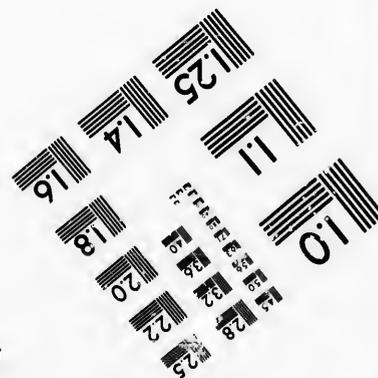
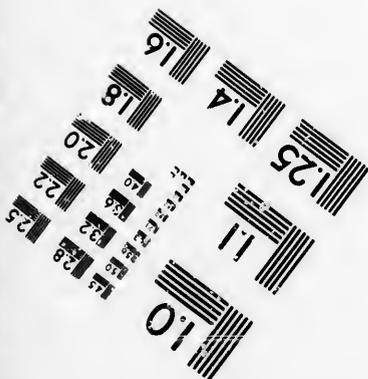
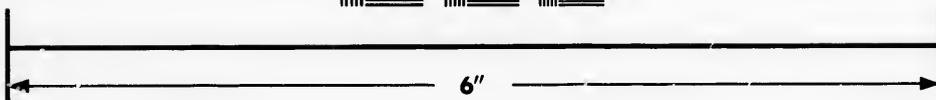
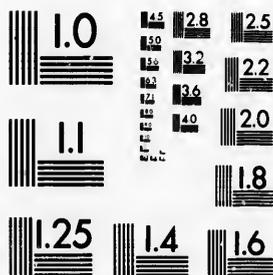


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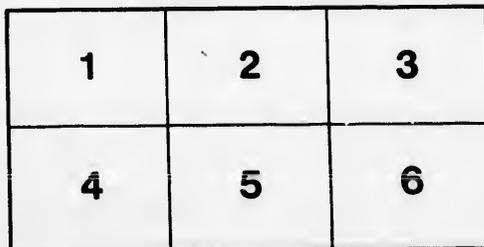
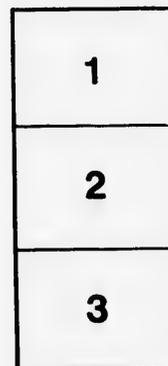
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*To the Members of the several Municipal Councils in
the Province of Ontario.*

GENTLEMEN,

I have the honour of submitting for your favorable consideration and adoption a method or plan, just published by me, in a work entitled: "Willson's System of Conducting the Business of Municipal Councils," which embraces the following "contents" and explanatory "preface":—

CONTENTS.

| | Page. |
|--|-------|
| By-Law to establish Rules and Regulations | 7 |
| Business Record | 11 |
| By-Law granting Monies for Public Improvements | 12 |
| By-Law " " to Indigent Persons. | 18 |
| By-Law, General Purposes | 14 |
| Resolution, General Instructions. | 14 |
| By-Law to accept Tenders | 15 |
| By-Law to commute Statute Labour (local) | 16 |
| By-Law to open a Road on Private Property | 18 |
| By-Law to discharge part of Mortgage | 20 |
| By-Law to open an Original allowance for Road | 21 |
| By-Law " close " " " " " " | 22 |
| By-Law to Levy special Rates | 24 |
| Bond to Maintain a Foundling Child | 26 |
| Estimate of Engineer or Commissioners | 29 |
| Bank Cheque with <i>Stub Voucher</i> | 30 |
| Notice of Tenders wanted | 31 |
| Bond Contractor to Corporation, | 32 |
| Award of Fence viewers | 33 |

PREFACE.

The Inhabitants of a Municipality are a body Corporate. Mun. Act Rev. Stat. Ont. Sec. 3.

The powers of such body Corporate must be exercised by the Council thereof. Mun. Act. Sec. 8.

The powers of the Council must be exercised by By-Law when not otherwise authorized or provided for. Mun. Act. Sec. 277.

While the powers of a Municipal Council are regulated by Law and able commentaries have been published from time to time interpreting the various enactments which control its action, the method by which those powers are to be

exercised is not established by any uniform rule or usage among the various Municipalities in the Dominion, whence it follows that in most localities, the introduction of new members to the Council Board produces a change in the method of conducting the business of such Council, as a newly-elected member has but few sources, from which he can obtain any information respecting the practical working of a Council, and it is only by persistent enquiry, and no inconsiderable experience, that he finally acquires that knowledge which might have been obtained within a limited time, by a careful examination of some established system.

In view of these facts, the author has been endeavouring for several years to reduce the business of a Municipal Council to a system such as without involving any intricacies would facilitate the work, and at the same time relieve the members from the arduous task of preparing By-laws or Resolutions, while all their attention should be devoted to adjudicating upon the various matters which might be submitted to them.

This, it is claimed, has been accomplished by the present system.

By the *business record* each member will be advised previously to the meeting of Council of the various matters, which he will be required to decide upon, whereby he will be enabled to give a more intelligent opinion on each transaction than if it was brought before him in the usual manner, without notice; and no application to the Council can by any inadvertence be overlooked, *as it must continue to appear on the record until disposed of.*

By the use of the first five By-laws, which contain all the necessary legislative matter, (and which, with the headings of resolutions should all be printed on half sheet foolscap paper ready for immediate use), the Clerk can readily fill up all the grants or decisions of the Council as they may respectively be agreed upon, and when completed, the work of passing or adopting such By-laws or Resolutions is but a matter of form.

By pursuing this method, at least double the amount of work can be accomplished at each meeting, and with the

greater facilities afforded for more mature deliberation, the result of the action taken must prove more satisfactory.

The subjects of the special By-laws and Forms have been selected as the most practical for Municipal Councils.

The *stub-voucher* creates a duplicate receipt for the Treasurer and is a convenient reference for auditors.

ARTHUR L. WILLSON, M.A.

EGLINGTON,

June 10th, 1879.

Entered according to Act of Parliament of Canada, in the year one thousand eight hundred and seventy-nine, by Arthur Lawrence Willson, M.A., in the office of the Minister of Agriculture.

The above system has been adopted by the Municipal Council of the Township of York, and the following resolution has been passed by said Council:

Resolved, That this Council desires to express its hearty approval of the system furnished by A. L. Willson, M.A., our Clerk and Treasurer for conducting the business of the Council; after six months' practical working of the system submitted, it has been found complete, and the thanks of this Council are hereby presented to Mr. Willson for his method at present in use in this Municipality."

I have also published a new method of Book-keeping, entitled: "Willson's Day-Book, Cash-Book and Ledger combined," for Municipal and other purposes, which renders the otherwise cumbersome and complicated work of keeping accounts, comparatively easy and simple.

I have the honour to be

Your obedient servant,

ARTHUR L. WILLSON.

EGLINGTON, June 18th, 1879.

