



# City of Prince Albert

**RPT 2024-232**

**TITLE:** Action Items from City Council, Executive Committee and Budget Committee

**DATE:** July 22, 2024

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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## **RECOMMENDATION:**

That the Action Items be updated as indicated in the Open Items document, as attached to RPT 2024-232.

## **EXECUTIVE SUMMARY:**

The purpose of this report is to provide an update to members of Council regarding all open action items initiated by members of City Council at either a City Council, Executive Committee or Budget Committee meeting.

## **BACKGROUND:**

The Council and Committee Action Items process was implemented to ensure that action items resulting from a meeting motion derived at a City Council, Executive Committee or Budget Committee were completed as approved in a timely manner.

At the January 28, 2019 City Council meeting, the sixty (60) day standard due date was extended to ninety (90) days to assist Administration in allowing sufficient time to review, analyze, and collect relevant information to compile a comprehensive report for members of Council to consider and make a well-informed decision.

## **PROPOSED APPROACH AND RATIONALE:**

The City Clerk's Office has completed the semi-annual review of the open action items requested prior to June 24, 2024, and the attached document reflects all open action items with the current due date, along with any request to extend or close the item for review by members of Council.

**CONSULTATIONS:**

Each Department has reviewed their open action items and if an extension or closure is required, has provided a response to the City Clerk's Office for inclusion in the attached spreadsheet.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Following review by members of Council, the City Clerk's Office will update the Action Items within the program.

The program will send a reminder for each item to the Department contact 21 days in advance of the item's due date.

Administration will ensure that a continued commitment is made to complete the items within the standard due date timeline.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no options to recommendation or financial, policy or privacy implications.

**STRATEGIC PLAN:**

The information contained in the report directly aligns with the City's Strategic Priority of Delivering Professional Governance:

*"Increase teamwork, trust, and communication between and amongst City Council and Administration."*

**OFFICIAL COMMUNITY PLAN:**

The Official Community Plan aligns with Section 4 – Decision Making as it outlines the following relevant goal:

Improve the quality of the City's key stakeholder relationship and increase awareness of City programs and initiatives.

**PUBLIC NOTICE:**

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

**PRESENTATION:**

Verbal by Savannah Price, Corporate Legislative Manager

**ATTACHMENTS:**

1. Report Preparation Calendar.
2. Open Action Items – Parks Recreation & Culture.
3. Open Action Items – Financial Services.
4. Open Action Items – Community Development.
5. Open Action Items – Public Works.
6. Open Action Items – City Manager’s Office.

**Written by:** Savannah Price, Corporate Legislative Manager

**Approved by:** City Clerk & City Manager