

DEPARTMENT: COUNCIL

TITLE: **REPORTS TO COUNCIL**

Minutes reference date: April 16, 1991 Page 797-798

POLICY STATEMENT

Reports to Town Council from Departments and Standing Committees will be prepared in the approved standard format, and submitted to the Chief Administrative Officer for review and recommendation.

PURPOSE

The purpose of this policy is to ensure that the information prepared for the Agendas of Council Meetings is in a standard format which sets out the information in an easy to read manner. The report will be forwarded directly to the Chief Administrative Officer. This will allow him to review the report as to accuracy and completeness, and acquaint himself fully with the subject in case of subsequent questions before he approves it as an Agenda Item.

DEFINITION

“Report” This is a submission of information to Council, either requested of, or initiated by the Administration.