



Staff Report

Report To: River District Board of Management
Report From: Pamela Coulter, Director of Community Services
Meeting Date: March 12, 2025
Report Code: CS-25-024
Subject: 2025 Board Training and Staff Work Plan

Recommendations:

THAT in consideration of Staff Report CS-25-024 respecting 2025 Board Training and Staff Work Plan, the River District Board of Management receives the report for information purposes.

Highlights:

- Work plans outline the high-level projects staff are working on during the year.
- Staff continues to achieve positive results to actions as outlined in the River District Action Plan.
- One of the key focus areas for the Board in 2025 will be an update to the River District Action Plan.

River District Action Plan Alignment:

This report supports the delivery of Core Services and reflects the [River District Action Plan](#) timeline and actions.

Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

Previous Report/Authority:

Report CS-24-071 – [River District Board of Management Draft 2025 Budget](#)

Background:

Each year, staff develop work plans under each division within the City. The plans are based on the Agreement between the City and the River District Board of Management, aligned with budget as well as the River District Action Plan.

Analysis:

Work plans are used, in part, to measure the success of staff during annual performance reviews with management and also focus staff effort throughout the year increasing productivity, accountability, and transparency. The work plan lets the River District Board and membership understand the work planned for the coming year.

Like previous years, staff's 2025 work plan is ambitious (see attachment 1).

With some new public members in 2025, in addition to the training that was offered through the Clerk's Division, staff will present information on the following areas:

- Procedural Bylaw;
- River District Constitution;
- Operating Agreement between the City and River District Board of Management;
- 2025 Approved River District Budget;
- Five fun facts about the River District;
- Five 2024 "high fives" or celebrations; and
- Five 2025 highlights from the work plan.

Financial Implications:

The work plan, as presented, is consistent with the River District Board of Management's approved budget.

The City provides significant support for the River District that is not reflected in the budget for this area but supported through the City's budget.

Communication Strategy:

This report to the River District Board of Management and later through minutes of Council.

Consultation:

River District Board of Management and the membership through the approved River District Action Plan.

Attachments:

River District Staff 2025 Work Plan

Recommended by:

Pamela Coulter, Director of Community Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Pamela Coulter, Director of Community Services at pcoulter@owensound.ca or 519-376-4440 ext. 1252.