**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 |
| StrategicPlan Goals  |

|  |  |
| --- | --- |
|  | *Manage Community Growth* |
|  | *Foster Economic Vitality* |
|  | *Provide Quality Community Infrastructure* |
|  | *Promote Environmental Stewardship* |
|  | *Provide Strong Governance* |
|  | *Healthy and Safe Community* |
|  | *Maintain Organizational Excellence* |

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| 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 forConsideration |  |
| Next Steps | *Staff list all logical next steps.* |
| CAO Comments |  |
| Attachments |  |

Report Author

Title

Date of writing