



## **Administrative Policy # 2025-06**

### **Council Reports Policy**

#### **1. Purpose**

The purpose of this policy is to provide direction to elected officials for production of reports to inform Council and the public of their activity in the conduct of Town business. The reports provide a public record of activity and maintain accountability and transparency.

#### **2. Definitions**

- 2.1 “CAO/Clerk” means the Chief Administrative Officer of the Town of Digby
- 2.2 “Chair” means the presiding Officer
- 2.3 “Council” means the Council of the Town of Digby
- 2.4 “Council Member(s)” include(s) the mayor unless the context indicates otherwise
- 2.5 “Elected Official” means a member elected to the office of Councillor or Mayor to Council of the Town of Digby

#### **3. Scope**

This policy applies to all elected officials of the Town of Digby.

#### **4. Procedures**

- 4.1 The Town of Digby Elected Officials shall produce reports to inform Council and the public of their activity in the conduct of Town business and committees of Council.
- 4.2 Members of Council shall introduce new business, prior to a meeting through a request for decision to ensure that there is sufficient information, staff advice and clarity for Council to debate the matter and make a decision.
- 4.3 the Town of Digby Elected Officials are responsible for the preparation of reports for presentation to Council. The Details and schedule of the reports are as follows:
  - 4.3.1 Monthly, for presentation at the council meetings, the elected officials shall produce a report detailing their attendance at Council,

Committee of the Whole, Advisory Committee, other Committees, boards and commissions that they are appointed to. And events and conferences attended. The purpose of this report is to inform Council, and the public of ongoing committee work and its effect on the Town of Digby.

- 4.3.2 Monthly committee chairs or representatives shall provide a detailed report to Council of on-going business affecting the town of Digby and Council decision making based on meeting frequency of the committee, board or commission.
  - 4.3.3 Monthly, for presentation at the Council Meetings, the elected official on the return from a trip or conference shall produce a report detailing their attendance at a conference. The report shall include an accounting of total expenditures for the entire trip. A detailed report of the conference and sessions attended and shall include a recommendation on the value of the conference for future attendance.
  - 4.3.4 As required, new ideas, business or policy changes shall be introduced using the Committee of the Whole Request for Decision (RFD) form. The report shall include the Councillors name, decision requested and background for decision, potential Budget and policy implications. The request shall be submitted seven (7) working days before the Committee of the Whole (COTW) meeting to ensure it is reviewed by the CAO and Executive Committee before being added to the COTW agenda. Items not meeting the deadline shall be carried over for the following COTW meeting without exception.
- 4.4 It is the responsibility of the delegated councillor or Mayor to produce the reports for presentation at the monthly meetings as specified. For months where there are no meetings the report shall be combined with the next month reporting month.

## **5. Associated Documents**

- 5.1 Appendix “A” Council Committee and Attendance Form
- 5.2 Appendix “B” Council Committee, Board, Commission Report – Elected Official
- 5.3 Appendix “C” Request for Decision Form – Elected Official
- 5.4 Appendix “D” Trip Report – Elected Official

**6. Other**

6.1 This policy will be reviewed from time to time and can be changed because of experience or new knowledge but shall be reviewed no later than five (5) years from the date of adoption.

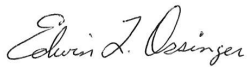
**Clerk's Annotation for Official Policy Book**

Date of Notice: April 14, 2025

Date of adoption: May 5, 2025

Policy effective date: May 6, 2025

I certify that this **Council Reports Policy** was adopted by Council as indicated above.



**May 6, 2025**

**Clerk**

**Date**

**Appendix “A”**

**Council Committee and Attendance Report Form**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date of Last Council Meeting Attended:** \_\_\_\_\_

**Date of Last committee of the Whole Meeting Attended:** \_\_\_\_\_

**Date of Last Governance Session Attended:** \_\_\_\_\_

**Committee Meeting Attendance and Synopsis**

<b>Date</b>	<b>Committee</b>	<b>Synopsis</b>

**Town of Digby Event Attendance and Synopsis**

<b>Date</b>	<b>Event</b>	<b>Synopsis</b>

**Conference Attendance and Synopsis**

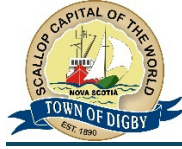
<b>Date</b>	<b>Event</b>	<b>Synopsis</b>

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**Misc. Events**

<b>Date</b>	<b>Synopsis</b>

**Appendix “B”**



**Council Committee, Board, Commission Report –  
Elected Official**

**Name of Elected Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_

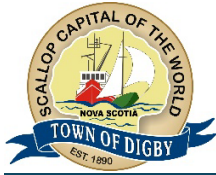
**Committee Name:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_

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**Synopsis:**

**Appendix “C”**



**Request for Decision Form – Elected Official**

**Name of Elected Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date submitted to the CAO:** \_\_\_\_\_

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**Request for Decision – Initial – To be completed by Elected Official**

**Decision Requested:**

\_\_\_\_\_  
**Background Synopsis:**

\_\_\_\_\_  
**Strategic Implications:** Current  Short Term  Long Term

\_\_\_\_\_  
**Desired Outcome:**

\_\_\_\_\_  
**Recommendation: Report/document:** Attached  Available  NIL

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## Appendix “D”



## Trip Report – Elected Officials

Date: \_\_\_\_\_

Trip Report – XX – Conference Name : \_\_\_\_\_

Elected Official Name: \_\_\_\_\_

### Introduction

I attended the (Conference Name) \_\_\_\_\_ at (Name of City.) \_\_\_\_\_ The Conference was held (Date) \_\_\_\_\_ at the (Name of Conference Centre) hosted by (Organization Name) \_\_\_\_\_. (#) \_\_\_\_\_ of attendees from the Town of Digby attended the conference.

### Conference Synopsis

### Recommendations

It is Recommended that Town of Digby continue to attend (or not attend) the (Conference Name)

### Expenses

<u>Conference Name:</u>		<u>Location:</u>
<u>Date</u>	<u>Detail</u>	<u>Amount</u>
	Conference Registration Fee including HST	
	Transportation <input type="checkbox"/> Car (KM) <input type="checkbox"/> Rental <input type="checkbox"/> Airfare	
	Meals (not included in Conference Registration Fee)	
	Total Expense	