



Report

Subject: Council Tasks Q2-2025

Department: Corporate Services

Division: Clerks

Report #: CPS-2025-057

Meeting Date: 2025-07-14

Recommendations

That report CPS-2025-057, Council Tasks Q2-2025, 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. **Completed Tasks:** Tasks that have been assigned and marked as completed since the beginning of 2025 as Attachment 1; and
2. **In-Progress Tasks** that are still a work in progress by staff.

All reports included were pulled from the system as of June 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 current 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.

Council Tasks are assigned to staff based on the resolution passed by Council for the item. Previously, the resolutions were included in the tasks, with the action item shown below the resolution. The updated version no longer shows the resolution and focuses on the title of the item, the action to be taken by staff, the status of the item, as well as any relevant comments for Council's information. Certain items may appear in the report multiple times, but with different actions assigned to staff members to complete. The

assigned actions are provided by the report authors based on anticipated needs should the item be approved. If no action is provided by the report author, the clerks division will assign an action to the manager of the division responsible for the report.

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 October 14, 2025, Council agenda.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: Due Diligence

Notice Provisions

Not Applicable.

Respectfully submitted,
Antonietta Minichillo
General Manager, Corporate Services

Prepared by:
Raylene Martell
Town Clerk, Corporate Services

Attachment(s): 1. Completed Tasks
 2. In Progress Tasks