



Agenda Item: _____

Request for Decision

Title	Identify the topic/subject for discussion Clear and concise, use common language, meaningful to the public. Format: Capitalize each word, bold
Proposed Motion	Motions should be: <ol style="list-style-type: none"> 1. Stated in the affirmative 2. Stated clear and concisely 3. Stated completely, containing all necessary information 4. Unambiguous (allow for only one interpretation) 5. Possible to execute Format: use action words like: <ul style="list-style-type: none"> *That Council approve (to confirm or sanction formally), *That Council endorse (to support proceeding in a particular direction) *That Council authorize (to give authority, vs the use of direct administration) *That Council execute (used for agreements)
Administrative Recommendation	Present Administration recommendation based on your analysis and in keeping with municipal planning documents, policy, legislation, and by-laws.
Previous Council Direction	Highlight any previous Council decision related to this item. Format: MM/DD/YYYY – Motion #
Report	<u>Background Information</u> <ul style="list-style-type: none"> • Describe the issue; Identify information that justifies the recommendation. State previous action or discussion from decision history. • Refrain from referring to specific landowners and including personal information. Landowner, resident, or applicants are all appropriate references. (If person information is relevant to the decision is can be attached as a separate document and easily referred to but severed from the agenda content). <u>External Communication</u> <ul style="list-style-type: none"> • Describe all types of publications used to share information related to the recommendation with the public e.g. FYI ad, road side sign, social media, community meetings, website, etc. Include those sources used prior to the formulation of the RDF as well as those that will be used

	<p>after the decision is made.</p> <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> List applicable policies or Federal/Provincial legislation.
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<p>Implication of Administrative Recommendation</p>	<p><u>Strategic Alignment:</u></p> <p>Briefly describe how the outcomes of the recommendation are consistent or inconsistent with the Strategic Plan or Business Plans.</p> <p><u>Organizational:</u></p> <p>Describe how the end results/potential consequences of this decision affects the municipality organizationally i.e. operations, structure, service levels, staff capacity.</p> <p><u>Financial:</u></p> <p>Identify the financial impact of this decision, i.e. what is the monetary cost of the decision and what is the financial return (in the short, near and long term). Are the financial costs approved in budget, and if so, what is the source of funding?</p> <p>Tables are an effective way to display financial impacts</p> <table border="1"> <tr> <td>Contract Cost</td> <td>\$2,000,000</td> </tr> <tr> <td>Engineering</td> <td>\$190,000</td> </tr> <tr> <td>Contingency</td> <td>\$360,000</td> </tr> <tr> <td>TOTAL</td> <td>\$2,550,000</td> </tr> </table>	Contract Cost	\$2,000,000	Engineering	\$190,000	Contingency	\$360,000	TOTAL	\$2,550,000
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TOTAL	\$2,550,000								

<p>Alternatives Considered</p>	<p>List any and all options that were reviewed prior to formulating the recommendation and motion.</p>
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<p>Implications of Alternatives</p>	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> Briefly describe how the alternatives that were considered and rejected may have aligned strategically <p><u>Organizational:</u></p> <ul style="list-style-type: none"> Briefly describe how the alternatives that were considered and rejected may have affected the County Organizationally in terms of work effort, process changes, etc. <p><u>Financial:</u></p> <ul style="list-style-type: none"> Briefly compare, in an order of magnitude the financial difference in how the alternative may be funded and to what level
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<p>Follow up Action</p>	<p>1. Identify the action items and communications necessary to complete the task. Include who is responsible and by when the task will be complete.</p>
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Attachment(s)	1. Supportive documents
Report Reviewed by:	Manager, GM's and CAO will insert their name, position title and electronic signature during their review of the content.
