

**POLICY**

CATEGORY/SECTION

**BOARD - GENERAL**

SUBJECT

**REPORT PREPARATION & SUBMISSION**

**AUTHORITY**

Governance & Procedural By-law No. 03-2021

**INTENT OF POLICY**

It is the policy of the Board to have standard procedures for preparation and submission of reports and documentation to be submitted to The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board).

**POLICY**

Members of Administration will prepare reports being submitted for Board meetings in accordance with the standards and procedures set out in the Report Preparation & Submission Procedure.

**RELATED POLICIES**

Board Committee and Advisory Table Policy BRD-01:62

**RELATED PROCEDURES**

Board Committee and Advisory Table Procedure BRD-01:62-02  
Report Preparation and Submission Procedure BRD-01:96-01

**FORMS**

Board Report Template