



## THE CORPORATION OF THE TOWN OF MILTON

### NOTICE OF MOTION

INTRODUCTION DATE: May 25, 2020  
SUBJECT: Reporting to Council  
CONSIDERATION DATE: May 25, 2020  
REQUESTED BY: Councillor Hamid  
SECONDED BY: Councillor Challinor

WHEREAS Milton Council has a legislated responsibility under Section 224 of the Ontario Municipal Act:

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act;

**AND WHEREAS** it is important and necessary for Council members to receive regular information on a broad range of topics under the jurisdiction of the Town of Milton and with varying frequency in order to meet Council's responsibilities under the Act;

**AND WHEREAS** staff provide information to Council through various means however most are through staff reports to Council;

**AND WHEREAS** it is appropriate for a review to be undertaken of the frequency and types of information Council currently receives through staff reporting to ensure appropriate and timely information is being received by Council;

**AND WHEREAS** Appendix A to this notice of motion contains examples of reporting that staff could consider during its review and report to Council;

**THEREFORE BE IT RESOLVED THAT** staff be directed to complete an inventory of regular reports to Council including the frequency of each and report back to Council no later than October on any amendments recommended in order to provide the information Council needs to fulfill its mandate under the Act;

**AND FURTHER THAT** the report consider the impacts to staff time on such reporting.

## Appendix A

### Quarterly:

1. Milton Transit Report, including all key performance indicators that were provided quarterly to the Milton Transit Advisory Committee before it was disbanded;
2. Milton Fire Department Report, including response times, staffing levels and other key performance indicators to help Council evaluate the effectiveness of the service; and
3. Milton Bylaw Enforcement Report, including response times, a summary of long-standing matters, and other key performance indicators to help Council evaluate the effectiveness of the service.

### Monthly:

4. Number of building permits issued (both commercial and residential) versus current operating budget forecast, and financial impact variance may have on current and following year's operating budget;
5. Monthly operating budget statement that compares actual to forecast for that year as well as actual to prior year actual;
6. Quarterly balance sheet statement that compares actual to forecast for that year as well as actual to prior year actual;
7. Updated Leadership Management Team/Strategic Management Team organization chart;
8. Any Leadership Management Team/Strategic Management Team changes;
9. Any lawsuits and/or legal matters currently being dealt with by the Town of Milton;
10. Any Ombudsman/Integrity Commissioner complaints currently under investigation;
11. Compliance with Employment Standards Act;
12. Compliance with Employee Benefit and Pensions payment schedule;
13. Compliance with Income Tax Act, Employment Insurance Act, Canada Pension Plan payment schedule;

14. Compliance with Occupational Health and Safety Act; and
15. Compliance with all Province of Ontario and Government of Canada legislated filings;
16. Compliance with Town of Milton electronic records and data storage back-up policies.

**Immediately:**

17. Occurrence that materially impacts ability of Town of Milton to function operationally;
18. Safety and/or security breach that impacts ability of Town of Milton to function operationally;
19. Matter that materially impacts reputation of Town of Milton, its Council or staff;
20. Change in Leadership Management Team/Strategic Management Team member employment status;
21. Serious injury and/or death of employee or individual using service\providing service at Town of Milton facility.