

Minutes of the Governance, Agenda and Priorities (GAP) Standing Committee held in the Council Chambers at the Municipal Offices in Fort McMurray, Alberta, on Thursday, January 17, 2013, commencing at 11:30 a.m.

Present: Mayor M. Blake
Councillor J. Stroud
Councillor C. Burton
Councillor A. Vinni

Absent: Councillor D. Kirschner

Administration: G. Laubenstein, Chief Administrative Officer
S. Kanzig, Chief Legislative Officer
J. Wall, Legislative Coordinator

Call To Order

Mayor Blake called the meeting to order at 11:35 a.m.

Adoption of Agenda

1. Adoption of January 17, 2013 GAP Standing Committee Agenda

Moved by J. Stroud that the agenda be adopted as presented.

CARRIED UNANIMOUSLY

Minutes of Previous Meetings

2. Minutes of March 5, 2012

Moved by J. Stroud that the Minutes of March 5, 2012 Governance, Agenda and Priorities Standing Committee be adopted as presented.

CARRIED UNANIMOUSLY

New and Unfinished Business

3. Scheduling of Council Quarterly Check-Ins and Bi-Annual Review

Extensive discussion ensued surrounding debriefings, quarterly check-ins and bi-annual reviews. It was decided that debriefings which occur immediately following council meetings would be discretionary. It was also noted that when possible, bi-annual council reviews will be combined with quarterly check-ins.

GAP Committee members discussed items on Attachment No. 1, specifically the items listed under section "Cuff Workshop September 21, 2012".

Establishment of Protocols for Councillors (Interaction with Administration) – Following discussion, it was noted that Administration would develop of a set of guidelines that will be brought forward to the March 26, 2013 quarterly check-in.

Identify Top Ten (10) items that the CAO is to report on, indicating progress and who is responsible – The CAO advised that an exception report and update on items relating to the Strategic Plan will be presented during the March 26, 2013 quarterly check-in.

Council Team Building – Discussions took place surrounding Council team building. It was noted that Team Building would be combined with quarterly check-ins.

Compensation structure for senior management – Mayor Blake advised that this information has already been shared with Council. Following the discussion it was noted that this item had been completed.

Moved by C. Burton that the Council quarterly check-ins be scheduled on March 26, 2013 and June 18, 2013, and that bi-annual Council review sessions be integrated with the quarterly check-ins.

CARRIED UNANIMOUSLY

Adjournment

4. **Adjournment of January 17, 2013 GAP Standing Committee meeting.**

Moved by A. Vinni that the January 17, 2013 Governance, Agenda and Priorities Standing Committee meeting be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 12:26 p.m.

Mayor

Chief Legislative Officer