



Policies & Procedures Manual

Policy No.1.3 (BP-Report Preparation)

Report Preparation

Introduction

This booklet outlines procedure and formats required for reports to the Regional Board and its committees. Guidelines are intended to help writers produce effective reports. Their use should improve readability and consistency, highlight relevant policy concerns, provide full information required for decision making, and ensure that the Regional Board is offered a full range of options for consideration.

Due Dates

All reports to the Regional Board and its committees are due on **FRIDAY** prior to the mailing of the Board Agenda packages, and must be delivered to the Secretary's office by noon.

Late reports are generally **not** accepted. Rare exceptions will be made only for circumstances genuinely beyond the control of the authoring department (e.g., an urgent request from a member of the Board). Difficulty in obtaining concurrence is not an acceptable excuse for late reports. Staff should anticipate concurrence time in their report work programs.

Approving Authority: Board	Page 1 of 3
Policy Name: Report Preparation	Policy No: 1.3
Date of Approval: September 25, 1996	Dates of Amendment: November 24, 1997
Policies Superseded: N/A	Related Enactments:

Sample First Page:

Squamish - Lillooet Regional District
Box 219/1350 Aster Street, Pemberton, BC, V0N 2L0 Tel: (604) 894-6371 Fax: (604) 894-6526
email slrd@whistlerweb.com

Report

To: Regional Board

From:

Date:

Re: Decision-making topic title

Recommendation:

*Clear directional **stand-alone** resolution answering What was agreed to; Who will take action - by When and How*

Alternative recommendations may be included if applicable

Administrator's Comments:

Any additional comments regarding the Recommendation.

Implications:

Details regarding follow-up action and/or internal/external communication requirements. Review the following with each report, and use only those headings which apply

General: *potential consequences to the community, other agencies, and the SLRD*

Organizational: *Impact on staff, Board or Committee time*

Financial/Legal: *Impact on current and/or future budget, legislative implications*

Board Policy: *Relevance to existing policies and/or practices.*

Strategic Plan: *Relevance to strategic priorities, directions and purpose of the SLRD and its current work program*

sample

Background:

Support documents: *make reference to and/or attach supporting documentation*

Key issues/concepts: *Define the topic, provide background highlights and state question to be addressed*

Desired outcomes: *State what is the end result(s) to be achieved*

Author's signature

(may be co-signed if impacts more than one department)

sample