The Corporation of the District of North Vancouver

COUNCIL POLICY

Title	Council Reports
Section	Corporate Administration

POLICY

It is the policy of Council that a Council member may submit, in the District's standard "Report to Council" format, a report on a matter that the Council member wishes to be included on a future Council meeting agenda. Council members are encouraged to consult with staff in the preparation of Council member's reports. Such reports, once prepared, are to be submitted to the Clerk, who will place the report on the next appropriate agenda. Council member's reports may only be withheld if in the unanimous opinion of the Mayor, CAO and Municipal Clerk, the content or recommendation is unlawful, contrary to the District's interests, or prohibited by Provincial legislation and/or regulations. If a report is withheld, all members of Council will be informed as to the reasons for withholding.

The primary purpose of a Council member report is to obtain a Council resolution referring the matter or issue to staff for review and for preparation of a staff report back to Council within three months or such longer period as may be required in the circumstances. The Council member's report shall contain relevant explanatory information and background with a clear indication of the action the Council member wishes Council or staff to take. The staff report responding to the Council member's report shall provide information on legal, policy and implementation options, as well as resource and timing implications.

Policy approved on: December 5, 2022
Policy amended on: