

# [year] Work Plan

## Enter Name of Select Committee/Task Group

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### Mandate

Insert mandate of the committee/task group from Terms of Reference

### Objectives

[Identify objectives that align with the committee's/task group's mandate and terms of reference. Please note, after Council approves this work plan, any updates/adjustments to the work plan are to be submitted to Council for approval. Objectives may be broad (e.g. "provide feedback on public accessibility") or specific (e.g. "advise on optimal street lighting for public safety"). Briefly explain the objective and how it relates to the mandate of the advisory body. Remove unused text headings.]

**Objective 1:** Insert Objective

Click here to enter text. For each objective, describe how it relates to the stated mandate and / or terms of reference.

**Objective 2:** Insert Objective

Click here to enter text. For each objective, describe how it relates to the stated mandate and / or terms of reference.

**Objective 3:** Insert Objective

Click here to enter text. For each objective, describe how it relates to the stated mandate and / or terms of reference.

**Objective 4:** Insert Objective

Click here to enter text. For each objective, describe how it relates to the stated mandate and / or terms of reference.

**Objective 5:** Insert Objective

Click here to enter text. For each objective, describe how it relates to the stated mandate and / or terms of reference.

## Action Plan

Action Items Identify specific action items integral to the stated objective (add or delete objectives or rows as needed).	Timeline Identify estimated timeline and/or end date for action items.	Responsibility Identify working groups, subcommittees, and/or committee member(s) responsible for completing each action item, as appropriate.	Expected Outcomes Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success.	Resources Identify any resources (e.g. staff liaison, City staff other than staff liaison, City funds) that will be needed in order to complete the action items. <i>(see excerpts from TOR below)</i>
Insert Objective 1				
A.				
B.				
C.				
Insert Objective 2				
A.				
B.				
C.				
Insert Objective 3				
A.				
B.				
C.				
Insert Objective 4				
A.				
B.				
C.				
Insert Objective 5				
A.				
B.				
C.				

*Per each committee/task group's Terms of Reference (TOR):*

*The committee or task group may undertake multiple initiatives; however, if staff resources are required, the advisory body shall undertake only one initiative at a time.*

*The committee or task group does not have the authority to give direction to staff or to commit to expenditure of funds.*

*Action recommended by the committee or task group must be done by resolution to City Council and with their approval prior to implementation.*