



## Report to Council

**Department:** Office of the CAO  
**Division:** Office of the CAO  
**Date:** April 7, 2025  
**Prepared by:** Doug Sweet, Chief Administrative Officer  
**Report Number:** Office of the CAO-2025-04  
**Subject:** Summary of Outstanding Council Reports  
Number of Pages: 6

### **Recommendation(s)**

**That** report CAO-2025-04 entitled Summary of Outstanding Council Reports prepared by Doug Sweet, Chief Administrative Officer dated April 7, 2025, **be received** for information.

### **Purpose**

To provide Essex Town Council with a summary of outstanding reports and an estimated timeline for reporting back to Council on such matters. Items included in this list have been requested by Council resolution during the current term of Council.

### **Background and Discussion**

Essex Town Council holds their regular council meetings the first and third Monday of every month, where Council works to establish policies for the Town and move the business of the corporation forward. Council's role is to establish policies for the municipality, and this is achieved by the majority of Council directing Administration to conduct research on specific topics and provide a report back to Council with professional advice and recommendations.

A summary chart has been created to track all council resolutions for this term of Council with

projected timelines to report back to Council. The goal is to provide an updated summary report back to Council every 4 months on the status of outstanding requests.

The attached report shows outstanding requests from this current term of council **as of March 31, 2025**, and timelines Administration will bring the report back to Council for further direction.

### **Financial Impact**

N/A

### **Consultations**

Director of Community Services

Director of Corporate Services

Director of Development Services

Director of Infrastructure

Director of Legal and Legislative Services

## **Link to Strategic Priorities**

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.