

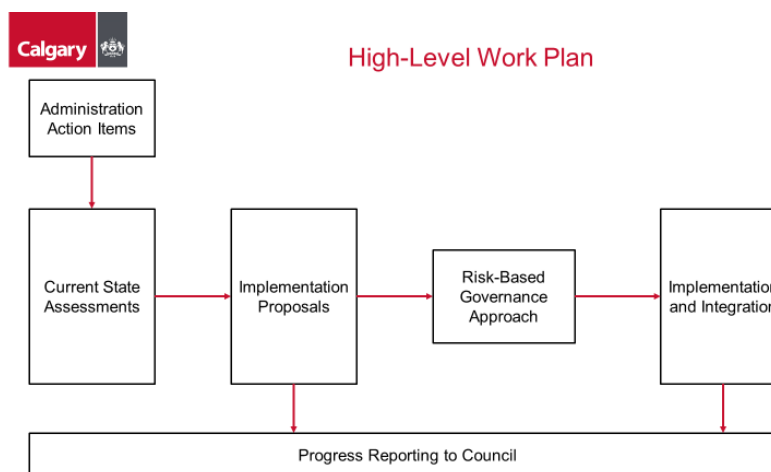
## High-Level Work Plan

The approach to this work is consistent with the previous and ongoing service-based initiatives. The Implementation Team will distribute work to the appropriate level of the organization where implementation expertise resides. The Implementation Team will fill any gaps and provide support where possible to ensure progress.

Using this bottom-up approach, an assigned lead for each Administrative Action Item would be responsible for:

1. Conducting a current state assessment to determine what, if any, further actions are needed to fulfill the Administrative Action commitments.
2. Where further action can be taken, identify, in the form of an Implementation Proposal:
  - The action(s) to be taken
  - Where actions align with pre-existing plans and or strategies
  - Identifying whether additional stakeholder engagement needs to be undertaken, including whether the proposal requires oversight from either the Economic Resilience Task Force or the Real Estate working group
  - Any incremental costs associated with taking the action(s)
  - The financial and non-financial benefits associated with the action(s);
  - Risks associated with the action(s);
  - Timeline for taking the action(s);
  - At least one measure and an associated target for each the action to determine whether the identified benefits have materialized; and
  - The integration of actions into pre-existing programs or processes (where applicable).

The Implementation Team will feed the Implementation Proposals through the governance structure. Approval for the lower risk items would be through the lower tier of the governance structure. Approval for the higher risk, policy and advocacy items would move up the governance structure, including Council approval where required. The proposed provincial government engagement plan is an example of a high-risk item that requires Council approval.



The implementation team recognizes that Council is looking for demonstrated progress on these items. As Council has directed semi-annual reporting with respect to the implementation of the Financial Task Force Recommendations, the Implementation Team developed a six-month cadence culminating in a Financial Task Force Update Report to Council in the first instance in June 2021.

The six-month cadence will result in a repeat for the next Council report in December 2021 and so on until the project concludes.

## The Six Month Cadence

