

# Agenda Item Prioritization and Motion Clean Up

## Community and Public Services Committee

### Recommendation

1. That Community and Public Services Committee recommend to City Council:
  - a. That the reports directed by the motions outlined in Attachment 1 of the November 13, 2020, Office of the City Manager report OCM00157, return as memos to Council.
2. That Administration include the recommendation from Part 1 as part of the Agenda Item Prioritization report OCM00172 returning to City Council on November 16, 2020.

### Executive Summary

Currently, there are 18 reports scheduled for Community and Public Services Committee meetings between January and October 2021. In light of operational challenges due to the ongoing COVID-19 pandemic response and reduced staff numbers, and to allow Council and Administration adequate time to address established priorities and other emerging issues, Administration recommends that the reports directed by the motions outlined in Attachment 1 return as memos.

### Report

As part of the response to the COVID-19 pandemic, Council cancelled most Standing Committee meetings scheduled between March and September 2020. On April 15, 2020, Council directed the City Manager to reschedule any motion initiated reports scheduled to return to Council or Committee in Q1, Q2 and Q3 of 2020. Standing Committees resumed their regular meeting schedule, as per the approved 2020 Council Calendar, on September 29, 2020.

Currently, there are 18 reports scheduled for Community and Public Services Committee meetings between January and October 2021; this includes reports initiated by Administration and those initiated by Council motion or Councillor inquiry. Administration undertook a prioritization exercise that categorized all reports scheduled for this period according to the following criteria:

- Tier 1: Necessary to advance an operational, strategic or legislative priority;

- Tier 2: Decisions that exceed the City Manager’s delegated authority;
- Tier 3: Information updates that do not require a decision by Committee; or
- Tier 4: Motions from previous Council terms or bylaws that have not been passed within one year of first reading

Based on this evaluation, Administration recommends that the motions outlined in Attachment 1 return as memos. Allowing these motions to return to Committee as memos will ensure Council receives the information they are looking for while balancing constraints on staffing and financial resources.

**Corporate Outcomes and Performance Management**

| Corporate Outcome(s): Conditions of Success |   |           |           |
|---|---|-----------|-----------|
| Outcome(s)                                  | Measure(s)  | Result(s) | Target(s) |
| Eliminate unnecessary agenda items          | Redundant items removed from Council and Committee agendas. | N/A       | N/A       |

**Attachments**

1. [Motions Recommended to Return as Memos - Community and Public Services Committee](#)

**Others Reviewing this Report**

- B. Andriachuk, City Solicitor