

	POLICY / PROCEDURE	No.	1.7
	Council Report Format	Effective Date	2020-09-15
		Revision Letter	A
		Council Approval	2020-09-15

1.0 Purpose

To establish a consistent format for receiving staff reports at Council meetings.

2.0 Scope

The Fort St. James Council Reporting Policy applies to written reports presented to Council from District Staff

3.0 Policy

Despite the District of Fort St. James Communications Policy, the provisions of the Council Correspondence Policy will apply to all written reports addressed to Council by staff at a Council meeting.

4.0 Definitions

In this policy:

- a) **Council** shall refer to the Council of the District.
- b) **District** shall refer to the District of Fort St. James

5.0 Responsibilities

Senior staff shall assume responsibility for compliance under this policy. The Chief Administrative Officer and Corporate Officer will work to facilitate an understanding of the requirements of the Council Reporting Policy. In recognition of the "One Employee" model, all reports will be reviewed and considered by the CAO for submission to Council, except where otherwise explicitly provided for by bylaw or policy.

Nothing in this policy shall limit the ability of the CAO, Corporate Officer, or Financial Officer from presenting required reports to Council.

6.0 Procedures

6.1 Report Formats

Reports presented to Council will be consistent in format and include the following information when applicable:

RECOMMENDATION

PURPOSE

BACKGROUND

INTERNAL CIRCULATION TO

LEGAL/STATUTORY AUTHORITY
 PROCEDURAL REQUIREMENTS
 FINANCIAL/BUDGETARY CONSIDERATIONS
 PERSONNEL IMPLICATIONS
 EXISTING POLICY
 EXTERNAL AGENCY/PUBLIC COMMENTS
 COMMUNICATIONS
 ALTERNATE RECOMMENDATION
 ATTACHMENTS
 CONSIDERATIONS NOT INCLUDED
 SIGN OFF

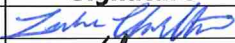
6.2 Reporting Schedule

In addition to any other reporting requirements established by the Province of BC or by Council from time to time, Council will receive the following reports from staff when applicable:

Name of Report	Date or Frequency Expected	Primary Staffperson Responsible	Details of Preparation
Quarterly Departmental Report	Every Quarter, starting in January	All officers	Highlights of Departmental activities during the period.
Comments and Complaints Report	Every month	Prepared by the Corporate Officer	1. To include bylaw infractions separated out 2. a record of unresolved complaints* 3. should include prior month's complaints 4. records of resolution of those complaints 5. sufficient details of the complaints
Proclamations	Annually, in December	Prepared by the Corporate Officer	Prepared using the list of proclamations from the preceding year.
Council Appointments	When a member of Council leaves or assumes office.	Prepared by the Chief Administrative Officer at the direction of the Mayor	Prepared using the list of appointments from the preceding year.

*complaints in 6.2 refers to, identification of a problem regarding the operations of the municipality excluding routine work orders.

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Corporate Officer	Luke Charlton		MAR 24, 2021
Reviewer	Chief Administrative Officer	David Schroeter		Mar 16, 2021
Final Approver	Mayor and Council	Paul Stent		

8.0 Revision History

Effective Date	Rev Letter	Document Author	Description of Change
2020-08-20	A	ICO Malkinson	Introduction

