

A and T DRAFT Workplan for the purpose of initiating a discussion regarding scope of work and :

Item	Progress	March	April
	Percentage Completed	Planning Phase	Planning Phase
Updating Accountability and Transparency Policy		Initiated actions to commence review of A&T municipal policies within last 5 years	Commence review of policies received, identify areas for improvement and analyze policy options.
			Review Phase
The Lobbyist Registry		Initiated actions to request work done to date by Council and Staff	Review work done to date for evidence of best practice, omissions, additions etc.
Communications		Requested Communications staff attend future meeting	Approved, discuss possible dates for staff attendance
Strategic Plan			Current Status In response to Councillor Ardiel's NOM, at the Special Council meeting dated April 8, 2024 the CAO stated the final report on the 2024 CSP will be forthcoming before the summer break
Code of Conduct			New IC commences, training TBD

Staff Report Template

**Strategic Plan:
Modify template to
include a section
outlining and
recommending**

**Staff will modify the
Staff Report template
to include a section
outlining impacts of
recommendations**

**Modify the Staff
Report template to
include a section
outlining**

associated timelines

May Development Phase	June Development Phase	No A &T meetings, Council continues July/August Council and Stakeholder Engagement	September Council and Stakeholder Engagement
Development of updates to Policy, Recommend two meeting during May and or June	Agree on draft policy. Recommend two meeting during May and or June	Town Clerk staff report outlining recommendation to COW and Council	Town Clerk staff report outlining recommendation to COW and Council
Recommendation Phase	Recommendation Phase	Council	
Formulate draft recommendations	Finalize draft recommendations	Town Clerk staff report outlining draft recommendation to COW and Council	
<p align="center">Strategic Plan Update</p> <p>Strategic Plan Final Report to the Council will contain the following: the status of all the actions as well as other areas which took priority and were not necessarily in the CSP. It was also noted that the CSP update as listed on page 57 of the 2024 approved budget TBC in 2025.</p>			
New IC commences, training TBD	Consultation Phase		

Initiate discussion to identify if outstanding recommendations are still valid

Future Story, Bold Action 4 Council report templates to incorporate a description of how recommendations align with the Vision and Goals of the Future Story

Timing and strategies for communication.

Timing and strategies to communicate decisions

The three pillars of sustainability

On full-time residents, part-time residents and visitors

On residents and visitors of diverse economic circumstances

On residents and visitors of all ages and stages

Which region/neighbourhood within the Town will be impacted by recommendations.

2025

**October
Stakeholder
Engagement**

If accepted initiate
public engagement
process

**November
Stakeholder
Engagement**

Undertake public
engagement process

**December
Stakeholder
Engagement**

Review public input

**January
Stakeholder
Engagement**

Town Clerk staff
report outlining
recommendation to
COW and Council

