



Policy # 2022-01

## Action Items Policy

### Policy Objective:

To provide a means for members of council to remain updated with outstanding motions and action items that have not yet been completed.

### Policy Statement:

When a motion is made by council, ideally, it should have a requested timeline or completion date within it. If the motion has an action item completion date within it, this action should be considered by staff to have an elevated priority to council, and to be tended the attention as such. For motions or requests to staff that do not have a specific action item due date attached, there should be an update provided to council during the next administrative session, for each outstanding action item.

Action item end dates and updates are required, to ensure that motions and requests do not get administratively lost or forgotten, and to ensure that updates may be available to the public in a reasonable amount of time.

Original Date of Adoption by Council: January 19, 2022

Date of Revision Approved by Council: \_\_\_\_\_

Date of Revision Approved by Council: \_\_\_\_\_

Clerk's Signature: Jerri L. Parker

