

# The Preparation of Meeting Minutes For Council -Legislation and Best Practice



Alberta Municipal Affairs

Revised November 2017

**Municipal Capacity Building, Municipal Capacity and Sustainability Branch  
Preparation of Meeting Minutes for Council - Legislation and Best Practice**

**Alberta Municipal Affairs**

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*The contents of this publication are intended to provide general information. Readers should not rely on the contents herein to the exclusion of independent legal advice. All publications on this subject prior to November 2017 no longer contain accurate and complete information.*

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## **General**

Minutes are important and vital documents. The minutes of a council or council committee meeting form the legal record of council actions, and provide the authorization for administration to implement decisions. As a public record, minutes also provide an open and transparent disclosure of council actions to the municipal residents and stakeholders. The minutes of council meetings provide a basis for the accountability of councils to their electors, and promote public confidence and trust in the leadership and governance of the local government.

This guide provides some suggested procedures that have proven to be effective in municipalities for developing a record of meeting activities and legislative actions. Also the Appendices to this document includes the relevant sections of the *Municipal Government Act (MGA)* that relate to minutes, a sample minute document and suggested forms for special meeting notification.

## **Legislated Requirements**

Section 208 of the MGA places the responsibility for the minutes of council and council committee meetings with the Chief Administrative Officer (CAO).

Minutes are to be recorded without note or comment and must include the names of the councillors present. The CAO is also required to ensure the minutes are adopted at a subsequent meeting and that the bylaws and minutes of council meetings be kept safe.

Section 213 of the MGA addresses the signing requirements for municipal documents. Council minutes and council committee meeting minutes must be signed by the person presiding at the meeting they are adopted at and a designated officer. This is normally the mayor and CAO.

## **Quorum**

A quorum is necessary to transact business at a municipal council or council committee meeting. Section 167 of the MGA defines a quorum as “the majority of all the councillors that comprise the council under section 143 of the MGA”, unless there is a vacancy on council and council is not required to hold a by-election.

If a member arrives late, their arrival time should be recorded in the minutes at the precise location of the order of business as well as in the attendance summary in the heading. Early departures should be recorded in the same manner.

By recording these activities, the minutes provide evidence that quorum has been maintained as required by legislation.

## **Resolutions / Motions**

Despite the broad authorities provided to councils under the MGA, a council may act only by resolution or bylaw that is passed at a public meeting. In this sense, minutes are the critical link between the policy direction of council and the practical operation of the municipality. Well-crafted resolutions and bylaws provide clear direction and maximize the likelihood of accomplishing the intended result.

Resolutions - their proposal, discussion, amendments, and final passing - are probably the most important tasks undertaken by any municipal council. The resolution is legislated and the basis for all action exercised by a council. Direction given without a resolution no legal validity.

Resolutions are usually structured to stand on their own and answer the “who, what, where, when and why” questions (and how much, if necessary). As the basis for establishing the actions of the municipality, each resolution should provide administration with clear direction that can be implemented without having to interpret or guess as to the intent. In order to facilitate the development of clear and complete resolutions, recommendations on decision items that are prepared by administration and included in the council agenda packages should set out or suggest the anticipated resolution.

It is also recommended that each municipality devise a numbering scheme to identify their resolutions. A common practice is to start at the beginning of the year with the day, month and year and number each one sequentially. This is helpful in two ways: 1) you can tell when the decision was made and 2) you only have to quote the number when referring to the resolution in the future.

It is recommended that every resolution be followed by a clear indication as to whether it is “carried” or “defeated”.

Example:

Res. No. 187-17-12-17      MOVED by Councillor Bucks that Bylaw 03-17 be given second reading.

CARRIED

Also, a best practice is to display the resolutions on a screen or to read back the resolution so that everyone understands and agrees with what is being recorded.

### **Contents**

Minutes should be structured to facilitate ease of reference by recording a simple form of sequential events. For every heading on the agenda for the package, the minutes should have a corresponding entry.

As a municipal best practice, the minutes of all council meetings should contain:

- The full corporate name of the municipality, - “Municipality of Anywhere.”
- The type of council meeting – Regular, Special, Organizational, or Committee
- The date, hour and place of the meeting.
- The names of all council members or committee members in attendance.
- The name of the presiding officer.
- The names of the attending secretary, administrator, or other person who is the official in charge of recording the minutes, and any other appointed officials in attendance, including each person’s title.
- The method of notice of the meeting if other than a Regular Meeting.
- An item that corresponds with every item on the agenda for that meeting.

- A resolution for every item.
- A record of the time(s) a councillor left and returned to the meeting and any recesses/breaks.
- Signatures of the presiding official and a designated officer.

The meeting should be conducted in the same order as presented on the agenda for the meeting. The municipality's procedure bylaw normally outlines the order of business preferred by council. Please see the publication [The Procedure Bylaw and the Agenda](#) for more information.

The first item is always Call to Order. A council meeting should be called to order at the time advertised. The next item would be the approval of the agenda as it stands. Any urgent business would be added to the agenda by resolution and then the agenda would be approved as amended. A best practice is to define what constitutes urgent business in the procedure bylaw.

### **Adoption of Minutes**

It is recommended that the previous meeting's minutes be distributed with the agenda package for the next meeting. This gives council members an opportunity to review the contents well in advance. After reviewing the previous minutes, councillors may ask for an amendment. A way to avoid amendments is to display the resolutions on a screen or to read back the resolution so that everyone agrees with what is being recorded.

If any errors or omissions are found in the minutes of the previous meeting, the amendments would be recorded in the minutes of this meeting, and the minutes would be approved as follows.

Example:

Res. No. 181-19-12-17    MOVED by Councillor Bucks that the minutes of the regular meeting of council held on December 8, 2017, be approved with the following amendment:

    Add the words "and posted to Alberta Purchasing Connection" to Res. No. 173-8-12-17.

CARRIED

The original minute document would be updated to reflect the amendment and signed at after they include any adopted amendments.

The most appropriate time for signing minutes is immediately following the resolution for adoption if no amendments are required. To ensure the integrity of the original document, it is suggested that the presiding officer initial all pages of the minutes.

### **Delegations**

Although a record of council discussions on meeting topics might be informative, the record of discussions would also be subjective because not all aspects of the discussion could be captured practically or given equal weight. To aide in complying with the requirement that

minutes be recorded “without note or comment”, a council should have a policy outlining the requirements for a delegation to council which should require providing comments in writing that would be included in the agenda package. This could also be part of the procedure bylaw.

If a lawyer, developer, etc. is scheduled to provide information to council in a closed portion of the meeting, they would normally be heard early in the meeting as a courtesy to the public. A closed meeting requires a resolution to move into the closed portion and another resolution to return to the open meeting. See Information Bulletin 10/17 and the publication [Closed Meetings of Council](#) for more information.

### **Public Hearings**

Section 230 of the MGA outlines the processes for a public hearing. 230(1) states that a public hearing must be held before second reading of a bylaw or before council votes on the resolution. 230(2) indicates that council must give notice of the hearing in accordance with section 606 of the MGA and conduct the hearing during a regular or special meeting of council.

The section also includes that a council may pass a bylaw to establish procedures for the hearing and who must be heard. A resolution is required to move into a Public Hearing. The resolution should provide some identifying information as to why the hearing is being held.

Section 230(5) indicates that after a public hearing 1) a council may pass the bylaw or resolution, 2) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or 3) defeat the bylaw or resolution. Best practice is considered to be to pass a resolution moving the bylaw to the open meeting for consideration and then a resolution for one of the three options.

Public hearings are to be recorded to the extent directed by council. Public hearings do not have to follow section 208 requirements, but can be recorded as set out by council in the municipality’s procedure bylaw. Best practice is considered to be to follow the same process as council meeting minutes, however providing more information when required.

### **Bylaws**

The development of bylaws is dependent upon the passing of a series of resolutions. A proposed bylaw must not have more than two readings at the same council meeting unless the councillors present unanimously agree to consider a third reading, as stated in section 187(4) of the MGA. The minutes must show that the resolution to proceed to third reading is unanimously carried in order to verify the legislated process was followed. (See [Basic Principles of Bylaws](#) publication)

### **Business**

This section deals with anything and everything that has arisen since the last council meeting. Anything that requires a decision of council should be accompanied with a request for decision (in the agenda package) providing information/options to council so an informed decision (resolution) could be made. Each item brought forward would be dealt with by a resolution.



### **Councillor Reports**

Councillors sit on various committees and are involved in many things in the community. Again, the procedure bylaw could indicate that these reports are received in writing to be sent out with the agenda. By handling them in this manner, the reports would be accepted as information freeing up valuable time.

### **Chief Administrative Officer (CAO) Report/Action list**

The CAO should also provide a written report and action list (in the agenda package) about activities on the administration side since the last meeting. The Action List provides a status report on implementation of previous decisions of council. If there are any items on the action list that council wishes to discuss or pass a further resolution on, then there may be more detail or another resolution in this area.

### **Financial Reports**

Normally these reports are presented to council at least quarterly. At a minimum, that should include budget variance reports and updates on major capital projects but could also include progress on the next budget and/or financial plans, reserve balances and projections, asset management or other items administration thinks council should be aware of or council requests. These reports would be included in the agenda package and accepted as information by resolution.

### **Correspondence**

While legislation does not require that correspondence be listed in the minutes, it is recommended that this be done as a municipal best practice. In some municipalities, the process may be governed by the procedural bylaw. Any matter that receives the attention of council or the administration may be documented. Discretion may be used in regards to what correspondence items are included in council minutes. For example, routine administrative matters can be excluded if they are not relevant to the meeting agenda or do not influence the outcome of a council decision.

### **Confidential Items**

As noted under delegations, there are specific processes for moving in and out of closed meetings. Section 197 of the MGA outlines the specific requirements for closing and reopening a meeting to the public. Council and council committees are required to record the part of the meeting that is to be closed and the basis for it. The public must be given time to return to the open meeting after the motion to return is made. These processes and the criteria in the *Freedom of Information and Protection of Privacy Act* (FOIP) must be used for every closed session.

Example:

**CONFIDENTIAL ITEMS**

Res. No. 203-19-12-17      MOVED by Councillor Nospend that council move to closed session to discuss the collapse of the retaining wall at 34 Street between 8<sup>th</sup> and 9<sup>th</sup> Avenue as per section 20, FOIP at 9:15 pm. Sargent Joe Law, RCMP attending.

CARRIED

Res. No. 204-19-12-17      MOVED by Councillor Bucks that council return to open meeting at 9:35 pm.

CARRIED

9:36 pm – meeting recessed to allow return of public.

9:41 pm – meeting resumed with public present.

Res. No. 205-19-12-17      MOVED by Mayor Orderly that the municipal lawyer be briefed on the collapse of the retaining wall at 34 Street between 8<sup>th</sup> and 9<sup>th</sup> regarding implications.

CARRIED

It is considered a best practice to conduct most closed meeting sessions at the end of a council meeting, except when they involve professionals (lawyers, etc.). An example of an item that requires a closed session would be the CAO’s performance review. This could be done at the end of the meeting as it only involves the council and the CAO as authorized by section 17 FOIP. Again, see [Information Bulletin 10/17](#) and the publication [Closed Meetings](#) for more information.

**Adjournment**

When all of the items on the agenda are dealt with, the meeting is concluded. The time of adjournment should be recorded in the minutes.

**Other Items of Note**

**Voting**

**183(1)** A councillor attending a council meeting must vote on a matter put to a vote at the meeting unless the councillor is required or permitted to abstain from voting under this or any other enactment.

**(2)** The council must ensure that each abstention and the reasons for the abstention are recorded in the minutes of the meeting.

**Recording of Votes**

Section 185 of the MGA provides that *“Before a vote is taken by council, a councillor may request that the vote be recorded”*. The same section of the MGA requires that when a vote is recorded, the minutes must show the names of the councillors present and whether each

councillor voted for or against the resolution. Votes are recorded only when requested, not on a regular basis.

### **Equality of Votes**

Section 186 of the MGA states *“If there is an equal number of votes for and against a resolution/motion or bylaw, the resolution or bylaw is defeated”*. Again, it is recommended that every resolution be followed by a clear indication as to whether it is “carried” or “defeated” for future reference.

### **Retention of Minutes**

Council meeting minutes are a legal document which must be preserved indefinitely. They can only be destroyed if authorized by council and if the originals are recorded on microfiche or on an electronic system that will allow copies to be made. Therefore, it is highly recommended to have both electronic and paper files of the documents. It would be prudent to also consider having the paper copy on good quality bond paper, bound in a sturdy binder, and stored in a fireproof area, ideally a safe or a fire-rated cabinet.

### **Conclusion**

Utilizing municipal best practices when preparing council meeting minutes is an important step in maintaining a reliable and useful document. The resulting minutes will continue to reflect each council’s unique approach to conducting municipal business. It may take some practice, but following these steps will help ensure the drafting of meeting minutes that will be useful and valid for years to come.

# Appendices

Relevant sections of the MGA

Sample Minutes

Suggested Forms for Special Meeting Notification

## Relevant sections of the MGA are:

### Public presence at meetings

**197(1)** Councils and council committees must conduct their meetings in public unless subsection (2), (2.01) or (2.1) applies.

**(2)** 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 of Information and Protection of Privacy Act*.

**(2.01)** Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is of a class prescribed or otherwise described in the regulations under subsection (7).

**(2.1)** A municipal planning commission, subdivision authority, development authority or subdivision and development appeal board established under Part 17 may deliberate and make its decisions in meetings closed to the public.

**(3)** When a meeting of a council or council committee is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a council or council committee held in public.

**(4)** Before closing all or any part of a meeting to the public, a council or council committee must by resolution approve

(a) the part of the meeting that is to be closed, and

(b) the basis on which, under an exception to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* or under the regulations under subsection (7), the part of the meeting is to be closed.

**(5)** After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.

**(6)** Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

**(7)** The Minister may make regulations prescribing or otherwise describing classes of matters for the purposes of subsection (2.01). **Effective Oct 26/17**

### Performance of major administrative duties

**208(1)** The chief administrative officer must ensure that

(a) minutes of each council meeting

(i) are recorded in the English language without note or comment,

(ii) include the names of the councillors present at the council meeting,

(iii) are given to council for adoption at a subsequent council meeting, and

(iv) are recorded in the manner and to the extent required under section 230(6) when a public hearing is held;

(b) all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;

(c) the Minister is sent a list of all the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;

(d) the council is advised in writing of its legislative responsibilities under this Act.

**(2)** Subsection (1) applies to the chief administrative officer in respect of council committees that are carrying out the powers, duties and functions delegated to them by the council.

(b) all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe; **Effective Oct 26/17**

### **Signing or authorization of municipal documents**

**213(1)** Minutes of council meetings must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

**(2)** When council has delegated a power, duty or function to a council committee, the minutes of a council committee meeting that deal with the power, duty or function must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

**(3)** Bylaws must be signed by

- (a) the chief elected official, and
- (b) a designated officer.

**(4)** Agreements and cheques and other negotiable instruments must be signed or authorized

- (a) by the chief elected official or by another person authorized by council to sign them, and
- (b) by a designated officer,

or by a designated officer acting alone if so authorized by council.

**(5)** A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

### **Destruction of records**

**214(1)** A council may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the originals to be made.

**(2)** A council may pass a bylaw respecting the destruction of other records and documents of the municipality.

**(3)** A bylaw under subsection (2) must provide that if an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must

retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

## **Public Hearings**

### **When to hold public hearing**

**230(1)** When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, 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.

**(2)** When this or another enactment requires a public hearing to be held on a proposed bylaw or resolution, council must

- (a) give notice of the public hearing in accordance with section 606, and
- (b) conduct the public hearing during a regular or special council meeting.

**(3)** A council may by bylaw establish procedures for public hearings.

**(4)** In the public hearing, council

- (a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and
- (b) may hear any other person who wishes to make representations and whom the council agrees to hear.

**(5)** After considering the representations made to it about a proposed bylaw or resolution the public hearing and after considering any other matter it considers appropriate, the council may

- (a) pass the bylaw or resolution,
- (b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
- (c) defeat the bylaw or resolution.

**(6)** The minutes of the council meeting during which the public hearing is held must record the public hearing to the extent directed by the council. **Effective Oct 26/17**

## **Planning bylaws**

**692(1)** Before giving second reading to

- (a) a proposed bylaw to adopt an intermunicipal development plan,
- (b) a proposed bylaw to adopt a municipal development plan,
- (c) a proposed bylaw to adopt an area structure plan,
- (d) a proposed bylaw to adopt an area redevelopment plan,
- (e) a proposed land use bylaw, or
- (f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),

a council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with section 606.

### **Requirements for advertising**

**606(1)** The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

**(2)** Notice of the bylaw, resolution, meeting, public hearing or other thing must be

(a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, ~~or~~

(b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or

(c) given by a method provided for in a bylaw under section 606.1.

**(3)** A notice of a proposed bylaw must be advertised under subsection (2) before second reading.

**(4)** A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council

**(5)** A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.

**(6)** A notice must contain

(a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,

(b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,

(c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and-

(d) in the case of a meeting or public hearing, the date, time and place where it will be held.

**(7)** A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.

**(8)** The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate. **Effective Oct 26/17**



## Sample Minutes

**MUNICIPALITY OF ANYWHERE  
REGULAR COUNCIL MEETING  
MINUTES  
Tuesday, December 19, 2017**

The regular meeting of the council of the Municipality of ANYWHERE was held in council chambers in the municipal office on Tuesday, December 19, 2017, commencing at 6:30 pm.

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**IN ATTENDANCE**

Mayor I. M. Orderly  
Councillor Mini Bucks  
Councillor Jack Nospend

Chief Administrative Officer, I. R. Organized

**CALL TO ORDER**

The meeting was called to order at 6:30 pm.

**ACCEPTANCE OF  
AGENDA**

Res. No. 180-19-12-17

MOVED by Councillor Nospend that the agenda be adopted with the following addition:

Collapse of the retaining wall at 34 Street between 8<sup>th</sup> and 9<sup>th</sup> Avenue.

CARRIED

**APPROVAL OF  
MINUTES**

Res. No. 181-19-12-17

MOVED by Councillor Bucks that the minutes of the regular meeting of council held on December 8, 2017, be approved with the following amendment:

Add the words "and posted to Alberta Purchasing Connection" to Res. No. 173-8-12-17.

CARRIED

**CONFIDENTIAL ITEM**

Res. No. 182-19-12-17

MOVED by Councillor Bucks that council close the meeting to the public to receive the legal opinion regarding the Arena Project as per Section 27, FOIP at 7:00 pm. Municipal Lawyer Sam Smith in attendance.

CARRIED

Res. No. 183-19-12-17

MOVED by Councillor Nospend that council return to open meeting at 7:25 pm.

CARRIED

7:26 pm – meeting recessed to allow return of public.

7:31 pm– meeting resumed with public present.

**PUBLIC HEARINGS**

Res. No. 184-19-12-17      MOVED by Councillor Nospend to commence the Public Hearing for Bylaw 323 Land Use at 7:32 p.m.

CARRIED

Res. No. 185-19-12-17      MOVED by Councillor Buck to move Bylaw 323 to the regular council meeting for discussion.

CARRIED

**DELEGATIONS**

Res. No. 186-19-12-17      MOVED by Councillor Nospend to accept the presentation from John Day regarding Recycling Techniques as information and schedule Mr. Day for the January, 2018 meeting.

CARRIED

Res. No. 187-19-12-17      MOVED by Councillor Nospend to accept the presentation from Ms. Dee Brief regarding the Youth Centre as information.

CARRIED

**BYLAWS**

Bylaw 03-17

Establish the Rental Rates

Res. No. 188-19-12-17      MOVED by Councillor Nospend that Bylaw 03-17 being the rental rates bylaw, be given first reading.

CARRIED

Res. No. 189-19-12-17      MOVED by Councillor Bucks that Bylaw 03-17 be given second reading.

CARRIED

Res. No. 190-19-12-17      MOVED by Councillor Nospend that third reading of Bylaw 03-17 be given.

CARRIED UNANIMOUSLY

Res. No. 191-19-12-17      MOVED by Councillor Bucks that Bylaw 03-17 be given third reading.

CARRIED

Bylaw 04-17

Procedure Bylaw

Res. No. 192-19-12-17      MOVED by Councillor Nospend that Bylaw 04-17 being the procedure bylaw be given first reading.

CARRIED

**BUSINESS**

Res. No. 19319-12-17      AUMA Formula on Distribution of Funds  
MOVED by Councillor Bucks that council support the AUMA proposed grant formula and forward the requested letter to the Premier.  
Councillor Nospend requested a recorded vote.  
  
IN FAVOUR - Mayor Orderley, Councillor Bucks  
AGAINST – Councillor Nospend  
  
CARRIED

Res. No. 194-19-12-17      Long Distance Telephone Rates  
MOVED by Councillor Nospend that the Chief Administrative Officer be authorized to enter into a contract for long distance phone rates with Telus Communications Inc. at a rate of \$0.04 per minute with a commitment of 3 years.  
  
CARRIED

Res. No. 195-19-12-17      Inspections Policy  
MOVED by Councillor Bucks that the Chief Administrative Officer further enhance the draft Inspections Policy by including a map of traffic sign locations and all buildings be included as part of the policy for review at the next regular meeting of council  
  
CARRIED

Res. No. 196-19-12-17      2017 Long Range Planning Meetings  
MOVED by Councillor Nospend that council schedule Special Meetings for January 7 and 21, 2014 starting at 7:00 pm in Council chambers to prepare the proposed 2014 Long Range Planning Document.  
  
CARRIED

**COUNCILLOR REPORTS**

Res. No. 197-19-12-17      MOVED by Councillor Bucks to accept the Councillor reports for information.  
  
CARRIED

**CHIEF ADMINISTRATIVE OFFICER ((CAO) REPORT/ACTION LIST**

Res. No. 198-19-12-17      MOVED by Mayor Orderly that the CAO report and Action List for the period December 3 – December 17, 2017 be accepted for information.  
  
CARRIED

**FINANCIAL**

Bank Reconciliation

Res. No. 199-19-12-17 MOVED by Councillor Bucks that the Bank Reconciliation dated November 30 be accepted for information.

CARRIED

2017 Aged Trial Balance (before audit)

Res. No. 200-19-12-17 MOVED by Councillor Nospend that the preliminary 2017 aged trial balance report be accepted as information.

CARRIED

2017 Year-end Report (before audit)

Res. No. 201-19-12-17 MOVED by Councillor Nospend that the preliminary 2017 financial report be accepted for information.

CARRIED

**CORRESPONDENCE**

Res. No. 202-19-12-17 MOVED by Councillor Bucks that the following correspondence be received for information:

1. Alberta Association of Municipal Districts and Counties (AAMDC) Contact! Newsletter of December 2017.
2. 2017 Small Communities Conference

CARRIED

**CONFIDENTIAL ITEMS**

Res. No. 203-19-12-17 MOVED by Councillor Nospend that council move to closed session to discuss the collapse of the retaining wall at 34 Street between 8<sup>th</sup> and 9<sup>th</sup> Avenue as per section 20, FOIP at 9:15 pm. Sargent Joe Law, RCMP attending.

CARRIED

Res. No. 204-19-12-17 MOVED by Councillor Bucks that council return to open meeting at 9:35 pm.

CARRIED

9:36 pm – meeting recessed to allow return of public.

9:41 pm – meeting resumed with public present.

Res. No. 205-19-12-17 MOVED by Mayor Orderly that the municipal lawyer be briefed on the collapse of the retaining wall at 34 Street between 8<sup>th</sup> and 9<sup>th</sup> regarding implications.

CARRIED

**ADJOURNMENT**

Being that the agenda matters have been concluded the meeting adjourned at 9:40 pm.

These minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Mayor Orderly

Chief Administrative Officer

## Suggested Forms for Special Meeting Notification

MINUTES OF A SPECIAL MEETING OF THE COUNCIL OF THE MUNICIPALITY OF ANYWHERE IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY, MAY 15, 2018, IN THE COUNCIL CHAMBERS OF ANYWHERE MUNICIPAL BUILDING, COMMENCING AT 8:00 P.M.

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THE NOTICE OF THIS MEETING WAS GIVEN UNDER AUTHORITY OF SECTION 194 OF THE *MUNICIPAL GOVERNMENT ACT* (by telephone or in writing) TO EACH MEMBER OF COUNCIL AND A SIGNED WAIVER OF WRITTEN NOTICE FORM IS ATTACHED TO THESE MINUTES.

PRESENT:

---

DATE: \_\_\_\_\_

TOWN OF ANYWHERE

WAIVER OF NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED  
UNDER AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT

We, the undersigned members of the council of the Municipality of Anywhere, hereby waive notice of a special meeting of council to be held in the council chambers of the Municipality of Anywhere on Wednesday, May 15, 2018 , commencing at 8:00 p.m for the purpose of discussing and acting upon the following item(s):

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

SIGNED

NAME \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer, I. R. Organized  
Municipality of Anywhere

DATE: \_\_\_\_\_

MUNICIPALITY OF ANYWHERE

WRITTEN NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED  
UNDER AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT

TO: MAYOR \_\_\_\_\_  
COUNCILLORS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Mayor has requested that a special meeting of council be held in the council chambers of the Municipality of Anywhere on Wednesday, May 15, 2018, commencing at 8:00 p.m. for the purpose of discussing and acting upon the following item(s) of business:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer, I. R. Organized  
Municipality of Anywhere