



Statement of Policy and Procedure			
Department:	City Manager	Policy No.	93
Section:	City Manager	Issued:	April 11, 2005
Subject:	Report Approval Policy	Effective:	April 16, 2018
Council Resolution # and Date:	Council Resolution No. 0154 of April 16, 2018	Page:	1 of 5
Issued by:	City Clerk	Replaces:	City Council Res. 0274 dated April 11, 2005 & Procedure Amendment dated January 28, 2015
Approved by:	City Manager		

1 POLICY

- 1.1 To establish rules and guidelines for the standard reporting of all Administrative and Committee Reports.

2 PURPOSE

- 2.1 The Report Approval Policy is to establish clear guidelines, rules, and responsibilities in the duties of Administrative and Committee reporting, including the creation and approval process.

3 SCOPE

- 3.1 This Statement of Policy applies to all City employees, including Secretaries of City Council's Committees, who submit reports to City Council and various Committees of Council.

4 RESPONSIBILITY

- 4.1 Department Heads are responsible to ensure that this policy is implemented in their respective Departments and monitor compliance.
- 4.2 All City employees are responsible to follow the policy and utilize the standard Report Approval Template for submitting reports to City Council and Committees of Council.

- 4.3 Committee Secretaries of City Council's Committees are responsible to follow the policy and utilize the standard Report Approval Template or Committee Disposition Form for submitting reports to City Council and Committees of Council.

5 DEFINITIONS

- 5.1 "Financial" means matters that have financial implications which require the approval of the Director of Financial Services.
- 5.2 "Routine" means matters that are routine in nature or are being provided for information purposes.
- 5.3 "Substantive" means matters that require the concurrence of more than one department.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.1 Procedure Bylaw No. 26 of 2014

7 PROCEDURE

7.1 GENERAL

- 7.1.1 The Reports must be fully completed with all required sections containing the necessary information.
- 7.1.2 All Administrative Reports must be directed to the employee's Department Head or Manager, as applicable, for approval and signature.
- 7.1.3 All Administrative Reports are forwarded to the City Manager for final review and approval prior to submission on a meeting agenda.
- 7.1.4 The submission of all Reports or Committee Dispositions must adhere to the designated report deadlines, as established by the City Manager and the City's Procedure Bylaw for City Council and Committee agendas.
- 7.1.5 Adequate time for review and approval of the Report must be considered for all parties required to sign off on the Report.
- 7.1.6 Reports provided by the Secretaries of City Council's Committees, may use the standard Report Approval Template if desired, but are not required. (See Section 7.04 for more information)

7.2 REPORT TYPE

Routine

Routine Reports are simple, ordinary or routine in nature and/or follow an existing Council policy. These types of reports only require the approval of the author's Department Head and City Manager.

Substantive

Substantive Reports may be complex in nature, contain substantial political implications and impact more than one department. These types of reports require more than one Department Head to approve, as well as the City Manager.

Financial

Financial Reports have financial implications. These types of reports require the approval of the author's Department Head, other impacted Department Heads, the Director of Financial Services, and the City Manager.

The routing of Substantive and Financial reports is at the discretion of the Director of the originating department.

7.3 USER GUIDE FOR REPORT APPROVAL TEMPLATE

- 7.3.1 The Report Approval Template is located within Agenda.net.
- 7.3.2 The standard guideline for inserting information into the Report Approval Template is attached as Appendix A.

7.4 SUBMISSION OF REPORTS BY CITY COUNCIL'S COMMITTEES

- 7.4.1 Reports submitted by City Council's Committees must be provided in the Report Approval Template or the Committee Disposition Form, as deemed appropriate.
- 7.4.2 If a physical document was considered at a Committee meeting, and was further referred to City Council or another one of Council's Committees, that document must be provided along with a completed Committee Disposition Form.
- 7.4.3 If a verbal matter was considered at a Committee meeting, and was further referred to City Council or another one of Council's Committees, a Report must be prepared and provided.

7.5 USER GUIDE FOR COMMITTEE DISPOSITION FORM

- 7.5.1 The Committee Disposition Form is located within Agenda.net.

7.5.2 The following is the standard guideline for inserting information into the Committee Disposition Form:

COMMITTEE DISPOSITION FORM

Title: Enter the title of the report, which should be identical to the title on the report.

Date: This should be the day after the Board or Committee meeting.

To: Enter the full name of the Board or Committee the report is to be forwarded to.

Recommendation: Insert the exact motion that was approved by the Board or Committee.

Attachments: Ensure that all documents that were provided to the Board or Committee are attached.

Written By: Enter the full name of the Board or Committee.

7.6 SUBMISSION OF COMPLETED REPORT

7.6.1 Ensure all required areas of the report are complete.

7.6.2 The final destination for the fully completed, approved report is in the City Clerk's office, or to a specific Committee Secretary, for inclusion on an upcoming agenda.



City of Prince Albert

RPT#< >**TITLE:** **Insert Title**

The report title should be brief and descriptive in regards to what the report is about.

DATE:**TO:****PUBLIC:** ☐ **INCAMERA:** ☐

RECOMMENDATION:**Mandatory for all Reports**

One of the first steps in preparing a report is to decide what you are recommending. Is the report simply informational, or do you need approval or direction from Council or Committee. There are specific templates for Agreements, Tenders, Leases, etc. on COPA.

*Recommendations must be **stand alone, clear and precise**. In 10 – 20 years, when someone else is reading a recommendation, they should clearly be able to understand what was approved and/or intended, without reading the report.*

Do not provide options within this section for City Council/Committee to decide upon.

Attempt to answer the following questions:

- *What is Council/Committee being asked to approve or consider?*
- *When is the action needed? What is the deadline?*
- *Who is being given authorization to take action?*
- *How is the action being done (internal vs. external resources)?*
- *How much does it cost? What costs will be paid by other funding sources?*
- *Where is the money coming from to complete project?*

Recommendations must start with the word “That” and not include “City Council” or the words “no” or “not”.

JUSTIFICATION FOR INCAMERA:

Mandatory for all Incamera Reports. Delete Section if not applicable.

*Incamera reports must meet at least 1 of the requirements under Part III of the **LAFOIP Act**, and be **quoted** in this section.*

*As well, the **specific reason why and where** in the report the Section that you quoted **applies** must be included.*

Just because the matter may be controversial or sensitive, does not make it Incamera.

Remember that everything that The City has in its possession is subject to the LAFOIP Act, no matter if it went to an Incamera meeting or not. Therefore, you need to ensure that your justification for exempting the report from a public meeting is solid and can be justified to the Saskatchewan Privacy Commissioner if requested in the future.

TOPIC & PURPOSE:

Mandatory for all Reports

Give your report a topic, and use simplified terms to describe it. Why are you writing this report? What are you asking Council or Committee to do?

Example: The purpose of this report is to award a contract to build a new accessible playground in Kinsmen Park.

*This is a **one sentence summary** of exactly what your report is about. Be specific. This one sentence is to assist you to stay focused when writing the report, as well as when Council/Committee is discussing the report during a meeting.*

BACKGROUND:

Mandatory for all Decision Reports.

Outline why action is required, and provide origin of the issue, which could be a motion from Council or a Committee, closing an Issue Tracking Item, Department efficiency initiative, or a Master Plan priority. Include relevant dates and quote resolutions and/or inquiries when necessary. This does not necessarily have to be the entire history, if a lengthy history is required, outline as an attachment.

If you are quoting a resolution of Council/Committee, an example of proper wording is as follows, ensure that you do not quote who moved the motion:

City Council Resolution No. 4825 dated September 5, 2017:

“That the Discretionary Use Development Permit Application for a Public/Quasi-Public Building located at 1120 Central Avenue, legally described as S1/2 of Lot 8, except Plan No. H8333, Block 1, Plan No. C1486, be approved.”

PROPOSED APPROACH AND RATIONALE

Mandatory for all Reports

- *Use this Section to sell your recommendation.*
- *Present main arguments and evidence to support your recommendation and outline the benefits*
- *Report section should be well organized and no longer than **800 words** in total (2 to 3 pages).*
- *Build the narrative and arguments step by step*
- *Rework every sentence until each word matters*
- *Remember that City Council is relying on this information to make a decision that is defensible. Information should be thorough and reliable.*
- *Use everyday language. Avoid technical terms, jargon or acronyms that would be unfamiliar to a broad audience.*
- *Ensure the language, words and processes are consistent throughout the report.*
- *Define what is at stake if the recommendation is not approved.*
- ***Be clear – clear the clutter, keep on track and to the point.***

Tips to keep it brief:

- *If a section of the report is lengthy, consider summarizing it and providing more detail in an attachment.*
- *Technical detail related to the report should be provided as an attachment.*
- *Small tables can be included in the report. Charts and graphs are to be attachments.*
- *Use bullets to create lists and make points rather than having rambling sentences with issues separated by commas.*

CONSULTATIONS:

Mandatory for all Decision Reports

*Describe who you have consulted prior to writing your report. This includes anyone who may be impacted by the decision, has knowledge or expertise on the issue, or that might have valuable input to consider **before** a decision is reached. This can include counterparts in other Cities, regulatory agencies, interest groups, businesses or*

residents impacted, other City departments and staff, etc. Indicate who they are and outline how you have involved them in your drafting of the recommendations.

*Think of **stakeholder involvement who you talked to before the item is brought forward to Council.***

Remember to be upfront about the nature of the feedback you received. Council needs to know what kind of reaction they will be facing if the recommendation is approved.

There are many options available to engage stakeholder groups including face-to-face public meetings, surveys, etc. If you need a larger engagement strategy prepared, please contact the Communications Manager.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Mandatory for all Decision Reports

These are the steps you plan to take to communicate the decision after it is approved. This can be as simple as drafting a letter to the affected individuals or it can be a full scale advertising plan. For the issues that have a broader public interest you may wish to contact the Communications Manager or other internal marketing resources for assistance.

*It is important to note that public communication differs from stakeholder involvement which is about ensuring the appropriate individuals or interest groups are involved in the reporting process. Think of the **communication plan that happens once the report is being presented to Council or after Council has considered it.***

Provide a summary. Any detailed plans should be included as an attachment.

POLICY IMPLICATIONS:

Mandatory for all Decision Reports, but if none, delete section and state within "OTHER CONSIDERATIONS/IMPLICATIONS"

Briefly describe the policy implications (i.e. whether the recommendation is in accordance with an existing policy, whether it is outside of a policy, or whether the policy will need to be changed). Remember that policy refers to more than just written City policies. It can mean implications regarding a policy, resolution, practice or procedure that the City follows. Consider what process will be impacted by the decision you are recommending.

FINANCIAL IMPLICATIONS:

Mandatory for all Decision Reports, but if none, delete section and state within "OTHER CONSIDERATIONS/IMPLICATIONS"

- *Briefly describe the cost implications, include the source of funds.*
- *Is it included in the budget? If so, where?*
- *If not, indicate whether the funding will be obtained from City revenue, provincial grants, borrowing, capital or operating budget, etc.*
- *If the funding source is from a reserve, state what the uncommitted balance of the reserve is.*
- *Identify additional resources required, such as added staff or materials.*
- *If there is no financial impact, include this statement under the heading "Other Considerations/Implications" at the end of the report.*
- *To simplify, you can fill out the chart below:*

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding

PRIVACY IMPLICATIONS:

Mandatory for all Decision Reports, but if none, delete section and state within "OTHER CONSIDERATIONS/IMPLICATIONS"

If this is a new program, agreement being executed or a significant change to an existing program, consider whether there are any privacy implications to employees or the public. Indicate whether a Privacy Impact Assessment was completed and reviewed.

If there are privacy implications, briefly outline what actions have been taken to address the issue.

OTHER CONSIDERATIONS/IMPLICATIONS:

Mandatory for all Decision Reports and reference above sections that were removed because of none.

Reference any other consideration/implications that were not stated in the sections noted above. This may include:

- *Assessment of risks involved;*
- *Adverse consequences;*
- *Possible criticisms of implementation;*
- *Potential challenges;*
- *Implementation plan including key milestones by date;*

- *Implementation issues; and,*
- *Any strategies for managing risk.*
- *Asset and human resources implications*

*As well, reference the heading above **in sentence format** that you removed since they did not have any considerations/implications.*

Example:

There is no policy, financial, or privacy implications, official community plan implementation strategies or other considerations.

STRATEGIC PLAN:

Mandatory for all Decision Reports

*Indicate which Strategic Core Values, Operational Themes or Objectives the report is supporting in **SENTENCE FORMAT** (not point form).*

Example:

This report supports the long-term strategy to increase revenue sources and reduce reliance on residential property taxes under the Strategic Goal of Fiscal Management and Accountability. The report also supports the long-term strategy to create new sources of green energy where feasibility

OFFICIAL COMMUNITY PLAN:

Mandatory for all Decision Reports, but if none, delete section and state within “OTHER CONSIDERATIONS/IMPLICATIONS”

Briefly describe how the objectives in the report are in line with the OCP implementation strategies. Remember that this includes any recently completed Master Plans or Strategies approved by City Council including the Municipal Culture Action Plan, Community Services Master Plan, Communications Master Plan, Transportation Master Plan, Housing Plan, etc.

OPTIONS TO RECOMMENDATION:

Mandatory for all Decision Reports, but if none, delete section and state within “OTHER CONSIDERATIONS/IMPLICATIONS”

- *Do not list the recommendation as one of the options.*
- ***Provide alternatives** to the recommended action **if** there is a **practical and viable alternative**, and **justify why it was rejected** in favour of the recommendation. If applicable, include cost, and policy implications for each option.*

PUBLIC NOTICE:***Mandatory for all Reports***

If no Public Notice is required state:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

If Public Notice is required, quote the following:

Public Notice is required for consideration of this matter, pursuant to Section 3 (insert the appropriate section) of Public Notice Bylaw No. 24 of 2015. The following notice was given:

<insert what was completed, including dates of completion for each.>

PRESENTATION:

Mandatory for all Executive Committee Decision Reports. Delete Section if not applicable.

*If you are forwarding a report to the **Executive Committee** and the report is not “receive and file”, then you are **required to do a presentation** to the Committee. Therefore, please simply indicate “**Verbal Presentation by <individuals name and title>**” or “**PowerPoint Presentation by <individuals name and title>**”. If the report is being forwarded to Executive Committee and simply “receive and file”, you still have a choice to make a presentation, just ensure that you indicate as noted above for decision reports.*

If you are doing a PowerPoint Presentation, the presentation must be attached to the report when submitted.

If you are forwarding a report to Council, you can simply remove the heading, as presentations by Administration are not allowed at a City Council meeting.

ATTACHMENT(S):

- 1.
- 2.

Ensure that the reference in the report is the exact same name of the attachments as listed, so readers are not confused by attachments that are named differently than in the report, or are in different order than they appear in the report.

Ensure that the following attachments are as required:

- *If you are doing a PowerPoint Presentation at an Executive Committee meeting, the Presentation must be attached.*
- *Previous Agreements or Bylaws should be a copy of the original fully executed Agreements or Bylaw*
- *Previous Reports or Policies should be reviewed to ensure they are the correct/current version submitted*
- *Maps should clearly outline the property and should have indicators on the map, such as street names, names of other businesses, so the property can be easily located and understood.*

Written By:

This information will be pulled in automatically from information you place in the Agenda.net Fields.