

Briefing Note – Decision

<Title of Agenda Item>

Purpose: [State issue/decision required of Council and the origin/context]

Motion(s) to consider: (requires a [] majority of votes cast to carry)

[Record the proposed motion (specify who will do what, at what cost - impact to the budget, and by when)]

[Reference the authority (Act, Regulation, By-law, policy, protocol, convention) to support the proposed motion. Attach a copy or extract of the referenced authority in the appendices.]

[If the Item is to be dealt with in-camera, indicate the reason (see By-law s.15(4)).]

Prepared by: [Identify the author]

Moved by: [Identify a Councillor who will move the motion(s)]

1. Need for PEO Action

- Identify the issue or opportunity that requires action by Council, why it is an issue or opportunity and what is internally and/or externally creating or “driving” it.

2. Proposed Action / Recommendation

- Outline the proposed action and describe the rationale for the recommendation

Note: full policy, financial and legal implications should be outlined in this section or attached in appendices

3. Next Steps (if motion approved)

- Outline the specific next steps to be taken to implement the motion
- Identify who will be consulted in the implementation of the motion(s) and how will they be consulted
- Identify any assumptions, external dependencies or constraints on PEO’s ability to move ahead (e.g. additional budget allocation, impacts on Reserve, requires Act, Regulation or By-Law changes)

[meeting number, type and date]

4. Peer Review & Process Followed

Process Followed	Outline the Policy Development Process followed. <ul style="list-style-type: none">Describe the specific policy development route followed: include the dates of each step of the process; describe the purpose of each step taken. Include how the motion was initiated (i.e. Council initiated; committee initiated; etc.); and Identify which committees or other stakeholders were involved
Council Identified Review	Identify who is to be consulted; how they will be consulted and what kind of response is expected. <ul style="list-style-type: none">Include direction provided by Council regarding who was to be consulted, at what stage and by what method, date direction provided, date of consultations, date issue is to be brought back to Council and who is to incorporate the comments received as a result of the consultation into any final report.
Actual Motion Review	Detail peer review and relevant stakeholder review undertaken <ul style="list-style-type: none">Include chronology of events and motion history; provide dates and meeting numbers when the issue or motion was presented to Council or the Executive Committee.Indicate who reviewed the motion; describe how the motion was reviewed (written comments; meetings; survey; etc.)Include the status of the approval (i.e. approve, disapprove, abstain, not asked, etc.).List all identified relevant stakeholders that were not involved in the motion review. Identify the peer group, how they were consulted and what feedback they provided.

Note: full chronology of events, motion history and reports should be attached in appendices; lengthy reports should include a 1 page (max.) executive summary

5. Appendices

- Appendix A –