



## Report

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**Subject:** Council Tasks

**Department:** Corporate Services

**Division:** Clerks

**Report #:** CPS-2025-025

**Meeting Date:** 2025-05-12

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### Recommendations

**That report CPS-2025-025, 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 two (2) attachments are comprised of:

1. The **Completed Tasks** since the last quarterly update (January 27, 2025) as Attachment 1; and
2. The **In-Progress Tasks** that are ongoing since the eScribe was implemented as Attachment 2.

All reports included were pulled from the system as of April 23, 2025. Every effort has been 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 provides a mechanism for assigning and tracking tasks that result from Council decisions at a Council meeting. The tasks are generally assigned to staff within two (2) days following the Council meeting and Council is provided with Council Task updates quarterly.

Historically, Council Tasks were resolutions passed by Council and assigned to the report writers. The current process has allowed for resolutions passed by Council with an action item for staff to complete to be tracked. Resolutions may appear in the report multiple times, but with different actions assigned to a specific staff member to complete, the staff member may not be the report writer which was past practice.

Resolutions that are considered by Council for information will not be included in the Council Task report.

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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 report will be included on the July 14, 2025, Council agenda.

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### **Strategic Alignment**

#### **Strategic Plan**

Strategic Goal: Future-Readiness

Objective: Due Diligence

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### **Notice Provisions**

Not Applicable.

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Respectfully submitted,  
Antonietta Minichillo  
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**Attachment(s):**

1. Completed Tasks
2. In Progress Tasks