



City of  
**Peterborough**

Appendix A

---

**To:** Select from list.  
**From:** Select Name.  
**Meeting Date:** Click or tap to enter a date.  
**Report Number:** Click to enter Report Number

---

**Subject:** Click here to enter text... (Mandatory)

### **Recommendation(s)**

That (Council or Committee Name) approve the recommendation(s) outlined in Report (XXX), dated (Month dd, yyyy) of the (title of author) as follows:

- a) [bullet points added here]
- b) [bullet points added here]
  - i. [sub bullet points added here]
  - ii. [sub bullet points added here]

### **Executive Summary**

### **Background**

### **Strategic Plan**

### **Engagement and Consultation**

---

## Budget and Financial Implications

### Conclusion

### Attachments

Appendix A:

Appendix B:

Submitted by,

[Director or Commissioner Name]

[Director or Commissioner Position]

#### Contact Name:

[Author's Name]

[Author's Position]

Phone: 705-742-7777 Ext. [Click to enter extension]

Toll Free: 1-855-738-3755

Email: "[Click to enter email]"