

# SYNOPSIS

## Council Committees Policy

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The Proceedings of Council Policy sets out the requirements for the conduct of meetings and the preparation of the meeting materials for Council and Committee of the Whole. In reviewing the Policy, it was noted that the it does not specifically provide clarity on the conduct of meetings of committees other than Council and Committee of the Whole meetings.

With the number of Council Committees we have outside of Council and Committee of the Whole, staff felt it appropriate to draft a new Council Committees Policy for Council's consideration to address how other Committees will conduct business. It should be noted that it is spelled out in the draft new policy that Committees shall follow the meeting procedures set out in the Town of Amherst Proceedings of Council Policy #10350-24.

### **MOTION:**

**That Council approve of the new Council Committees Policy #10350-32.**