



Report to: [Insert Committee]

Meeting Date: [Insert date]

SUBJECT: [Title]
PREPARED BY: [Insert author of report and their extension]

RECOMMENDATION:

1. Click or tap here to enter text.

Add the following clause to all recommendations requiring further action:

That Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

[An Executive Summary is required where a report is in excess of five (5) pages in length. The Executive Summary should not exceed three (3) pages]

PURPOSE:

[Insert purpose of report here]

BACKGROUND:

[Insert background information here]

OPTIONS/ DISCUSSION:

[Insert options and/or discussion here]

FINANCIAL CONSIDERATIONS

[Provide the financial highlights here]

HUMAN RESOURCES CONSIDERATIONS

[If applicable, outline any additional staffing requirements or impacts to the Collective Bargaining Agreement. Otherwise, insert "Not applicable" and leave the heading]

ALIGNMENT WITH STRATEGIC PRIORITIES:

[Demonstrate how the report aligns with the six areas of strategic focus (Growth Management; Transportation/Transit; Environment; Municipal Services; Parks,

Recreation, Culture and Library Master Plan/Public Safety and Diversity, including Accessibility), otherwise insert "Not applicable" and leave the heading]

BUSINESS UNITS CONSULTED AND AFFECTED:

[Insert text here if required, otherwise insert "Not applicable" and leave the heading]

RECOMMENDED BY:

[Insert text here]

[Insert text here]

ATTACHMENTS:

[Insert attachment titles here]