administrative Officer that the Town would incur a cost of over \$500.00 by reason of: (a) time of Town employees who must be taken from performance of their regular duties or overtime that must be worked; (b) the need to hire additional employees, or (c) the necessity of obtaining and paying for the information from other than Town employees,
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		and no appropriation has been made for such expenditure in the budget, the Chief Administrative Officer shall report the anticipated cost to Council before undertaking such inquiry.
	(2)	When the Chief Administrative Officer has reported the cost of an inquiry, Council may: (a) direct that the Administration proceed with the investigation necessary to answer the inquiry; and make provision for the payment of the cost; or (b) by a majority vote direct that Administration abandon the inquiry.
	(3)	A Councillor who requested an Administrative Inquiry may, at a regular meeting, instruct Administration to abandon the Inquiry.
	(4)	A request to the Chief Administrative Officer by a Councillor for a copy of a contractual document or a document that contains exceptions to disclosure under the Freedom of Information and Protection of Privacy Act; must be made by an Administrative Inquiry. The Councillor requesting the document must put forward a motion that identifies the document and the reason why the document is being requested.

2. That Schedule A be replaced in its entirety with the following:

Part 1 - Town Council Order of Business

- Call to Order
- Adopt Agenda
- Public Hearing (if required)
- Delegations (if any)
- Adopt Minutes
- Delegation Business (if any)
- Mayor's Report
- Council Committee Reports
- Administration Reports
- Administrative Inquiries
- Old Business
- New Business

Correspondence for Action
Correspondence for Information
Notices of Motion
Question Period
In-Camera Items
Adjournment

READ A FIRST TIME this 24th day of May, 2011.

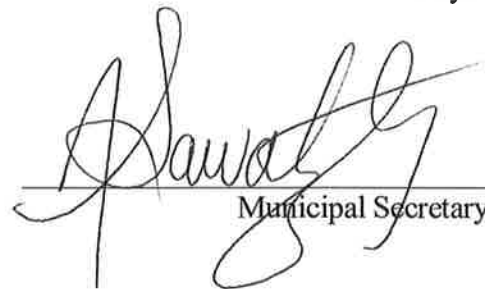
READ A SECOND TIME this 24th day of May, 2011.

READ A THIRD AND FINAL TIME this 13th day of June, 2011.

SIGNED AND PASSED THIS 21st **DAY OF** June, 2011.



Mayor



Municipal Secretary