

**DISTRICT OF HIGHLANDS**  
**PROCEDURE BYLAW AMENDMENT**  
**BYLAW NO. 286**

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WHEREAS Section 124 of the Community Charter requires Council to establish procedures to be followed for the conduct of its business.

NOW, THEREFORE, the Council of the District of Highlands in open meeting assembled enacts as follows:

1. Section 5(1) be amended as follows:

**Delete:** “within Caleb Pike House” and

**Replace** with: “on the premises of the Caleb Pike House lands in either the Caleb Pike House or the School House”.

2. Section 15(1) delete in its entirety and replace with:

“The agenda for all regular Council meetings contains the following matters in the order which they are listed below:

- (a) Approval of the agenda;
- (b) Petitions and Delegations
- (c) Adoption of the minutes;
- (d) Reports of Committees, COTW and Commissions;
- (e) Ratification of Committee recommendations
- (f) Introduction of late items;
- (g) Unfinished business;
- (h) Correspondence;
- (i) Bylaws;
- (j) New Business;
- (k) Adjournment.”

3. Section 14(2) be amended as follows:

**Delete:** The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda is the close of business on the Friday a week prior to the meeting.

**Replace** with: The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda is the close of business on the Wednesday prior to the meeting.

4. Section 14(3) be amended as follows: The corporate Officer must make the agenda available to the members of Council and the public on the ~~Thursday~~ **Friday** afternoon prior to the meeting.

\*replace Thursday with Friday

- 5. Section 18(1) be amended as follows:

The Council may, by resolution, allow an individual or a delegation to address Council at a meeting provided written application, outlining their intended presentation, has been received by the corporate Officer by noon on the ~~Friday~~ **Wednesday** preceding the meeting. Each address must be limited to 5 minutes unless a longer period is agreed to by a majority vote of those members present.

\*replace Friday with Wednesday

- 6. This Bylaw may be cited for all purposes as the "Procedure Bylaw Amendment Bylaw No. 286, 2006".

READ A FIRST TIME THIS	5 <sup>th</sup>	day of	June	2006
READ A SECOND TIME THIS	5 <sup>th</sup>	day of	June	2006
READ A THIRD TIME THIS	5 <sup>th</sup>	day of	June	2006
ADOPTED THIS	19 <sup>th</sup>	day of	June	2006

\_\_\_\_\_  
MAYOR

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ADMINISTRATOR