

STAFF REPORT TO COUNCIL TEMPLATE

Information provided by Town of Truro, Nova Scotia

Staff Report to Council

Prepared by:

Subject:

Date:

Recommendation:

Provide text outlining staff's recommendation to Council.

Preamble:

Provide an introductory statement to describe the material that introduces or outlines the work that follows.

Information/Discussion/Analysis:

Provide information explaining the issue.

Financial Impact:

If applicable, provide details around the financial impact of the issue.

Connection to Strategic Priorities:

Provide an explanation as to how the issue aligns with Council's strategic priorities.

Attachments:

List attachments.

Approvals:

Insert Name/Position

Insert Date