

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@northumberland.ca or 1-800-354-7050 ext. 2327



Report 2024-111

Report Title: Unfinished Council Business Update

Committee Name: Corporate Support

Committee Meeting Date: September 4, 2024

Prepared by: Maddison Mather
Manager Legislative Services / Clerk
Corporate Services

Reviewed by: Lisa Ainsworth
Director Corporate Services
Corporate Services

Approved by: Jennifer Moore, CAO

Council Meeting Date: September 18, 2024

Strategic Plan Priorities: Innovate for Service Excellence
 Ignite Economic Opportunity
 Foster a Thriving Community
 Propel Sustainable Growth
 Champion a Vibrant Future

Recommendation

That the Corporate Support Committee receive Report 2024-111 'Unfinished Council Business Update' for information; and

Further That the Committee recommend that County Council receive this report for information."

Purpose

The purpose of this report is to provide Committee / Council with information regarding the County's new process for tracking and reporting on unfinished Council business.

Background

In alignment with the County's Strategic Pillar 'Innovate for Service Excellence', staff are implementing a new process for sharing unfinished Council business items with Committee / Council, to add value to service delivery for both Council and the public and to demonstrate accountability and transparency of Council proceedings.

At the start of the 2022-2026 Term of Council, Legislative Services staff started tracking unfinished Council business items internally, providing monthly updates to the County's senior leadership team at Management Operating Committee meetings.

The intent of tracking unfinished Council business items is to provide an overview of unfinished Council items. For example, unfinished Council business items include items that Council has directed staff to report back on with additional information / updates at a future Committee / Council meeting, deferred items, items that have been referred to staff, etc. It is important to note that the intent of the unfinished Council business document is not to capture all of Council's actions, approvals, and directions to staff, but rather to capture unfinished / outstanding business items. The unfinished Council business document also only captures formal Council decisions / direction, expressed through a Council resolution. Thus, informal requests of Council are not captured.

The unfinished business tracking document is updated by Legislative Services staff after each monthly County Council meeting. The tracking document is organized so that items from the most recent Committee / Council meeting that have unfinished business components are at the start of the document. It is important to note that the tracking document captures items starting from December 2022 (start of the 2022-2026 Term of Council) to present date and items are removed once the unfinished business item has been "completed" (i.e. brought back to Committee / Council) or are no longer relevant. The tracking document includes the due date assigned by Council, however, in cases where a due date was not specified, staff have assigned the last Committee meeting of the year as the due date. The most current version of the unfinished business tracking document is attached as an appendix to this report.

The County Clerk maintains a detailed Closed Session unfinished business tracking document. This document will not be attached to quarterly updates; however, Council Members may arrange a meeting with the Clerk to review in-person upon request. After meeting with the Clerk, a Council Member may request an update on the progress of a Closed Session unfinished business item at Committee / Council, and upon approval by the Committee Chair/ Warden, the Closed Session unfinished business item will be added to an upcoming Committee / Council meeting in Closed Session for discussion, in compliance with statutory requirements to provide public notice of Closed Session meetings under the Municipal Act, 2001, and in compliance Northumberland County's Closed Meeting Policy, and the Council Procedural By-law.

Consultations

The unfinished Council business tracking document is reviewed monthly with the County's Chief Administrative Officer and Senior Leadership Team. In addition, when developing the County's unfinished business tracking document, staff reviewed examples from other Ontario municipalities.

Legislative Authority / Risk Considerations

The unfinished business tracking document demonstrates accountability and transparency and helps ensure that no items are inadvertently missed being brought back to Committee / Council.

Discussion / Options

To update both Council and the public on the progress of unfinished Council business items, staff plan to bring forward a quarterly report to the Corporate Support Committee meeting, which will then flow to County Council. It is important to acknowledge that the timing of this current report does not align with the quarter 3, 2024 finish, however, moving forward the report will be brought to Committee / Council after the end of each quarter. The most current version of the unfinished Council business tracking document will be attached as an appendix to the quarterly report. In addition, the body of the report will specifically highlight completed items and newly added items for past quarter, as well as showcase upcoming unfinished business items due in the next quarter. This quarterly report will be presented by the County's Chief Administrative Officer (CAO). If Committee Members have specific questions regarding the status of departmental projects / initiatives and further information from the Departmental Director is required, the report can be identified for separate discussion at Council, where all County Directors will be in attendance to answer questions.

Completed

Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
County Council Meeting (June 19, 2024), Item 5.c, Delegation, Town of Cobourg 'Impact of Homelessness in the Community'	Community & Social Services	Direct staff to bring forward a report regarding a homelessness response plan, that includes an encampment response plan to the July 31, 2024 Social Services Committee meeting	2024-07-31	<i>Report 2024-102 'Homelessness and Encampment Response Report' and presentation brought forward to the August 14, 2024 County Council meeting</i>
Public Works Committee (June 3, 2023), Item 9.a, 'Radio Communications Tower Project'	Public Works	Direct staff to provide regular project updates at Public Works Committee meetings	On-going updates	<i>Northumberland Radio Towers Project update presentation brought forward to the July 29, 2024 Public Works Committee meeting and identified for separate discussion at the August 14, 2024 County Council meeting</i>

Recently Added (July and August, 2024)

Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Public Works Committee (July 29, 2024), Item 7.d, Correspondence, City of St. Catherines 'Green Roads Pilot Project'	Public Works	Refer this item to staff for review and direct staff to provide an update at a future Committee / Council meeting	2024-12-02	N/A
Community Health Committee (July 30, 2024), Item 5.a, 'Delegation, Ontario Health Team of Northumberland (OHT N) 'Proposal for a County Wide Physician Recruitment Plan'	Health & Human Services	Refer this item to the Community Health Committee for further review and discussion	2024-12-03	N/A
County Council Meeting (June 19, 2024), Item 5.c, Delegation, Town of Cobourg 'Impact of Homelessness in the Community	Community and Social Services	Direct staff to explore options for Cobourg and Member Municipal staff to participate in a County leadership table regarding homelessness and to report back to Committee / Council at a future meeting date	2024-12-04	<i>Staff are working on plans for a more formal leadership table, which will be included as part of a broader housing and homelessness workplan and incorporated into the 2025 business plan</i>

Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Community Health Committee (June 4, 2024), Item 8.a, 'Golden Plough Lodge - Quarter 1, 2024 Financial Analysis'	Health and Human Services (Golden Plough Lodge)	Direct staff to bring forward a report to a future Committee meeting regarding staffing challenges in long-term care and the need for flexible staffing models	2024-12-03	N/A
Finance & Audit Committee (June 4, 2024), Item 9.a 'Development of a Northumberland County Community Grant Policy'	Finance and Communications	Direct staff to bring forward the draft policy to a future Finance and Audit Committee meeting for consideration	2024-12-03	N/A

Upcoming (fall 2024)

Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Public Works Committee (January 8, 2024), Item 8.b, Report 2024-002, 'Transfer of Thompson Bridge from Northumberland County to the Municipality of Trent Hills' / A By-law to Transfer Ownership of and Jurisdiction over the Thompson Bridge from the County to the Trent Hills	Public Works	Postpone the consideration of By-law 06-2024 being a By-law to Transfer Ownership of and Jurisdiction over the Thompson Bridge from the Corporation of the County of Northumberland to the Corporation of the Municipality of Trent Hills to fall 2024	Fall 2024	<i>Item will be brought forward to the September 30, 2024 Public Works Committee meeting</i>

Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Public Works Committee (June 3, 2023), Item 9.a, 'Radio Communications Tower Project'	Public Works	Direct staff to provide regular project updates at Public Works Committee meetings	On-going updates	<i>Next update will be brought forward to the September 30, 2024 Public Works Committee meeting</i>
Community Health Committee (June 4, 2024), Item 7.a, Correspondence, Haliburton Kawartha Pine Ridge District Health Unit and Peterborough Public Health 'Merger Business Case Submission'	Office of the CAO	Invite Public Health representatives to a future Committee / Council meeting to make a delegation in order to share further information regarding the merger	2024-12-03	<i>Delegation currently scheduled for the October 1, 2024 Community Health Committee meeting</i>
Public Works Committee (October 30, 2023), Item 8.b, Report 2023-119, Public Works 'Joint Operations Base Feasibility / Needs Study' – Presentation	Public Works	Refer this matter to staff for further review and direct staff to bring forward a detailed report to a future Committee / Council meeting re: operational savings, value of land, reserve amounts & financial plan, future use of the JOB, and shared services opportunities	2024-12-02	<i>Staff are currently planning to bring forward this item to the September 30, 2024 and November 4, 2024 Public Works Committee meetings</i>

Financial Impact

N/A

Member Municipality Impacts

N/A

Conclusion / Outcomes

Staff recommend that Committee / County Council receive Report 2024-111 'Unfinished Council Business Update' for information."

Attachments

- 1) Report 2024-111 ATTACH 1 'Unfinished Council Business Tracking Document'