

BRIEFING NOTE TO COUNCIL TEMPLATE
Information provided by Town of Truro, Nova Scotia

Briefing Note: (Subject)
(Date)

Prepared For:
Mayor & Council

Submitted by:
Chief Administrative Officer

ORIGIN

LEGISLATIVE AUTHORITY

RECOMMENDATION

BACKGROUND

DISCUSSION

FINANCIAL IMPLICATIONS

RISK CONSIDERATION

COMMUNITY ENGAGEMENT

ENVIRONMENTAL IMPLICATIONS

ALTERNATIVES

ATTACHMENTS

Prepared by: