


POLICY

	Policy:	UNFINISHED BUSINESS ITEM POLICY		
	Department:	Office of the CAO		
	Division:	Municipal Governance	By-Law No:	2016-58
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1. POLICY STATEMENT

- 1.1. The Corporation of the Town of Amherstburg is committed to ensuring that all unfinished business items and Council questions are dealt with in an organized, effective and transparent manner.

2. PURPOSE

This policy provides the principles to ensure that unfinished business and Council questions are tracked and reported back to Council on a regular basis.

3. SCOPE

- 3.1. This policy applies to any and all Town employees who are involved in the process of a completing unfinished business items and Council questions.
- 3.2. This policy applies to Managers and Directors who oversee employees who have been assigned a task.
- 3.3. This policy shall be reviewed every two years from the date it becomes effective and/or sooner at the discretion of the CAO and/or Clerk.

4. DEFINITIONS

- 4.1. **Chief Administrative Officer (CAO)** is the Chief Administrative Officer for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 229 of the Municipal Act, 2001.

- 4.2. **Clerk** is the Municipal Clerk for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 228 of the Municipal Act, 2001.
- 4.3. **Council** refers to the current elected Council for the Corporation of the Town of Amherstburg. This includes, as an entirety, the Mayor, Deputy Mayor and Councillors.
- 4.4. **Council Question (CQ)** refers to a motion of direction provided by Council at a meeting of Council that is not contained in the Order of Business.
- 4.5. **Director** is the person responsible for direction and operational control of a division as defined on the Town's organizational structure.
- 4.6. **Manager** reports directly to a Director (or CAO in some instances) and who is responsible for a department within a division of the Corporation, as defined on the Town's organizational structure.
- 4.7. **Town** is the Corporation of the Town of Amherstburg.
- 4.8. **Unfinished Business (UFB) items** refers to council motions that have not been completed and are added to a list and provided to Council in the Order of Business at every Regular Council meeting until the item is complete.
- 4.9. **Unfinished Business (UFB) List** refers to the compilation of uncompleted Council Questions and Unfinished Business items that is provided to Council in the Order of Business at every Regular Council meeting.

5. **INTERPRETATIONS**

- 5.1. Any reference in this Policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Town policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

6. **GENERAL CONDITIONS**

6.1. **Creation of an Unfinished Business Item and Council Questions**

- 6.1.1. Council shall inform administration of a concern they would like reviewed, or request information by one of the following methods:
 - 6.1.1.1. Council supported motion, brought first to Council as a Notice of Motion
 - 6.1.1.2. Council supported motion of direction to administration
 - 6.1.1.3. Council supported motion/resolution

6.2. **Recording Unfinished Business Items and Council Questions**

- 6.2.1. Once an UFB item and/or CQ has been created in accordance with section 6.1.1, the motion, along with the noted mover and seconder, is recorded by the Clerk's office.
- 6.2.2. The UFB item is assigned a council resolution number and transferred to the "Open Council Motions" worksheet of the UFB list that exists for each department.
- 6.2.3. The Director and/or Manager that the item is assigned to is required to provide comments on the UFB list to update Council on the progress of each item.

6.3. **Reporting to Council on Unfinished Business Items and Council Questions**

- 6.3.1. Upon completion of the UFB item and/or CQ, where a report to Council is required; the council resolution number shall be noted on the report as reference for Council.
- 6.3.2. For items that remain open, the UFB items list is provided to Council on the agenda of every Regular Meeting of Council, in accordance with the Town's Procedural By-law.

6.4. **Completion of an Unfinished Business Item and Council Question**

- 6.4.1. Once an item is completed the Director and/or Manager transfers the task to the "Closed Council Motion" Worksheet.
- 6.4.2. The Director of each department shall be responsible to ensure that their departments Open/Closed Council Motion worksheets are kept up to date by their Managers to guarantee the most up to date information is provided to Council.

7. **RESPONSIBILITIES AND AUTHORITIES**

7.1. **Clerk** has the authority and responsibility to:

- 7.1.1. Record UFB Items and CQ's.
- 7.1.2. Ensure it is assigned a council resolution number and added to the "Open Council Motions" worksheet.
- 7.1.3. Ensure the UFB items are reported to Council on the agenda of all Regular Council meetings.

7.2. **Managers & SMT** have the authority and responsibility to:

- 7.2.1. Ensure that UFB Items and CQ's are brought back to Council for review.

- 7.2.2. Ensure status updates are provided on “Open Council Motions” Worksheet.
- 7.2.3. Ensure that UFB Items are transferred from the “Open Council Motions” worksheet to the “Closed Council Motions” worksheet with comments about its completion.

7.3. **The CAO** has the authority and responsibility to:

- 7.3.1. Ensure Compliance with this policy exists.
- 7.3.2. Prioritize the list of UFB items based on the most efficient use of municipal staff resources.

7.4. **Council** has the authority and responsibility to:

- 7.4.1. To create UFB Items in accordance with section 6.1.
- 7.4.2. Question and follow up on items on the “Open Council Motion” Worksheet.
- 7.4.3. Prioritize the list of UFB items in conjunction with the CAO.

8. REFERENCES AND RELATED DOCUMENTS

- 8.1. Town of Amherstburg Procedural By-law
- 8.2. Robert’s Rules of Order