***PLEASE COMPLETE SECTION 1 ONLY***

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| --- | --- |
| **SECTION 1** | **Request No:** |
| **Date (date of request)** | **Title of Request** |
| **Person making request (your name)** | **Representing (your title or role)** |
| **Background (explain background of this request – attach relevant documents)** | |
| **Communications/Key Messages** | |
| **Request: (clearly state the action Council is being asked to take)** | |

***SECTION 2 - FOR OFFICE USE ONLY***

|  |  |
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| **Advantages** | **Disadvantages** |
| **Required Resources** | |
| **Staff Comments** | |
| **CAO Review/Comments** | |