

## Committee of the Whole (1) Report

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**DATE:** Tuesday, September 14, 2021

**WARD(S):** ALL

**TITLE:** UPDATE ON THE OUTSTANDING REPORTS LIST

**FROM:**

Nick Spensieri, City Manager

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

**ACTION:** DECISION

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**Purpose**

To provide Committee with an update on the Outstanding Reports list and to seek approval for a future reporting schedule.

**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 recommend that the list be circulated to Council on a regular basis.

**Recommendations**

1. That the City Clerk maintain the Outstanding Reports list;
2. That the City Clerk provide a memo to Members of Council every January, May and September with the Outstanding Reports list; and
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.

**Background**

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

## **Previous Reports/Authority**

Not Applicable

## **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 current list includes items from 2013 through to June 2021. The majority of items on the list are from the current term of Council.

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

It is proposed that the City Clerk be responsible for continuing to maintain the Outstanding Reports list following each Council meeting and that this list be provided 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 Deputy City Managers. The memo, with the list, will be distributed every January, May and September.

### **New Term of Council**

It is also proposed that the City Clerk bring 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 a new Council an opportunity to identify reports that they wish to have 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 a new Council's priorities. It also allows unnecessary reports to be removed and no further resources will be dedicated to them.

## **Financial Impact**

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

## **Broader Regional Impacts/Considerations**

Not Applicable.

**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 will be circulated to Members of Council on a regular basis, should the Recommendations be approved.

**For more information**, please contact Todd Coles, City Clerk, ext.8212.

**Attachment**

1. Outstanding Reports list – June 22, 2021 (to be provided prior to the meeting).

**Prepared by**

Todd Coles, City Clerk, ext.8212.

**Approved by**



Wendy Law  
Deputy City Manager  
Administrative Services & City Solicitor

**Reviewed by**



Nick Spensieri, City Manager