

Subject: Annual Report Requirements

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Your Worship & Members of Council,

Please consider this as a friendly reminder so that the violation of the Community Charter which occurred last year will not be repeated.

The time is rapidly approaching for the public to have access to the Annual Report so that it has adequate time to prepare for the annual meeting to discuss its contents. My understanding is that a minimum of 14 days must be provided between the time the Annual Report is made available and the public meeting takes place.

This year, there are also a number of additional requirements for inclusion in the Annual Report. It would be desirable that some public debate, (preferably supplemented by public input) on these additional elements, take place well before the drafting of the Annual Report. You may thus wish to consider adding an appropriate agenda item for discussion of this as soon as possible.

Yours truly,

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