REPORT
Name of Committee Meeting
Date, Month, Year
Location and Time of Meeting

Present	Councillor One Councillor Two Director of Committee
Regrets	Committee Member Name
Also Present	Consultant, Other Staff, Resident, etc.

1. SUMMARY

Committee discussed the following topics…

2. MOTIONS AND/OR NOTICE OF MOTION

Anything that needs to be on the public meeting agenda goes here in the form of a motion or indicate that no motions were proposed at this meeting.

2.1 BE IT RESOLVED…

2.2 BE IT RESOLVED…

3. DETAILED TABLED REPORT

3.1 Topic 1
Discussion on Topic 1

3.2 Topic 2
Discussion on Topic 2

4. DATE OF NEXT MEETING

Date, Time, Location

5. ADJOURNMENT

Time