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| **To:** | Senate | **Date of Senate Meeting:**  Click here to enter report date |
| **From:** | Enter Senate Committee | **Date of Committee Approval:**  Click here to enter approval date |
| **Subject:** |  | |

**DELETE THIS SECTION BEFORE SUBMITTING**  
Instructions for completing this template:

* Keep the report to two pages. Detailed program documentation will be provided separately.
* Generally, a template must be completed for all submissions to Senate.
* As much as possible, use bullet points
* Each item for approval normally requires its own template.

In order to ensure materials are accessible for all meeting attendees, please complete the template according to the following guidelines:

* Please use Calibri font (12 pt).
* Please ensure that attachments that include slides or other visuals (graphs, etc) have a high degree of colour contrast between the text and background of slides.

**1.0 PURPOSE**

For Action  For Discussion  For Information

**2.0** **MOTION/DISCUSSION**

For approval items, please draft a motion in consultation with the Secretariat.

For discussion items, please state “This report is for discussion”, and include:

* Two to three key questions you want Senators to keep in mind as they read the report and to answer when the item is discussed at the Senate meeting.

For information items, please state “This report is for information only”.

**3.0 EXECUTIVE SUMMARY**

For items requiring approval, please summarize the key facts supportive of the report’s recommendation(s).

* For discussion and information items, please include a short summary of the report’s contents.
* Do not repeat the content of the Analysis section; summarize the key conclusions and constraint rationale to the Analysis section.

**4.0 ANALYSIS**

Describe the issues, problems and concerns identified. Feel free to use bullet points.

**5.0 COMMITTEE MEMBERSHIP**