



RPT 21-283

TITLE: Action Items from City Council, Executive Committee and Budget Committee

DATE: June 30, 2021

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Action Items be updated as indicated in the Open Items document, as attached to RPT 21-283.

TOPIC & PURPOSE:

The purpose of this report is to provide an update to members of Council regarding all open action items initiated by members of City Council at either a City Council, Executive Committee or Budget Committee meeting.

BACKGROUND:

The Council & Committee Action Item process was implemented by City Council on May 9, 2005, to ensure that action items resulting from a meeting motion derived at a City Council, Executive Committee or Budget Committee were completed as approved in a timely manner.

At the January 28, 2019 City Council meeting, the sixty (60) day standard due date was extended to ninety (90) days to assist Administration in allowing sufficient time to review, analyze, and collect relevant information to compile a well thought out and comprehensive report for members of Council to consider and make a well formed decision.

PROPOSED APPROACH AND RATIONALE:

The City Clerk's Office has completed the semi-annual review of the open action items requested prior to June 14, 2021 and the attached document reflects all open action items with

the current due date, along with any request to extend or close the item for review by members of Council.

As requested, Administration has continued to keep track of the number of requests made by members of Council for additional Administrative reports, and those numbers are outlined in the attached spreadsheet for review.

CONSULTATIONS:

Each Department has reviewed their open action items and if an extension or closure is required, has provided a response to the City Clerk's Office for inclusion in the attached spreadsheet.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Following review by members of Council, the City Clerk's Office will update the Action Items within the Program.

The program will send a reminder for each item to the Department contact two (2) weeks in advance of the item's due date.

Administration will ensure that a continued commitment is made to complete the items within the standard due date timeline. As well, if Administration is unable to complete the Administrative work within the timelines assigned, a report will be provided by the Department updating Council or Committee on the matter, prior to the due date.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options to recommendation or financial, policy or privacy implications.

STRATEGIC PLAN:

The information contained in the report directly aligned The City's Strategic Goal of Corporate Sustainability:

"The City recognizes that a well-functioning organization needs to be clear on the roles and functions of Administration and Council, understand the core principles and behaviours or good governance, and commit to continued improvement in governance and organization."

OFFICIAL COMMUNITY PLAN:

Section 4 – Decision Making outlines the following relevant goal:

Improve the quality of the City's key stakeholder relationship and increase awareness of City programs and initiatives.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION: Verbal by Terri Mercier, Acting City Clerk.

ATTACHMENTS:

1. Report Preparation Calendar
2. Reports Derived from Motions
3. Open Action Items – City Manager's Office
4. Open Action Items – Community Services
5. Open Action Items – Corporate Services
6. Open Action Items – Financial Services
7. Open Action Items – Planning & Development Services
8. Open Action Items – Public Works

Written by: Sherry Person, City Clerk

Approved by: City Manager