

Council Reports

Date of Approval by Council: 10/21/87; 09/21/99;
04/19/05; 02/04/2010

Resolution No: C-280/87; 633/99,
228/2005; 47/2010

Lead Role: Chief Commissioner

Replaces: n/a

Last Review Date: May 29, 2013

Next Review Date: 05/2016

Administrative Responsibility: Legislative & Legal Services

Notes: Administrative Procedures in support of policy – document # LLS.78301

Policy Statement

A Council report is an information or decision-making tool highlighting governance and other relevant considerations to assist Council to make informed decisions. Reports to Council will contain information that is relevant, complete, clear, concise, accurate and timely.

Roles & Responsibilities:

Department Directors are responsible to provide Reports that:

- a) conform to this Policy;
- b) are no longer than three pages in length excluding enclosures;
- c) meet required deadlines for Agenda Review and Council Meetings; and
- d) are written in third person.

The Director of Legislative & Legal Services is responsible to:

- a) provide a Council Report format that will ensure relevant, complete, clear, concise, accurate and timely information to Council; and
- b) develop Administrative Procedures to guide administration in the completion of Council Reports.