



City of St. John's Corporate and Operational Policy

Policy: 01-01-06 Preparation and Tracking of Council Directives

Status:

Issued By: City Clerk

Revision No:

Revision Date:

Date of Original Council

Approval: 2006/03/13

Rescind Date:

Index: 01 Organization

Section: 01 Administration

Title: 06 Preparation and Tracking of Council Directives

Purpose

To establish procedures for the preparation and tracking of Council decisions as contained in Council Directives issued by the Office of the City Clerk.

Policy Statement

1. Subsequent to each Regular and Special Meeting of Council, the Office of the City Clerk shall issue Council Directives reflective of the motions/decisions of Council taken at the respective meetings.
2. The directive will specify the following:
 - (a) Primary recipient and cc's;
 - (b) Decision of Council;
 - (c) Action required; and
 - (d) Response required.
3. The City Clerk will determine, based on the decision of Council, as to whether a response is required from the primary recipient. For example, where a report has been submitted for Council information, no response will be required. Where the decision of Council requires some type of follow-up report or action, a response will be required.

4. Where a response from the primary recipient is required, the City Clerk will establish a response deadline date.

5. Council Directives requiring a response will be tracked against the deadline date. Should the deadline pass without a response being received, the primary recipient will be automatically e-mailed requesting the required response, with the Chief Commissioner, City Clerk and other appropriate individuals cc'd on the e-mail. The e-mail will continue to be sent on a specified time frame until the response has been received.

Application

Responsibilities

Office of the City Clerk.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - February 28, 2006; Regular Meeting of Council - March 13, 2006.

Review Period

Available to Public

- ☐ Yes
- ☐ No