

## Council and Committee Agenda Item Prioritization and Motion Clean Up

### Recommendation

1. That the reports directed by motions, as set out in Attachment 1 of the November 16, 2020, Office of the City Manager report OCM00172, return as memos to Council.
2. That the motions set out in Attachment 2 of the November 16, 2020, Office of the City Manager report OCM00172, be rescinded.

### Executive Summary

As of November 10, 2020 there are 123 reports scheduled for City Council and Standing Committee meetings between January and October 2021. This includes:

- 31 City Council and City Council Public Hearing reports;
- 36 Executive Committee reports;
- 25 Urban Planning Committee reports;
- 23 Community and Public Services reports;
- One Audit Committee report;
- Six Council Services Committee reports;
- Zero Inter-municipal Regional Development Committee reports; and
- One Utility Committee reports.

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directed by the motions outlined in Attachment 1 return as memos, and that the motions outlined in Attachment 2 be rescinded.

### Report

As part of the response to the COVID-19 pandemic, City 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.

At the November 9, 2020 Executive Committee meeting, the November 10, 2020 Urban Planning Committee meeting and the November 13, 2020 Community and Public Services Committee meeting, the Committees approved recommendations that City Council approve the return of motions as memos or motions to be rescinded in reports OCM00155 Agenda Item Prioritization and Motion Clean Up - Executive Committee, OCM00156 Agenda Item Prioritization and Motion Clean Up - Urban Planning Committee, and OCM00157 Agenda Item Prioritization and Motion Clean Up - Community and Public Services Committee, respectively.

As of November 10, 2020, there are 123 reports scheduled for City Council and Standing Committee meetings between January and October 2021; this includes reports initiated by Administration and those initiated by Council motion or Councillor inquiry and excludes motions with due dates that are to be determined and land use public hearing reports. The breakdown of reports by meeting is as follows:

- 31 City Council and City Council Public Hearing reports;
- 36 Executive Committee reports;
- 25 Urban Planning Committee reports;
- 23 Community and Public Services reports;
- One Audit Committee report;
- Six Council Services Committee reports;
- Zero Inter-municipal Regional Development Committee reports; and
- One Utility Committee reports.

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 Council or 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 motion driven reports outlined in Attachment 1 return as a memo, and that the motions outlined in Attachment 2 be rescinded. Allowing these motions to return to City Council or Standing Committees as memos or be rescinded 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 - City Council and Standing Committees
2. Motions Recommended to be Rescinded - City Council and Standing Committees

### Others Reviewing this Report

- B. Andriachuk, City Solicitor