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August 25, 2015

**OFFICE OF THE CAO/STRATEGIC INITIATIVES
 INFORMATION REPORT 2015-08**

TO: Mayor Van Bynen and Members of Council
 SUBJECT: Council Information Reports
 ORIGIN: Cindy Wackett - Strategic Initiatives

In accordance with the Town’s Procedural bylaw, any Member of Council may make a request to the Town Clerk that this Information Report be placed on an upcoming Committee of the Whole agenda for discussion.

COMMENTS

This Report serves to improve the flow of information between staff, Council and the public by implementing a new approach to how staff submits quarterly, semi-annual or annual information reports that are routine in nature and provide Council with updates on municipal operations. The new approach, packages information reports into one “go-to” document as a continuous improvement initiative intended to improve administrative efficiency and streamline information flow to Council and the public. The current reporting practice is for each Commission/Department to email information reports directly to Members of Council. Legislative Services then posts the reports on the Town’s website for public viewing/access to information.

As a first step, this second quarter report merges eight information reports into one report using electronic hyperlinks to the reports identified in the chart below. Under previous practices Members of Council would have received several separate emails attaching the respective department’s information report.

Council Strategic Priority	Report / Memorandum	Report #
Economic Development / Jobs	Economic Development Update	2015-08
Financial Management	Operating, Capital, Water & Wastewater, Investment Summary	2015-41
	Capital Projects Status Report	Memorandum
	Report on Call for Bids	2015-26

Next Steps

As a continuous improvement initiative, it is acknowledged that this is a work in progress to capture and align information reported to Council within a quarterly reporting cycle as follows:

- April/May - Q1 Reports
- July/August - Q2 Reports / Semi-annual Reports
- November/December - Q3 Reports
- February/March - Q4 Reports / Semi-annual / Annual Reports

Staff will continue to review the opportunity to incorporate additional information updates into a quarterly report format such as:

- Customer Service Call Centre Service Issues
- Human Resources matters

BUSINESS PLAN AND STRATEGIC LINKAGES

Improved Council reporting is one of the Strategic Leadership Team's actions to deliver on Council's 2014-2018 Strategic Priorities by providing "even better communication" and aligning daily work activities. This Report also supports the Strategic Plan direction Well-Equipped and Managed through leading-edge management and the efficient management of municipal services by improving corporate operations.

CONSULTATION

Staff will monitor feedback received from Members of Council on this new approach.

HUMAN RESOURCE CONSIDERATIONS

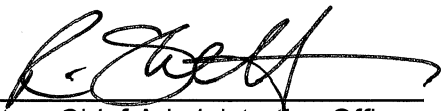
The recommendations contained in this report have no immediate impact on staffing levels.

BUDGET IMPACT - Operating and Capital Budgets (Current and Future)

This report has no direct impact on the Town's operating or capital budgets.

CONTACT

For more information on this report, contact Bob Shelton, CAO at 905-953-5300 Ext. 2031 or bshelton@newmarket.ca.



Bob Shelton, Chief Administrative Officer

RNS/cw

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