STAFF COMMUNICATION WITH COUNCIL

Clerk Administrator Presentation October 12, 2016

STAFF REPORTS

- **▶** Format
- ► Who uses them
- ► When and why they're used



MEMOS

- **▶** Format
- ▶ Who uses them
- ► When and why they're used



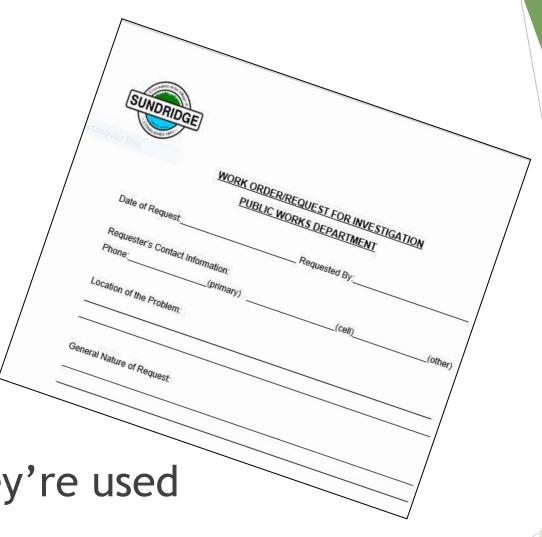
DEPUTATIONS

- Effectiveness
- ▶ Visual Aids
 - Accessibility
 - Font size, colour, sound
 - Audience
 - Standards



WORK ORDERS

- ► Format
- ▶ Who uses them
- ► When and why they're used

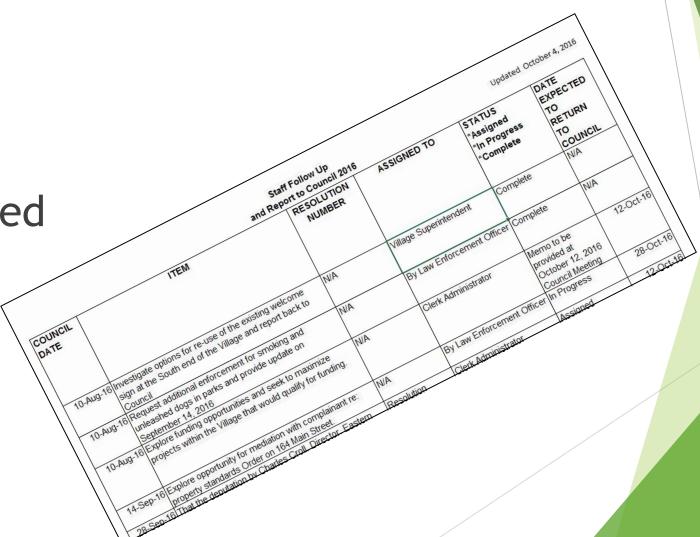


FOLLOW UP LIST

▶ Format

► Who uses it

► When it's used



Discussion

