**[Municipality Name]**

**Council Meeting**

Date: [insert Date]

Time: [Insert Time]

Location: [Insert Location]

**AGENDA**

1. **Call to Order** *[Insert Time]*
2. **Adoption of Agenda** *[Insert Time]*
3. **Adoption of Minutes** *[Insert Time]*
   1. [List Minutes]
4. **Presentations\*** *[Insert Time]*
   1. [Name of Presenter, Subject Matter]
5. **Public Hearings\*** *[Insert Time]*
   1. [Subject Matter]
6. **Business Arising from the Minutes [Unfinished Business] \*** *[Insert Time]*
   1. [Item 1]
   2. [Item 2]

1. **New Business\*** *[Insert Time]*
   1. [Item 1]
   2. [Item 2]
2. **Bylaws\*** *[Insert Time]*
   1. [Bylaw #, Bylaw Title]
3. **Mayor & Council Inquiries / Updates** *[Insert Time]*
4. **In Camera Session** *[Insert Time]*
5. **Adjournment** *[Insert Time]*

*\*Note: Omit any Sections of the Sample Agenda that are unnecessary.*