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**Subject:** Council Tasks

**Department:** Corporate Services

**Division:** Clerks

**Report #:** CPS-2024-047

**Meeting Date:** 2024-08-12

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### Recommendations

**That report CPS-2024-047, Council Tasks, be received.**

### Background

The purpose of this report is to provide Council with a summary of the tasks and action items that have been assigned to staff at Council meetings.

### Analysis/Current Situation

The three (3) attachments are comprised of:

1. The **completed tasks** since the last quarterly update (April 8, 2024) as attachment 1;
2. The **in-progress tasks** (work or review has commenced but is still ongoing) includes tasks that are ongoing since the Council task program was implemented as attachment 2; and
3. The **incomplete tasks** (work has not yet started) includes the tasks that are still outstanding since the Council task program was implemented as attachment 3.

All reports included were pulled from the system as of July 18, 2024. Every effort is made to ensure the accuracy of the task statuses provided; however updates may have been made in the system in the 3 week period from when the report was pulled and the date of the meeting.

### The Council Task Program

The Council task program provides a mechanism for assigning and tracking tasks that result from Council decisions at a Council meeting. These tasks are generally assigned to staff members within 2 days after a Council meeting concludes and Council is provided with an update on the status quarterly.

## Recent Updates

The Council task program has seen some recent updates over the past few months. Historically, the Council tasks report was a listing of all resolutions passed by Council in 2 attachments: 1. completed since last update and 2. in progress/incomplete. Each resolution may have been assigned to numerous members of staff from various divisions without further context.

- The current process now includes assigning each resolution that has a specific actionable task to a specific staff member for them to complete. This means that a single resolution may show on the task list numerous times if different actions are required of different staff to meet the intent of the resolution. These specific actions are now shown at the bottom of the resolution for ease of reference and are generally provided to Clerks staff by the report author for inclusion. This also means that resolutions for which there is no specific action to be taken as a result, will no longer show in this action report.
- To provide additional clarity to senior staff and Council on the tasks in the list, we have recommended that assigned staff provide additional commentary in the system on the reason for the status of their tasks where applicable.
- The task list attachments have been broken down into 3 separate attachments and are colour coded for ease of reference: 1. Completed since last update, 2. In-Progress, and 3. Incomplete.

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## Corporate Implications

This report will not generate direct implications. If future actions related to this report will have a corporate impact, a report will be presented to Council for approval, if required.

## Conclusion

The Council task program is a useful tool to assist staff and Council with tracking and managing actions arising from Council decisions.

The next Council task update is scheduled for inclusion on the November 4, 2024 Council agenda.

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## Strategic Alignment

### Strategic Plan

Strategic Goal: Future-Readiness

Objective: Due Diligence

**Notice Provisions**

Not Applicable.

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Respectfully submitted,

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**Attachment(s):**

1. Completed Tasks since April 8, 2024
2. In Progress Tasks
3. Incomplete Tasks