**Council Report Template**

**Please attach any relevant documents supporting your report.**

**COUNCIL REPORT OUTLINE**

COMMITTEE/PROJECT:

1. LIST OF ISSUES BEING REPORTED:

2. PROGRESS REPORTS:

PROJECT:

PROGRESS:

PROJECT:

PROGRESS:

PROJECT:

PROGRESS:

3. PROJECTS/ISSUES REQUIRING EXECUTIVE COUNCIL APPROVAL:

(1) Summary of the project/issue/document:

Potentially controversial issues:

Recommendation:

**Motion:**

(2) Summary of the project/issue/document:

Potentially controversial issues:

Recommendation:

**Motion**:

(3) Summary of the project/issue/document:

Potentially controversial issues:

Recommendation:

**Motion:**