

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO 2005-89

Being a By-law to govern the proceedings of Council, the conduct of its members and the calling of meetings

WHEREAS pursuant to Section 238(2) of the *Municipal Act*, S.O. 2001 Chapter 25, every Council and local board shall adopt a procedure By-law to govern the calling, place and proceedings of meetings;

AND WHEREAS the Corporation of the Town of Amherstburg deems it advisable to repeal By-law 1998-16 to create a comprehensive By-law to govern the proceedings of Council and the conduct of its members and the calling of meetings;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF

THE TOWN OF AMHERSTBURG HEREBY ENACTS AS FOLLOWS:

DEFINITIONS

1. For the purpose of this By-law:
 - a) "C.A.O." shall mean the Chief Administrative Officer of the Corporation of the Town of Amherstburg;
 - b) "Chair" shall mean the person presiding over a meeting of Council or of a Committee of Council;
 - c) "Civic or Public Holiday" shall mean those dates listed as holidays in the *Interpretation Act*, R.S.O. 1990, c.I.11 Section 29, as amended from time to time, with the exception of Easter Monday and Remembrance Day;
 - d) "Clerk" shall mean the Municipal Clerk of the Corporation of the Town of Amherstburg;
 - e) "Committee" shall mean any advisory or other committee, subcommittee or similar entity of which at least fifty percent (50%) of the members are also members of one or more councils or local boards;
 - f) "Correspondence" includes, but is not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, newspaper article, etc.;
 - g) "Council" shall mean the Council of the Corporation of the Town of Amherstburg;
 - h) "Council Member" shall mean a member of the Council of the Corporation of the Town of Amherstburg;
 - i) "Delegation" means a person intending to address the Council or committee on a matter where a decision of the Council may be required.
 - j) "Head of Council" shall mean the Mayor;
 - k) "Improper Conduct" shall mean the conduct of any person or persons which offers any obstruction to the proceedings of Council;
 - l) "Local Board" does not include police services boards or public library boards;
 - m) "Meeting" means any regular, special, committee or other meeting of a Council or local board;
 - n) "Majority" shall mean more than half of the votes cast by Members entitled to vote;

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BY-LAW NO. 2005-89

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- o) "Mayor" shall mean the Mayor of the Corporation of the Town of Amherstburg;
 - p) "Notice of Motion" shall mean an advanced notice to members of a matter in which Council will be asked to take a position;
 - q) "Pecuniary Interest" shall mean a direct or indirect Pecuniary Interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, chapter M. 50, as amended;
 - r) "Personal Privilege" shall mean a matter that a Council member considers to impugn in their integrity or the integrity of the Council;
 - s) "Point of Order" shall mean a matter that a member considers to be a departure from or contravention of the rules, procedure or generally accepted practices of the Council;
 - t) "Presentations" shall mean an appearance before Council by an approved committee, organization, or group. The time limits for delegations as outlined in this by-law shall not apply to presentations;
 - u) "Quorum" shall mean more than fifty percent (50%) of the total number of members that comprise the Council or Committee;
 - v) "Rules of Procedure" shall mean the applicable procedural rules and rules of conduct contained in or referred to in this By-law;
 - w) "Special Meeting" means a meeting not scheduled in accordance with the approved calendar/schedule of meetings.
2. In this by-law, words in the singular include the plural and vice versa, and all references to gender are intended as gender neutral.

COUNCIL MEETINGS

- 3. The inaugural meeting of Council shall be held on the first Monday in December at a time no later than 7:00 p.m. following a regular municipal election, except when the day is a public holiday in which case the meeting shall be held on the following business day.
- 4. Regular meetings of Council will be held on the second and fourth Mondays of each month at 7:00 p.m. unless such day shall be a legal, public or civic holiday in which case the Council shall meet at the same hour the next following day which is not a holiday, or unless postponement is made in the manner hereinafter provided.
- 5. Any regular meeting of the Council may be postponed to a day named in a notice by the Head or acting Head of Council given through the Clerk's office at least two clear days in advance of the regular meeting.
- 6.
 - a) The Mayor shall preside at all meetings of the Council.
 - b) When the Mayor is absent or refuses to act, or the office is vacant, the Deputy Mayor shall act as the presiding officer for the purpose of chairing a particular meeting, and while so acting, the Deputy Mayor may exercise all the rights, powers and authority of the Mayor.
 - c) The Mayor or presiding officer may expel from a meeting anyone who engages in improper conduct.
- 7.
 - a) As soon after the hour fixed for a meeting a quorum is present, the meeting shall be called to order. The quorum of any meeting of Council shall be four members thereof.

- b) If no quorum is present one half hour after the time appointed for a Council or Committee meeting, the Clerk or recording secretary shall record the names of the members present and the names of the members not present and the meeting shall stand adjourned until the date of the next regular meeting or until rescheduled.
8. Council and Committee meetings shall stand adjourned at 10:30 p.m. but business may be continued upon a Resolution passed by majority vote before that hour.

Special Council Meetings

9. a) The Head of Council may, at any time, summon a special meeting.
- b) The Clerk shall summon a special meeting upon receipt of a petition of the majority of the Council members for the purpose and at the time and date mentioned in the petition.
- c) In either case of (a) or (b) above, the Special Meeting shall be held not sooner than 48 hours following the Head of Council's summons or receipt of the petition, as the case may be and the Clerk shall provide written notice of the special meeting immediately following receipt of the summons or petition.
- d) Notwithstanding the notice requirement set out above, in the event of a bona fide emergency the meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, and notice may be given by telephone or personal contact as determined by the Clerk.
- e) Unless otherwise specified in the notice described in subsection (c) above, a special meeting shall be held in the Council Chamber.
- f) The notice of a special meeting shall specify the purpose for the meeting.

In-Camera Meetings

10. a) All Council and Committee meetings shall be open to the public.
- b) Notwithstanding subsection (a) above, a meeting of Council or a Committee may be closed to the public if the subject matter being considered relates to:
- i) the security of the property of the Town or local board;
 - ii) personal matters about an identifiable individual including municipal or local board employees;
 - iii) a proposed or pending acquisition or disposition of land by the Town or local board;
 - iv) labour relations or employee negotiations;
 - v) litigation or potential litigation, including matters before administrative tribunals, affecting the Town or a local board;
 - vi) advice that is subject to solicitor - client privilege, including communications necessary for that purpose;
 - vii) a matter in respect of which Council, a Committee of Council or a local board has authorized a meeting to be closed under another Act;
- c) Notwithstanding subsection (a) above, a meeting shall be closed to the public if the subject matter relates to the consideration of request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board, commission or other body is the head of an institution for the purposes of that Act.

- d) Before all or part of a meeting is closed to the public, the Council shall state by Resolution:
 - i) the fact of the holding of the closed meeting;
 - ii) the general nature of the matter considered at the closed meeting.
- e) A meeting shall not be closed to the public during the taking of a vote.
- f) Despite subsection (e) a meeting may be closed to the public during a vote if:
 - i) Subsection 10(b) and 10(c) permits or requires a meeting to be closed to the public; and,
 - ii) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Town or persons retained by or under contract with the Town.
- g) All decisions from a closed meeting or session must be ratified in a Council session that is open to the public.
- h) Meetings or sessions which are closed to the public may be referred to as in-camera meetings or sessions.

AGENDAS AND SUPPORTING MATERIALS

- 11. a) The Clerk shall prepare agendas of Council and Committee meetings as assigned.
- b) Insofar as is practicable, Council agendas, along with supporting material, shall be prepared and made available to members by 4:00 p.m. on the Thursday prior to a regular meeting
- c) Individuals or groups wishing to appear before Council at a regular meeting shall advise the Clerk not later than 4:00 p.m. on the Wednesday prior to the meeting and the Clerk may make a determination as to deferral of delegations to a subsequent meeting.
- d) Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business, as outlined in Schedule "A" or otherwise, may be affected without requiring amendment to this By-law:
 - 1. Prayer
 - 2. Disclosure of Pecuniary Interest
 - 3. Minutes of previous meeting
 - 4. Approval of Accounts
 - 5. Delegations
 - 6. Presentations
 - 7. Reports of Municipal Officers
 - 8. Correspondence
 - 9. Business Licences
 - 10. Minutes of Special Council meetings
 - 11. Other Minutes
 - 12. Unfinished Business
 - 13. New Business
 - 14. By-laws
 - 15. Notice of Motions
 - 16. Adjournment
- e) The business of the Council shall be taken up in the order as listed on the agenda unless otherwise decided by the Mayor or presiding officer.

- f) Every communication/correspondence designed to be presented to the Council shall be legibly written or printed and shall not contain any obscene or improper matter or language, and shall be dated and signed by at least one person and filed with the Clerk by 4:00 p.m. Wednesday prior to the regular meeting.
12. The Clerk shall prepare a summary agenda of Council to be distributed to the public at the Council meeting as outlined in Schedule "B".

MINUTES OF MEETINGS

13. The minutes of Council and Committee meetings shall record:
- a) The place, date and time of meeting;
 - b) The names of the presiding officer or officers and record of the attendance of the Members;
 - c) The adoption of the minutes of prior meetings; and
 - d) All other proceedings of the meeting without note or comment.
 - e) In the absence of the Clerk and the Deputy Clerk, the C.A.O. will act as recording secretary of the meeting.

DUTIES OF THE MAYOR

14. It shall be the duty of the Mayor or other presiding officer:
- a) to open the meeting by taking the chair and calling the members to order;
 - b) to announce the business before Council in the order in which it is to be acted upon;
 - c) to receive and submit, in the proper manner all motions presented by the members;
 - d) to put to a vote all questions which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;
 - e) to decline to put to vote motions which infringe upon the rules of procedure;
 - f) to enforce on all occasions the observance of order and decorum among the members;
 - g) to authenticate by signature all By-laws, resolutions and minutes of the Council;
 - h) to inform the Council when necessary or when referred to for the purpose, on a point of order or usage;
 - i) to represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
 - j) to ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of the municipal Corporation;
 - k) to adjourn the meeting without question in the case of grave disorder arising in the Council Chamber;
 - l) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chamber where such behaviour persists.

CONDUCT OF MEMBERS OF COUNCIL AND GUESTS

15. No member shall:
 - a) use offensive words or unparliamentary language in or against the Council or against any member, staff or guest;
 - b) disturb another, or the Council, staff, or guest, by any disorderly conduct disconcerting to the speaker or the assembly;
 - c) speak on any subject other than the subject in debate;
 - d) resist the rules of Council or disobey the decisions of the Mayor or presiding officer or of Council on questions of order or practice or upon the interpretation of the rules of Council;
 - e) leave a meeting without first obtaining permission from the Mayor or presiding officer;
 - f) interrupt the member who has the floor except to raise a point of order;
 - g) leave a meeting or make a disturbance when the Mayor or presiding officer is putting the question.
16. All members and guests shall address the Mayor or presiding officer as "Your Worship" or some other form of respectful title.
17. When a Member persists in any such disobedience after having been called to order by the Mayor or presiding officer, the Mayor or presiding officer may forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his seat for the duration of the meeting of the Council", but if the Member apologizes he may, by majority vote of the Council, be permitted to retake his seat.
18. No person except Members and officers of the Council shall be allowed to come within the bar during the sittings of the Council without permission of the Mayor or presiding officer or the Council upon reference.
19. Members of the public attending a Council meeting shall respect the decorum of Council and refrain from public outbursts; shouting; or behaviour intended to disrupt debate, discussion and/or general proceedings of the Council. The Mayor or the Chair may request that a member or members of the public vacate the Council Chambers if their behaviour is deemed to be disruptive to the business at hand.

RULES FOR DELEGATIONS

20. Any person, group of persons or organization not being a member of the Council or Committee or an appointed official of the Town of Amherstburg, wishing to address Committee or Council, as the case may be, may be heard by leave of Council or Committee concerned, provided that such person(s) shall advise the Clerk outlining the particulars of the matter(s) on which they wish to address Council or Committee as well as a copy of their presentation by 4:00 p.m. on the Wednesday prior to the regular Council meeting. Delegations shall focus their remarks to the stated business and specify any questions they may wish to have answered by Council. Delegations will be limited to speaking only once.
21. Delegations will be permitted from the gallery without prior registration only during a public hearing portion of a meeting under the provisions of the *Planning Act*, R.S.O. 1990, c. P13, as amended, or prior to the adoption of certain by-laws at the Council meeting pursuant to legislative requirements.

22. Audio visual equipment may be used to assist in presentations to Council, provided permission has been obtained for use of such equipment from the Clerk at the time the delegation contacted the Clerk to register for the meeting.
23. The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this By-law and, if the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw from the delegation table, and the decision of the Chair shall not be subject to any challenges.
24. Upon commencement of a presentation by a delegation, he/she should state their name as they wish to be addressed by Council.
25. Persons may be heard by permission of the Mayor or presiding officer, but shall be limited in speaking to not more than five (5) minutes, except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than five (5) minutes.
26. Delegations will not be permitted to assume any unused time allocated to another delegation.
27. No person shall be allowed to address Council or speak in debate without permission of the Mayor or presiding officer, and such privilege shall be limited to time allotted to "Delegations" on the agenda.
28. No delegation shall:
 - a) speak disrespectfully of any person;
 - b) use offensive words or unparliamentary language.;
 - c) speak on any subject other than the subject for which they have received approval to address Committee/Council;
 - d) disobey the rules of procedure or a decision of the Chair of Committee or Council.
 - e) enter into cross debate with other delegations, Administration, Council members or the Chair.
29. Upon the completion of comments to the Committee or Council by a delegation, any discourse between members of Council and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only. Members of Council shall not enter into debate with the delegation respecting their comments. Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted.
30. When a request is received for a delegation wishing to be heard on an item which is not listed on the agenda, the person shall submit in writing the nature of their presentation to the Clerk.
 - a) The Clerk shall review the presentation material and determine if the subject matter and nature of the delegation's request falls within the jurisdiction of the Town Council.
 - b) Once the Clerk has concluded that the presentation/request does fall within the jurisdiction of the Council, the Clerk shall forward a copy of the written submission to the C.A.O to determine if an administrative report should accompany the submission on the next subsequent agenda. The C.A.O. shall determine which Department Head shall report on the issue and the timing of the report. The Clerk shall advise the delegation accordingly.
 - c) Where the matter falls outside of the scope and responsibility of the Council, the Clerk shall notify the person(s) that the presentation should be properly referred to the most appropriate board, commission, agency or Provincial or Federal government ministry for consideration.

MOTIONS/RULES OF DEBATE

31. Subject to Paragraph 32, and insofar as is practicable, notice of motions, except those listed in Paragraphs 48 & 49, shall be given in writing to the Clerk not later than 4:00 p.m. on the Wednesday preceding the next regular meeting so that the matter may be included in the Council agenda package.
32. Any motion may be introduced without notice if Council, without debate, agrees on a majority vote to dispense with notice.
33. A motion must be formally seconded before the question can be put or a motion recorded in the minutes.
34. When a motion is presented in Council in writing it shall be read, or, if it is an oral motion, stated by the Mayor or presiding officer.

A motion to amend shall:

- i) be presented in writing;
 - ii) be dealt with by Council before a previous amendment or the main motion;
 - iii) not be further amended more than once provided that further amendment may be made to the main motion;
 - iv) be relevant to the main motion;
 - v) not propose a direct negative to the main motion;
 - vi) propose a separate and distinct disposition of the motion;
 - vii) be put in the reverse order to that in which it is moved.
35. Immediately prior to voting on a motion, the Mayor or presiding officer shall state the question in the precise form it is to be recorded in the minutes, including any amendments to the question.
 36. After a motion as amended is finally put, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result is declared.
 37. On an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Mayor or presiding officer and may be by voice, show of hands, standing or otherwise. A Member not voting shall be counted as being opposed to the motion.
 38. If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote. All Members present at the Council or Committee meeting must vote in alphabetical order, unless otherwise prohibited by statute. The names of those who voted for and others who voted against shall be noted in the minutes and the Clerk shall announce the results. A failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
 39. Every Member present at a meeting of the Council or Committee when a question is put shall vote thereon unless prohibited by Statute.

40. The Mayor or presiding officer, except where disqualified to vote, may vote on all questions and when so doing, shall vote last.
41. Except where expressly provided in Statute, any question on which there is an equality of vote shall be deemed to be defeated.
42. When the Mayor or presiding officer calls for the vote on a question, each of the Members shall occupy their seat and shall remain in their place until the result of the vote has been declared by the Mayor or presiding officer, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.
43. Subject to Subsection 10(f) no vote shall be taken by ballot or any other method of secret voting and every vote so taken is of no effect.
44.
 - a) Unless otherwise authorized by the Mayor or presiding officer, all members, staff and guests shall address Council through the chair and only when recognized to do so.
 - b) When two or more members seek to address Council, the Mayor or presiding officer shall designate the member who may speak first.
45. Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
46. No member shall speak for more than five minutes on the same question, without the permission of the Mayor or presiding officer.
47. No member shall speak more than once on the same question or motion without permission of the Mayor or Presiding Officer, except in explanation of a material part of their previous remarks, which may have been misunderstood, and without the introduction of new matter. The mover of a motion, however, may reply to discussion before the vote it taken.
48. The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by these Rules of Procedure:
 - a) point of order or personal privilege;
 - b) presentation of petitions;
 - c) to lay on the table;
 - d) to postpone indefinitely or to a specific day;
 - e) to move the previous question (immediate vote on the main motion).
49. The following motions may be introduced without notice and without leave but such motions shall be in writing and signed:
 - a) to refer;
 - b) to adjourn;
 - c) to amend;
 - d) to suspend the rules of procedure.

RECONSIDERATION

50. After a question has been decided, whether in the affirmative or the negative, and after the decision has been announced from the chair any member of the Council may give notice that he or she will move a reconsideration of the question at the next meeting of that body.

51. a) Such notice of reconsideration may be made verbally at the same meeting, or in writing before the next meeting of Council on the condition that the written notice is received by the office of the Deputy Clerk not more than three business days after the said meeting.
- b) Reconsideration shall be entertained at the next meeting.
52. The substantive motion to be reconsidered does not come back on to the floor of Council for debate until the motion to reconsider has been moved, seconded and has received two-thirds majority vote of Council.
53. A motion to reconsider shall not be debatable except that the member who gave the notice of motion to reconsider has the privilege of stating his reasons for doing so.
54. Any question shall not be reconsidered more than once; nor shall a vote on a motion to reconsider be reconsidered.

POINTS OF ORDER AND PRIVILEGE

55. The Mayor or presiding officer shall preserve order and decide questions of order.
56. The Council, if appealed to, shall decide the question without debate and its decision shall be final.

BY-LAWS

57. No By-law shall be presented to Council unless the subject matter has been considered and approved by Council.
58. Every By-law shall be introduced upon motion by a member specifying the title of the By-law.
59. Every By-law when introduced shall be in typewritten form and shall contain no blanks except as may be required to conform to accepted procedure or to comply with provisions of any Act.
60. Every By-law shall be given three readings prior to passage.
61. The first reading of a by-law shall be decided without amendment or debate.
62. If the Council determines that the by-law is to be considered in Committee of the Whole, it shall be so considered previous to the third reading thereof.
63. If Council so determines, a by-law may be taken as read.
64. The Clerk shall set out on all by-laws enacted by Council the date of the several readings thereof.
65. Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in his office for safekeeping.

STRIKING COMMITTEE

66. The Chairperson of a Striking Committee (subject to the *Municipal Conflict of Interest Act*) may take part in, debate, move, or second resolutions, and vote on all questions.
67. Following each municipal election, and prior to the inaugural meeting of Council, a Striking Committee shall be formed consisting of the Mayor and all members of Council. The Striking Committee will nominate for presentation at the inaugural meeting the members of various Boards and Committees.

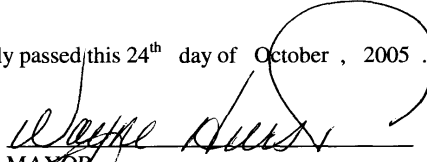
DISCLOSURE OF PECUNIARY INTEREST

- 68. It is the responsibility of each member of Council or boards to determine if he/she must disclose a pecuniary interest. The disclosure policy is supported by the *Municipal Conflict of Interest Act*, and is intended to prevent any individual from receiving a pecuniary benefit by virtue of his or her position on a Council or a board. If a member of Council or board thinks he/she has a pecuniary interest in a matter being considered by Council, whether the conflict is direct or indirect, then a conflict of interest may exist.
- 69. If the member determines that there is a pecuniary interest, the member should determine whether the interest is one that is excepted by legislation.
- 70. If a member's interest cannot be excepted by legislation, the declaration of interest must be made in compliance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50.

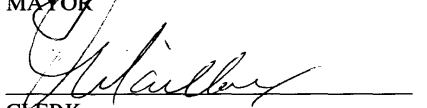
GENERAL

- 71. Schedules "A" and "B" attached hereto form part of this by-law.
- 72. In all matters and under all circumstances the members shall be guided by and shall have regard to the *Municipal Conflict of Interest Act*.
- 73. Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-law, including any amendments thereto.
- 74. Any procedure under this By-law which is discretionary and not mandatory under statute may be suspended with the consent of a majority of the members present.
- 75. No amendments or repeals of this By-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal is given at a previous regular meeting of the Council and the waiving of notice is prohibited.
- 76. This By-law shall be referred to as the Procedure By-law.
- 77. By-law 1998-16, being a by-law to govern the proceedings of Council, the conduct of its members and the calling of meetings, be and the same is hereby repealed.
- 78. This By-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and finally passed, this 24th day of October, 2005.



MAYOR



CLERK

1st Reading: October 24, 2005
2nd Reading: October 24, 2005
3rd Reading: October 24, 2005

Certified to be a true copy of By-law
No. _____ passed by Council of the
Town of Amherstburg on the
day of _____, _____.

Clerk

SCHEDULE "A"

ORDER OF AGENDA

1. Delegations:

- When a delegation requiring a response is present, the order of the agenda shall be as follows:
 - (1) Hear the delegation
 - (2) Bring forward the relevant report for approval
 - (3) Bring forward the relevant by-law for approval
- When no delegation or a delegation that does not require a response is present, the order of the agenda shall be as follows:
 - (1) Deal with and approve the report
 - (2) Bring forward the relevant by-law for approval

2. Correspondence:

- Group all correspondence together for approval as a whole
- Deal with any specific correspondence by exception

3. By-Laws:

- Group all by-laws together for approval as a whole
- Deal with any specific by-law by exception



AGENDA
CORPORATION OF THE TOWN OF AMHERSTBURG
REGULAR MEETING OF COUNCIL

Insert Date Here

7:00 p.m.

Amherstburg Council Chambers, 271 Sandwich Street South

CALL TO ORDER

PRAYER

DISCLOSURE OF PECUNIARY INTEREST

Council's declaration to be made prior to any discussion on the matter taking place

MINUTES OF PREVIOUS MEETING

Regular Meeting of Council – Insert Date – Motion to adopt

APPROVAL OF ACCOUNTS

DELEGATIONS

1. **Insert Name of Delegation** – Insert explanation for delegation

Report No.

By-law No.

PRESENTATIONS

1. **Insert Name of presenter** – Insert explanation for presentation

REPORTS OF MUNICIPAL OFFICERS

1. **Insert report author's name, title** – Insert explanation of report

ACTION: State the action Council is to consider

By-law No.

CORRESPONDENCE

1. **Insert correspondence author's name, title, organization** – Insert explanation of correspondence

ACTION: State the action Council is to consider

(Note: all correspondence to be adopted as a whole)

BUSINESS LICENCES

1. **Insert business name** – Insert explanation of licence

MINUTES OF SPECIAL COUNCIL MEETINGS

List type of minutes here – Insert Date – Motion to adopt

OTHER MINUTES

List type of minutes here – Insert Date – Motion to adopt

UNFINISHED BUSINESS

1. Insert any unfinished business items here

NEW BUSINESS

1. Insert any new business items here

BY-LAWS

By-law No. – Insert explanation of by-law

NOTICE OF MOTIONS

1. Insert any notices of motion here

ADJOURNMENT