**Insert Committee/Board Name Meeting Minutes**

**Meeting Date:** Insert Date

**Meeting Location:** Insert location

**Meeting Time:** Insert meeting time

**Attendees:** Insert member nameInsert member name

Insert member nameInsert member name

Insert member nameInsert member name

**Regrets**: Insert member nameInsert member name

1. **Welcome and Call to Order**

Insert member name called the meeting to order atInsert time meeting commenced

1. **Declarations of Pecuniary Interest or the General Nature Thereof**

Insert member name or if no declarations, type ‘none’

1. **Agenda Approval**

**Moved by:** Insert member name

**Seconded by:** Insert member name

**THAT** the Insert meeting date agenda be accepted as presented.

**Disposition:** Choose an item.

1. **Approval of Minutes**

**Moved by:** Insert member name

**Seconded by:** Insert member name

**THAT** the minutes from the Insert previous meeting date meeting be accepted as presented

**Disposition:** Choose an item.

1. **Business Arising From Minutes**

* List all business and any resolutions (mover, seconder, disposition) resulting from that business
* List all business and any resolutions (mover, seconder, disposition) resulting from that business

1. **Other Business**

* List any other business and any resolutions (mover, seconder, disposition) resulting from that business

1. **Delegations and Presentations**

* List any delegations or presentations that were made to Council
* List any delegations or presentations that were made to Council

1. **Adjournment**

**Moved by:** Insert member name

**Seconded by:** Insert member name

**THAT** the Insert meeting date meeting be adjourned at Insert adjournment time

**Disposition:** Choose an item.

1. **Next meeting date:** Insert next meeting date