TO: Mayor Grace and Members of Council
FROM: Andrea Fisher, Clerk/Planning Coordinator
DATE: February 12, 2020
RE: Amendments to the Council Agenda Format

PURPOSE

To seek Council’s approval on suggested amendments to the Council Agenda format.

RECOMMENDATION

THAT Goderich Town Council approve the various amendments to the Town of Goderich Council Agenda.

BACKGROUND

Staff conducted a review of the Council Agenda and have made the following proposed amendments in order to update, streamline and provide efficiency at Council meetings. A sample Agenda is attached highlighting changes in red for your information.

Suggested changes:

a) Section 2.0 - Change Disclosure of Pecuniary Interest title to Disclosure of Pecuniary Interest and the General Nature Thereof
b) Section 3.0 - Change the order of approvals so that the Agenda is approved first and the Minutes are approved second
c) Section 5.0 - Change Deputations and Petitions title to read Deputations and Presentations
d) Section 7.0 – Change Departmental Reports to read Staff Reports
e) Remove the Resolutions from Other Municipalities Section and place any resolutions under Section 9.0 Correspondence Received for Information – Council has the opportunity to pull out any resolutions they may wish to address, otherwise they are received and filed.
f) Section 13.0 – Change format to pass three motions and follow this format for the approval of the By-Laws:

- The Clerk will verbally read the By-Laws one time
- A motion to read the By-Laws collectively
- A motion to give First and Second reading
- A motion to give Third and Final reading
Respectfully submitted,

[Signature]

Memo reviewed by:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Janice Hallahan</td>
<td>Chief Administrative Officer</td>
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<tr>
<td>Andrea Fisher</td>
<td>Clerk/Planning Coordinator</td>
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</tbody>
</table>
Council Agenda
Date
4:30 p.m.

1.0 CALL TO ORDER

2.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

3.0 APPROVAL OF AGENDA AND ADOPTION OF MINUTES

3.1 Approval of Agenda

Moved by:
Seconded by:

That the Town of Goderich Council hereby accepts the _______ Council Agenda, as presented.

3.2 Adoption of Minutes

Moved by:
Seconded by:

That the Town of Goderich Council hereby adopts the ____________ regular Council Minutes, as presented.
4.0 PUBLIC MEETINGS(S)

5.0 DEPUTATIONS AND PRESENTATIONS

5.1 Mayors Remarks

5.2 Councillors Remarks

6.0 FINANCIAL REPORTS

6.1 Accounts

Moved by:
Seconded by:

That the accounts for the period ending _________ in the amount of
__________ be approved for payment.

7.0 DEPARTMENTAL STAFF REPORTS

Moved by:
Seconded by:

That the Staff Reports be received for information and the noted action be
approved.
8.0 CORRESPONDENCE RECEIVED AND COPIED FOR WHICH THE DIRECTION OF COUNCIL IS REQUIRED

9.0 CORRESPONDENCE RECEIVED FOR INFORMATION

Moved by:
Seconded by:

That the correspondence be received for information.

10.0 CORRESPONDENCE RECEIVED AND RECOMMENDED ACTION NOTED

Moved by:
Seconded by:

That the correspondence items be received for information and the noted action be approved.

11.0 RESOLUTIONS FROM OTHER MUNICIPALITIES— remove and add any resolutions from other municipalities to item 9.0.

12.0 UNFINISHED BUSINESS

13.0 BY-LAWS AND AGREEMENTS
13.1 By-Law of 2020 being a By-Law to

The purpose of this By-Law is to

13.2 By-Law of 2020 being a By-Law to

The purpose of this By-Law is to

The following By-Laws require First, and Second Readings and Third and Final Readings and could be taken collectively upon unanimous vote of Council present.

Moved by:
Seconded by:

That By-Laws _________ to _________ be taken collectively.

That By-Laws _________ to _________ be read a First and Second Time

That By-Laws _________ to _________ be read a Third Time and Finally Passed.

14.0 MOTIONS AND NOTICE OF MOTIONS

15.0 NEW & GENERAL BUSINESS

13.1. Upcoming Meetings
16.0 POSSIBLE CLOSED COUNCIL MEETING MATTERS

In the event that Council enters into a possible Closed Session pursuant to Section 239 (2) of the Municipal Act, Council will reconvene following the Closed Session at which time the public and press may be present.

17.0 PRESS REPORTERS AND CITIZENS QUESTION & ANSWER PERIOD

18.0 CONFIRMING BY-LAW

Moved by:
Seconded by:

That leave be given to introduce By-Law No. of 2020 being a By-Law to confirm the proceedings of the Goderich Town Council meeting held on __________ and that it now be read severally a first, second, and third time, and finally passed this day of ____, 2020.

19.0 ADJOURN

Moved by:
Seconded by:

That Goderich Town Council does now adjourn at the regular meeting of Council scheduled for __________ to meet again at 4:30 p.m.