



The Corporation of the District of North Vancouver

**CORPORATE POLICY MANUAL**

Section:	Administration	1
Sub-Section:	Council - General	0530
Title:	STAFF REPORTS TO COUNCIL	10

**POLICY**

**Motions of Council which request the preparation of a staff report shall indicate whether the report is to be prepared for information only, for In Camera consideration, for a future public Council or Executive Committee meeting or for a Council policy discussion meeting.**

**REASON FOR POLICY**

To clarify the process for handling of Council motions which request staff reports.

**AUTHORITY TO ACT**

Retained by Council

**PROCEDURE**

1. When a Council member submits a report for an agenda or a motion is passed by Council which requests a staff report, the motion shall indicate whether the staff report is to be prepared for:
  - 1.1 information only
  - 1.2 In Camera meeting
  - 1.3 Public Council/Executive committee meeting
  - 1.4 Council Policy Discussion
2. If the request for a staff report is approved by Council, the report, when available, will be handled in the manner outlined in the request.
3. Those items requiring staff reports will be added to Council's Outstanding Business list and reported to Council on a regular basis until received.

Approval Date:	July 10, 1995	Approved by:	Executive Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	