

# Committee of the Whole (1) Report

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**DATE:** Tuesday, January 17, 2023

**WARD(S):** ALL

**TITLE:** REVIEW OF OUTSTANDING REPORTS LIST FOR THE 2022-2026 TERM OF COUNCIL  
(REFERRED)

**FROM:**

Nick Spensieri, City Manager

Wendy Law, Deputy City Manager, Legal and Administrative Services & City Solicitor

**ACTION:** DECISION

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**Purpose**

To provide Committee with an update on the Outstanding Reports list and to seek direction on the outstanding reports from the previous Term of Council.

**Report Highlights**

- Outstanding Reports list tracks Council decisions that require further staff action with directions to report back to Council.
- The Outstanding Reports list is maintained by the Office of the City Clerk.
- Staff are seeking direction on the outstanding reports from the previous term of Council.

**Recommendations**

Council, at its meeting of December 13, 2022, adopted the following recommendations, (Item 13, Report No. 46, of the Committee of the Whole):

By approving that consideration of this matter be deferred to the Committee of the Whole meeting of January 17, 2023.

**Recommendations of the Committee of the Whole of December 12, 2022:**

1. The Committee of the Whole recommends that the recommendation contained in the following report of the Deputy City Manager, Legal and Administrative Services & City Solicitor, dated December 12, 2022, be received.

Report of the of the Deputy City Manager, Legal and Administrative Services & City Solicitor, dated December 12, 2022:

- 1 THAT Committee identify the reports on the Outstanding Reports List from the previous Term of Council to be considered during the 2022-2026 Term of Council.

### **Background**

In 2021 Council had requested that a list of outstanding reports be provided for review at a Committee of the Whole meeting. The Office of the City Clerk maintains an Outstanding Reports list and updates it following each Council meeting.

At the Council meeting of September 27, 2021, Council approved the following, in part:

*“3. That the City Clerk bring a report to a Committee of the Whole meeting in each new term of Council to seek direction on the outstanding reports from the previous term of Council.”*

### **Previous Reports/Authority**

[UPDATE ON THE OUTSTANDING REPORTS LIST \(Report No. 39, Item 23\), approved by Council on September 27, 2021.](#)

### **Analysis and Options**

#### **Outstanding Reports List**

The Outstanding Reports list is a list of matters considered by Council that have outstanding actions to be taken by staff and directions were given to report back to Council. The attached list includes items up to September 2022 to capture reports from the previous Term of Council.

#### **Reporting of the Outstanding List**

The City Clerk is responsible for continuing to maintain the Outstanding Reports list following each Council meeting and providing the list to Council on a regular basis. The City Clerk will provide to the Members of Council the Outstanding Reports list three times per year by way of a memo. The memo will also be copied to the City Manager and Deputy City Managers. The memo, with the list, will be distributed every January, May and September.

#### **New Term of Council**

The City Clerk is also responsible for bringing a report to a Committee of the Whole meeting early in a new term of Council with the Outstanding Reports list from the previous term of Council. The intent of this is to provide the new Council an opportunity

to identify reports that they wish to move forward during the new term. Reports not approved at this time will then be removed from the Outstanding Reports list.

This approach is considered a best practice as it allows a new Council to determine which reports continue to align with the new Council's priorities. It also allows unnecessary reports to be removed and no further resources dedicated to them.

### **Financial Impact**

There is no financial impact associated with the Outstanding Reports list.

### **Broader Regional Impacts/Considerations**

None.

### **Conclusion**

The Outstanding Reports list is a summary of Council decisions that require further work from staff with directions to report back to Council. The list is maintained by the Office of the City Clerk and circulated to Members of Council on a regular basis. Review of the Outstanding Reports list at the beginning of a new Term of Council is considered to be a best practice and staff is seeking Committee's direction on which reports from the previous Term of Council should be considered during the current Term of Council.

**For more information**, please contact: Todd Coles, City Clerk, ext. 8281.

### **Attachment**

1. Outstanding Reports List, September 2022.

### **Prepared by**

Todd Coles, City Clerk, ext. 8281