



**CITY OF KINGSTON**  
**INFORMATION REPORT TO COUNCIL**

**Report No.: 10-228**

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**TO:** Mayor and Members of Council  
**FROM:** Gerard Hunt, Chief Administrative Officer  
**DATE OF MEETING:** July 20, 2010  
**SUBJECT:** PRIORITY STATUS MATRIX 2010

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**EXECUTIVE SUMMARY:**

The attached 2010 Priority Status Matrix is an updated list of projects and initiatives assigned to staff by Council through standing committees and Council resolutions. Items highlighted in light blue indicate that these are complete. Due dates for some of the items have been moved out, and the rationale for these changes is indicated in the Comments column. The Corporate Management Team continues to regularly review and update the projects and initiatives on the matrix, based on staffing and resource capacity.

**RECOMMENDATION:**

There is no recommendation as this report is provided for information only.

**AUTHORIZING SIGNATURES:**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER  
Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Cynthia Beach, <i>Sustainability &amp; Growth</i>	√
Terry Willing, <i>Community Development Services</i>	√
Denis Leger, <i>Corporate Services</i>	√
Jim Keech, <i>President and CEO, Utilities Kingston</i>	√

*(N/R indicates consultation not required)*

**OPTIONS/DISCUSSION:**

Staffing and financial resource capacity continue to be limited and, for this reason, some timelines on the Q2 Update - 2010 Priority Status Matrix have been adjusted to reflect a more accurate and achievable completion schedule for these tasks. Items already completed are highlighted in blue. It is important to recognize that administration continues to plan for the completion of this work mostly during the term of this Council to be in a position to entertain the list of priorities that the new Council will determine for its term.

This standard reporting process, established in 2008 and maintained in 2009 and now 2010 through the Priority Status Matrix, will continue with significant items being added to the list as they are brought to the attention of commissioners and/or the CAO. Staff will continue to address these projects and initiatives and keep council informed of progress. Should it become necessary to further adjust the timelines of projects and initiatives in 2010, this information will be provided to Council either in the weekly Council Update, and/or noted in the "Comments" column of future updates to the 2010 Priority Status Matrix. The 2010 matrix includes some projects and initiatives carried over from 2009 and projects that will not be complete until after 2010.

The Priority Status Matrix process enables staff to report on work progress and demonstrates to Council and staff the value of an accountability framework. We will continue to monitor progress and communicate successes and challenges to Council as they develop.

**EXISTING POLICY/BY LAW:**

There is no existing policy/by law.

**NOTICE PROVISIONS:**

There are no notice provisions required with this report.

**ACCESSIBILITY CONSIDERATIONS:**

There are no accessibility considerations with this report.

**FINANCIAL CONSIDERATIONS:**

There are no financial considerations with this report.

**CONTACTS:**

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**OTHER CITY OF KINGSTON STAFF CONSULTED:**

Cynthia Beach, Commissioner, Sustainability & Growth  
Jim Keech, President & CEO, Utilities Kingston  
Denis Leger, Commissioner, Corporate Services  
Terry Willing, Acting Commissioner, Community Development Services

**EXHIBITS ATTACHED:**

Exhibit A – 2010 Priority Status Matrix – Q2 Update

















