**TITLE OF THE REPORT IN CAPS AND BOLDED**

|  |  |
| --- | --- |
| Issue | *This should be kept to one sentence if possible.* |
| Motion Proposed  by Administration | *This is the motion that administration recommends.* |
| Background | *This is where staff give the history of the issue, what has been done, what is being done, and the rationale as to why the above recommendation was made.* |
| Our vision is to | |
| Strategic  Plan Goals | |  |  | | --- | --- | |  | *Manage Community Growth* | |  | *Foster Economic Vitality* | |  | *Provide Quality Community Infrastructure* | |  | *Promote Environmental Stewardship* | |  | *Provide Strong Governance* | |  | *Healthy and Safe Community* | |  | *Maintain Organizational Excellence* | |
| Governing Policies/  Bylaws/Legislation  or Agreements | *Both internal and external documents that may have an effect on the ability to make the decision, or have ramifications if the decision is made one way or the other.* |
| Financial  Implications | *All financials need to be listed, sources of monies (grants, internal) and how this may impact other areas.* |
| Communication  Strategy | *Detailed communication plan if there is one.* |
| Alternatives for  Consideration |  |
| Next Steps | *Staff list all logical next steps.* |
| CAO Comments |  |
| Attachments |  |

Report Author

Title

Date of writing