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Report 2025-026

Report Title: Unfinished Council Business Update

Committee Name: Corporate Support

Committee Meeting Date: February 4, 2025

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: February 19, 2025

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 2025-026 ‘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 update Committee / Council on the progress of unfinished Council business items.

Background

Staff update Committee / Council on the progress of unfinished Council business items quarterly. 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 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 Management Operating Committee (MOC).

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

The most current version of the unfinished Council business tracking document is attached as an appendix to this report. In addition, the body of this report specifically highlights completed items from the last quarter (quarter 4, 2024), newly added items, and also showcases upcoming unfinished business items due in the next quarter (quarter 1, 2025).

Completed (Q4, 2024)

Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
County Council meeting (November 20, 2024), Item 11.a (7), Finance and Audit Committee Meeting (November 5, 2024), Item 8.e, 'Report 2024-145 '2025 Budget Update'	Office of the CAO, Finance, Corporate Services, Public Works	-Direct staff to provide a report at the December 18, 2024 Council meeting regarding: <ul style="list-style-type: none"> • Freezing Council remuneration increases for the 2025 budget year; • Operations of the Public Work's Department; • Costs the County spends on bridges; • Salary freeze to CAO and Director level positions for the 2025 year; • Prepare options for reducing the levy impact for Council's consideration; • Hiring freeze in the 2025 year for staff positions that are non-legislated and non-essential services; and • Undertaking an upper-tier / lower-tier organizational restructuring 	2024-12-18	<i>Items were considered at the December 18, 2024 County Council meeting</i>
County Council meeting (November 20, 2024), Item 11.b(1), Finance & Audit Committee, Item 5.a 'Delegation 'Art Gallery of Northumberland'	Finance	-Defer the consideration of this item, specifically Committee Resolution 2024-11-05-778, to the December 18, 2024 County Council meeting, where Council will consider the readoption of the multi-year budget	2024-12-18	<i>Item was considered at the December 18, 2024 County Council meeting</i>

Completed (Q4, 2024)

Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Finance & Audit Committee, (November 20, 2024), Item 9.a, 'Northumberland County Reserves & Reserve Funds'	Finance	-Direct staff to prepare a report to be presented at the December 18, 2024 County Council Budget Deliberations meeting with further information regarding reserves and reserve funds	2024-12-18	<i>Item was considered at the December 18, 2024 County Council meeting</i>
Corporate Support Committee (November 5, 2024), Item 8.i, Report 2024-148, Corporate Services '2025 Draft Calendar-Standing Committees and Council Meetings'	Corporate Services	-2025 Meeting Schedule will be brought forward to the December 18, 2024 County Council meeting for Council's approval	2024-12-18	<i>Item was considered at the December 18, 2024 County Council meeting</i>
Public Works Committee (September 30, 2024), Item 10.a, Cobourg Yard Fuel System – Verbal	Public Works	-Direct staff to bring forward a report to a future Committee / Council meeting	2024-12-04	<i>Item was considered at the November 20, 2024 County Council meeting</i>

Completed (Q4, 2024)

Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Economic Development, Tourism, & Land Use Planning Committee (October 2, 2024), Item 9.b, Correspondence, Ministry of Municipal Affairs and Housing 'Request to Repeal Official Plan Amendments Adopting By-law'	Economic Development, Planning and Strategic Initiatives	-Direct staff to prepare a report outlining the modifications required for Adopted Official Plan Amendment No. 1 for Council's consideration	2024-12-04	<i>Item was considered at the December 18, 2024 County Council meeting</i>
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	<i>Item was considered at the December 18, 2024 County Council meeting</i>
Community Health Committee (June 4, 2024), Item 8.a, 'Golden Plough Lodge - Quarter 1, 2024 Financial Analysis'	Health & 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		<i>Item was considered at the December 18, 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	Ongoing updates	<i>Item was considered at the October 16, 2024</i>

Completed (Q4, 2024)

Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Finance & Audit Committee (June 4, 2024), Item 9.a, 'Development of 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	<i>Item was considered at the November 20, 2024 County Council meeting</i>
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	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 County of Northumberland to the Municipality of Trent Hills to fall 2024	Fall 2024	<i>Item was considered at the November 20, 2024 County Council 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>Item was considered at the October 16, 2024 and November 20, 2024 County Council meetings</i>

Completed (Q4, 2024)

Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Community Health Committee (July 31, 2023), Item 7.b, Correspondence, Municipality of Port Hope 'Public Health and Opioid Overdose Crisis - Renewal of a Drug Strategy'	Community & Social Services / Paramedics	-Direct staff to continue to support the Health Unit in the renewal of a drug strategy in developing treatment options and broad community consultation / education, and that any strategy be brought back to a future County Council meeting for discussion and ratification	N/A	<i>Delegation from the Haliburton, Kawartha Lakes, Northumberland (HKLN) Drug Strategy considered at the December 18, 2024 County Council meeting</i>
Public Works Committee Meeting (February 27, 2023), Item 5.b, 'Delegation, Traffic Calming in Garden Hill'	Public Works	-Direct staff to bring forward a report to a future Public Works Committee meeting with an update on traffic calming in hamlets throughout Northumberland County	2024-12-02	<i>Item was considered at the November 20, 2024 County Council meeting</i>

Recently Added

Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
<p>Social Services Committee Meeting (January 8, 2025), Item 7.a, 'Correspondence, Municipality of Port Hope 'Development of a County-Led Encampment Management Plan'</p>	<p>Community & Social Services</p>	<p>- Support the correspondence and direct staff to bring forward a report regarding this item to a future Committee/Council meeting</p>	<p>2025-12-03</p>	<p><i>No specific due date assigned by Council</i></p>
<p>Social Services Committee (October 2, 2024), Item 8.a(2), Encampment Response and Progress on 310 Division Street, Cobourg Update - Presentation</p>	<p>Community & Social Services</p>	<p>-Direct staff to bring forward a feasibility report to a future Committee / Council meeting re: next steps for sheltering services once 310 Division Street, Cobourg is fully operational, including options and financial resources available for expanding shelter services and other social services across Northumberland County's Member Municipalities, and also include an accounting of the costs incurred by the Town of Cobourg</p>	<p>Once 310 Division Street is fully operational</p>	<p><i>Staff are working on developing the project scope and are looking to develop an RFP for consultant services</i></p>

Upcoming (Q1, 2025)				
Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Corporate Support Committee (September 3, 2024), Item 8.c, Report 2024-110, Corporate Services 'Warden and Deputy Warden Responsibilities	Office of the CAO / Corporate Services	- Direct staff to arrange a meeting for the 2025 Warden, Deputy Warden and CAO, sometime after December 18, 2024 and prior to the January 2025 Council meeting, to discuss the division of responsibilities between the Warden and Deputy Warden, and to bring forward a report to the January 2025 Council meeting for Council's input / consideration	2025-01-22	<i>Item delayed due to meeting schedules. Report will be coming forward to the February 19, 2025 County Council meeting</i>
Public Works Committee (September 5, 2024), Item 8.b, Report 2024-115 'Consolidated Speed Limit By-law 2024 Update'	Public Works	-Direct staff to report back at a future Public Works Committee meeting regarding County Road 23, between Highway 401 and County Road 22	2024-12-02	<i>Item will be brought forward to Committee / Council in early 2025</i>
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 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>Item will be brought forward to Committee / Council in early 2025</i>

Upcoming (Q1, 2025)				
Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
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	N/A	<i>County staff are working with Health Unit staff to schedule a delegation in early 2025</i>
County Council meeting (December 12, 2023), Item 19.f, '2024-2026 Budget Deliberations' (6-Month Pilot Addiction Treatment Program with the Canadian Centre for Addictions)	Community & Social Services	-Staff to report back on the outcome of the pilot following the 6-month period, and provide any updates to County Council as necessary	2024-12-04	<i>Item will be brought forward to Committee / Council in early 2025</i>
Economic Development, Tourism, & Planning Committee (November 15, 2023), Item 7.a, Correspondence, Town of Cobourg 'Illegal Land Use Enforcement'	Legal Services/ Economic Development, Planning and Strategic Initiatives	-Refer this matter to staff for further review and direct staff to report back to Committee / County Council at a future meeting date	2024-12-04	<i>Item will be brought forward to Committee / Council in early 2025</i>

Financial Impact

N/A

Member Municipality Impacts

N/A

Conclusion / Outcomes

Staff recommend that Committee / County Council receive this report for information.

Attachments

- 1) Report 2025-026 ATTACH 1 'Unfinished Council Business Tracking Document'