



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Governance, Agenda and Priorities (GAP) Standing Committee

Chair: Mayor Melissa Blake

Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, November 12, 2013
4:00 PM

Agenda

Call To Order

Adoption of Agenda

Minutes of Previous Meetings

1. GAP Standing Committee Meeting - September 3, 2013

New and Unfinished Business

2. Completed Governance, Agenda and Priorities Standing Committee Initiatives
3. Councillor Office Space Request, as proposed by Councillor G. Boutilier

Adjournment

Unapproved Minutes of a Meeting of the Governance, Agenda and Priorities Standing Committee held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, September 03, 2013, commencing at 3:30 p.m.

Present: Mayor M. Blake
Councillor D. Blair
Councillor J. Stroud

Absent: Councillor C. Burton
Councillor D. Kirschner
Councillor A. Vinni

Administration: G. Laubenstein, Chief Administrative Officer
S. Kanzig, Chief Legislative Officer
A. Hawkins, Legislative Officer

Call To Order

Mayor Blake called the meeting to order at 3:39 p.m. noting that Councillor Blair will be participating in today's meeting in lieu of Councillor Kirschner.

Adoption of Agenda

Moved by Councillor J. Stroud that the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

Minutes of Previous Meetings

1. GAP Standing Committee Meeting - April 18, 2013

Moved by Councillor J. Stroud that the Governance, Agenda and Priorities Standing Committee Minutes of April 18, 2013 be adopted as presented.

CARRIED UNANIMOUSLY

New and Unfinished Business

2. Review and Consideration of Council Policies

- Elected Official – Administration Communication Policy
- Elected Officials' Remuneration, Travel, Expense and Support Policy

Moved by Councillor J. Stroud Motion that the Council report entitled Elected Officials – Administration Communication Policy, dated October 22, 2013, be approved as presented and forwarded for consideration at the September 10, 2013 Council meeting.

CARRIED UNANIMOUSLY

With respect to the report dealing with Elected Officials' Remuneration, Travel, Expense and Support Policy, CAO Laubenstein noted that although Council's policy requires that this matter be held prior to a municipal election, he is recommending that this discussion occur after the upcoming election. Not only will this preclude the topic developing into an election issue, it will provide an opportunity to undertake an extensive review externally for consideration by the GAP Committee. A report submitted prior to year end will still be applicable to the new elected body.

Consensus of the GAP Committee was to accept CAO Laubenstein's recommendation. This matter will be brought back for review by the GAP Committee and subsequent consideration for Council prior to December 31, 2013.

New and Unfinished Business

Update re Consultant Review of Council Policies

CLO Kanzig confirmed action has been taken with respect to this initiative with a response being expected by the end of September, 2013.

Adjournment

Moved by Councillor D. Blair that the meeting be adjourned.
CARRIED UNANIMOUSLY

The meeting adjourned at 4:03 p.m.

Mayor

Chief Legislative Officer

Subject: Completed Governance, Agenda and Priorities Committee Initiatives**APPROVALS:**

Surekha Kanzig, Director
Brian Makey, Chief Operating Officer
Glen Laubenstein, Chief Administrative Officer

Administrative Recommendation:

THAT Completed Governance, Agenda and Priorities Committee Initiatives, as listed in Attachment 1, dated November 12, 2013, be accepted as information.

Summary:

The Governance, Agenda and Priorities (GAP) Standing Committee was created in 2010 and meets as required. For general information sharing purposes and the benefit of new members, a listing of completed initiatives has been developed and is attached.

Background:

In 2010, the Governance, Agenda and Priorities Standing Committee was created and meets on an as needed basis. Council members are appointed annually at Council's organizational meeting. The 2013-2014 GAP Committee members are Mayor Blake and Councillors Chadi, Germain, Stroud and Vinni.

For the benefit of new members and information sharing purposes, a listing of completed initiatives has been developed and is attached.

Attachments:

1. Completed Governance, Agenda and Priorities Committee Initiatives

Completed Governance, Agenda and Priorities Committee Initiatives

November 12, 2013

Meeting Date	Completed Initiatives	Agenda Items
June 8, 2010	Establishment of GAP (Bylaw No. 10/016)	
July 12, 2010	Discussion - Establishment of Committee "Go-Forward" Framework	<ul style="list-style-type: none"> • Review of Bylaw • Meeting Schedule • Determination of Immediate Priorities
August 23, 2010	Discussion	Proposed Agenda Items for Council and Committee Meetings (for information)
	<ul style="list-style-type: none"> • Organizational Performance Measures and Outcomes – Defeated • Increasing accountability in Operating Budgets - Financial workshop be held prior to the 2011 budget approval, addressing the detail required for understanding and clarification of the budget process. • Proposed Transfers to Operating Reserve - Defeated • Development of Budget Variance Policy - Defeated • Whistle Blower Legislation - Council policy to be established which includes whistle blower guidelines, directions and best practices. • Disclosure and Recording of Lobbying Initiatives – Defeated • Quarterly Reports – Executive Advisor to the Mayor - Defeated • Creation of the Office of the Ombudsman – Defeated 	Prioritization of Notices of Motion (referred on July 13, 2010)
	In-camera discussion	Prioritization of Council Inquiries (in-camera)
	Discussion	Governance Reports (for information) <ul style="list-style-type: none"> • KPMG Governance Review – February 3, 2009 (Confidential) • "Understanding Governance" Presentation – G. Cuff – Post-Election 2007
September 1, 2010	In-camera discussion Updated version to be sent via email	Prioritization of Council Inquiries Log

Meeting Date	Completed Initiatives	Agenda Items
	on Monday and hard copies will be distributed to Committee Members on Wednesday.	
December 6, 2010	Discussion	Committee Orientation/Introduction (Mayor Blake) <ul style="list-style-type: none"> • Terms of Reference • Bylaw No. 10/016
	Committee Members Invited to Weekly Agenda Review Meetings	Agenda Review (Mayor Blake)
	Consensus to no longer review Council Inquiry Log	Council Inquiry Log/Prioritization of Council Inquiries (in camera)
January 17, 2011	Discussion	Review of KPMG Report (in-camera)
	Approved by Council – February 8, 2011	Council/Chief Administrative Officer Covenant (in-camera)
	Council Peer Review Policy	Council professional development and self-assessment process (in-camera)
January 31, 2011	Approved by Council – February 8, 2011	Council/Chief Administrative Officer Covenant
	Moved to Admin. Briefing – February 1/11	Policy Performance Outlook – Councillor Kirschner
February 14, 2011	GAP to develop list of priority issues and processes to address the issues from a governance and policy perspective and forward to Council for consideration.	Project Prioritization – 2010 - 2013
	Request to amend Council Meeting Schedule	Amendment to -Council Meeting Schedule
April 18, 2011	Discussion	Debriefing from April 13, 2011 Council Issue Identification Session <ul style="list-style-type: none"> ○ Paige Tracey, Divisional Manager, Governance, Risk and Compliance
May 16, 2011	Discussion	Discussion on delegations and agenda setting <ul style="list-style-type: none"> ○ Within Municipal Mandate ○ Request Items (ie. YMCA Request for Funding, Clearwater River Society) ○ Negotiation (ie. Athabasca Chipewyan First Nation – Reserve Dedication) ○ Information Sharing (ie. Community Futures Wood Buffalo)
	Discussion	Update on status of Council Priorities and Issues from April 13 th Planning Sessions <ul style="list-style-type: none"> ○ Paige Tracey, Divisional Manager, Governance, Risk and Compliance

Meeting Date	Completed Initiatives	Agenda Items
	Administration to develop a draft Code of Conduct/Ethics that incorporates best practices and supports the existing Council Mandate, the Ethical Guidelines for Municipal Councillors, and Promise of Performance documents for review at future GAP meeting	Code of Conduct/Ethics <ul style="list-style-type: none"> ○ Ralph Timleck, Director, Governance, Risk and Compliance
	Completed	Procedure Bylaw change related to Administrative Briefings
June 20, 2011	Completed	Draft Policy – Requests for Presentation to Council <ul style="list-style-type: none"> ○ Surekha Kanzig, Chief Legislative Officer
	Referred to Administrative Briefing – July 5, 2011 – Not proceeded with	Draft Policy – Elected Officials Gifting and Hospitality <ul style="list-style-type: none"> ○ Surekha Kanzig, Chief Legislative Officer
	Discussion	Council Priorities and Issues - Go forward plan on unfunded initiatives <ul style="list-style-type: none"> ○ Paige Tracey, Divisional Manager, Governance, Risk and Compliance ○ Mark Kay, Manager, Strategic Planning and Performance Measurement
	Information	Provincial Funding Related to Education and Health(Glen Laubenstein, Chief Administrative Officer)
September 19, 2011	Information	Municipal Development Plan Strategic Initiatives (10) <ul style="list-style-type: none"> ○ Paige Tracey, Divisional Manager, Governance, Risk and Compliance ○ Amanda Owens, Planner, MDP Project Manager
October 17, 2011	Information	Recreational Priorities in the Urban Service Area
	Schedule of Meetings changed	Re-evaluation of GAP Committee
December 5, 2011	Legal Matters (In Camera)	Legal Matters (In Camera)
March 5, 2012	GAP Committee to Meet As Required	GAP Committee Meeting Schedule
January 17, 2013	Council Quarterly Check-Ins/Bi-Annual Reviews Scheduled	Scheduling of Council Quarterly Check-Ins and Bi-Annual Review
April 18, 2013	Directors of Aboriginal, Rural and Citizen Relations and Employee Development and Support Services report back to the GAP Standing Committee prior to Council's Summer	Discussion Regarding Possible Aboriginal Consultation Policy

Meeting Date	Completed Initiatives	Agenda Items
	Recess to provide an overview of the proposed task force and its mandate, and identify basic principles of the future policy.	
	Discussion	Elected Official – Administration Communication Protocols
	Discussion	Discussion Regarding November 2012 Governance Workshop
September 3, 2013	Approved by Council – September 10, 2013	Elected Official-Administration Communication Policy
	To be reviewed by GAP Committee and subsequent consideration by Council prior to December 31, 2013.	Elected Officials’ Remuneration, Travel, Expense and Support Policy