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## **Revised Work Plan for 2020 and Q1 2020 Update to the Outstanding Matters List Staff Report to Council**

Report Number: 2020-33

Department(s): Legislative Services

Author(s): Kiran Saini, Deputy Town Clerk

Meeting Date: May 19, 2020

### **Recommendations**

1. That the report entitled Revised Work Plan for 2020 and Q1 2020 Update to the Outstanding Matters List dated May 19, 2020 be received; and,
2. That Council adopt the revised work plan and updates Outstanding Matters List, included at **Attachment 1** to this report; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to seek Council direction and approval on a revised work plan for items requiring Council's decision in 2020. This report also serves as a first quarter update to Council on the Outstanding Matters List.

### **Background**

At its February 24, 2020 Committee of the Whole meeting, staff presented a [report](#) on the Procedure By-law Review for the 2018-2022 term of Council and identified that the Outstanding Matters List ("List") would now be presented on a quarterly basis instead of every Committee of the Whole meeting. Staff also advised that the List would include additional staff comments and enhanced tracking of date changes. This report serves as a first quarter update to Council.

In conjunction with the List, every department has its own work plan of items for Council decision points.

The current COVID-19 Pandemic (“Pandemic”) has resulted in staff resources being directed towards matters that were not planned for, and as a result, this has caused delay to certain projects or postponement of staff bringing certain items forward for Council’s consideration.

A revised work plan (**Attachment 1**) has been developed and is presented to Council for adoption. The items included in **Attachment 1** are only items from the Outstanding Matters List and the departmental work plans, which require Council decision or consideration. The chart does not depict other projects or work that staff continue to dedicate resources towards. It also does not include the Council-approved action items contained in the REV it Up Campaign or within the Council’s Strategic Priorities.

## Discussion

**Attachment 1** includes a list of projects and matters that require Council’s consideration. Both staff and information reports that are currently contemplated by staff have been included on this chart. To ensure there is clarity in where these matter originate from, there is a column indicating whether the matter was from the Outstanding Matters List or whether this was being tracked through individual department work plans.

Only items that originated from the Outstanding Matters List have dates under the ‘previous reporting timeframe’ column. These dates were the most current reported timeframe.

Corresponding item numbers have been enumerated to ensure that Council has ease of reference for specific matters should there be questions about associated timeframes or the subject matter itself.

## Items with a report date still to be determined

The Pandemic has caused an impact to financial and human resources, which has caused many projects to be postponed or re-prioritized. At present, staff are not aware of when the Pandemic may be declared over, or when the state of emergency at the provincial and local level may be lifted. As a result, there a number of projects in **Attachment 1** that have not been assigned dates, as they are contingent upon a return to normalcy. The ‘additional comments’ column provides information into the rationale for why a project has not yet been assigned a reporting date. Staff are hopeful that greater details around reporting timeframes can be provided in the second quarter update to Council on the Outstanding Matters List.

## **Items Removed from the Outstanding Matters List**

The following item has been removed from the List:

### **(1) 2018-2022 Council Strategic Priorities**

Recommendation:

That Staff report back to Council with respect to an overall performance measurement approach intended to track and present progress.

This item was removed as Council approved, in principle, a public facing performance measurement dashboard for reporting progress on its Strategic Priorities at its meeting on April 27, 2020.

## **Conclusion**

Upon Council approval, staff will use **Attachment 1** as a project guide for the remainder of 2020.

## **Business Plan and Strategic Plan Linkages**

As this report highlights a revised work plan for the Corporation this report aligns with all six pillars of Council's Strategic Priorities.

## **Consultation**

Members of the Strategic Leadership Team and Operational Leadership Team were consulted in this report.

## **Human Resource Considerations**

There are no considerations specific to this report. However, individual projects within the work plan may have associated human resource impacts, and any such considerations will be noted in the individual reports on those matters.

## **Budget Impact**

There are no considerations specific to this report. However, individual projects within the work plan may have associated budget considerations, and any such impacts will be noted in the individual reports on those matters.

## **Attachments**

**Attachment 1** – Revised Work Plan Requiring Council Decisions in 2020 and Update to Outstanding Matters List for Q1 2020

Revised Work Plan for 2020 and Q1 2020 Update to the Outstanding Matters List

## **Approval**

Lisa Lyons, Director, Legislative Services/Town Clerk

Esther Armchuk, Commissioner, Corporate Services

Ian McDougall, Commissioner, Community Services

Peter Noehammer, Commissioner, Development and Infrastructure Services

Jag Sharma, Chief Administrative Officer

## **Contact**

For more information about individual projects contained in Attachment 1, please contact the responsible Department Director or respective Commissioner.