

<b>POLICY TITLE</b> <i>CLERICAL SERVICES TO ALDERMEN</i>	<b>ADOPTED BY:</b> <i>CITY COUNCIL</i>	<b>EFFECTIVE DATE</b> <i>SEPT. 20, 1989</i>
<b>ORIGIN/AUTHORITY</b> <i>PERSONNEL AND ORGANIZATION COMMITTEE</i> <i>REPORT NO. 4 - 1983 (CL. 2)</i>	<b>CITY FILE NO.</b> <i>CC 1600-2</i>	<b>PAGE NUMBER</b> <i>1 of 2</i>

1. **PURPOSE**

To ensure clerical services are provided to Aldermen in a controlled manner such that Council Work is not affected.

2. **DEFINITIONS**

2.1 Council Work - Secretarial work on behalf of City Council or Council Committees.

2.2 E.D.O. - an Earned Day Off which falls every third Friday, or as stipulated by the Personnel Services Department.

3. **POLICY**

Clerical services will be provided by the City Clerk's Department to Aldermen for tasks related to Council Work under the following conditions:

3.1 Council Work will take priority over Aldermanic requests for clerical services.

3.2 Clerical services are not available on Friday. Clerical services are available on:

a) Monday and Tuesday of an E.D.O. work week, or

b) Monday through Thursday of remaining work weeks.

3.3 Any correspondence submitted for transcription is to be on dictaphone cartridges or in long hand only. Staff will not take dictation from Aldermen.

4. **RESPONSIBILITIES**

4.1 City Clerk - responsible for:

a) Providing Aldermen with a personal file copy of any work done for them;

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- b) Distributing any incoming mail to the Aldermen;
  - c) Monitoring the amount of correspondence done for each Alderman and the time factor involved on a monthly basis.
- 4.2 His Worship the Mayor - responsible for discussing any conflicts that Aldermen may have as a consequence of this Policy.
- 4.3 City Commissioner - responsible for reviewing and updating this Policy.