



City of
Peterborough

To: Members of the General Committee
From: John Kennedy, City Clerk
Meeting Date: August 8, 2023
Subject: Report Template Changes, Report CLSCLK23-016

Purpose

A report to provide information on changes to the report template used at the City of Peterborough.

Recommendation

That Council approve the recommendation outlined in Report CLSCLK23-016, dated August 8, 2023, of the City Clerk as follows:

That Report CLSCLK23-016, be received for information.

Budget and Financial Implications

There are no budget implications as a result of this recommendation.

Background

Updates have been made to the report template that staff use for reports to General and Finance Committee and selected advisory committees supported by the Clerks Office. The purpose of the changes are to ensure the reports are more effective for both Council and members of the public. The report template is attached as Appendix A.

The list of headings for the new report template are as follows:

- **Subject** (mandatory)

- **Recommendation(s)** (mandatory)
- **Executive Summary** (mandatory)
- **Background** (as required)
- **Strategic Plan** (mandatory)
- **Engagement and Consultation** (optional)
- **Budget and Financial Implications** (mandatory)
- **Conclusion** (as required)
- **Attachments** (as required)

The **Subject** heading replaces the heading of “Purpose” in the current report template.

The **Executive Summary** heading will provide pertinent details and key information to enable readers to understand the main report points without reading the entire document. The Executive Summary will assist readers by providing the information in bullet point format to allow individuals to determine if the contents of the report contain additional information of interest to them.

The **Background** heading contains detailed information related to the report. If necessary, a subheading of **Options** can be used to provide information on the various alternatives staff considered prior to providing the report recommendation for Council consideration.

The **Strategic Plan** heading provides information on how the report relates to the City of Peterborough Strategic Plan (Report COU23-003), the indicators and/or meet specific targets, such as climate change. The four priority pillars of the Strategic Plan are:

- Growth and economic development;
- Infrastructure;
- Community and wellbeing; and
- Governance and Fiscal Sustainability.

The heading of **Engagement and Consultation** is optional and provides an opportunity for information on work undertaken between divisions in the City, with various outside agencies and/or with members of the public on the report subject.

Staff are targeting the October cycle of meetings to use the updated report template. This timeline supports the completion of reports that are already in the drafting phase for the September cycle of Council meetings.

Summary

The report template format for reports to General and Finance Committee has been updated to provide information in an efficient manner and to highlight linkages to the Strategic Plan.

Submitted by,

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City Clerk

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Attachments:

Appendix A – Corporate Report Template