



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Governance, Agenda and Priorities (GAP) Standing Committee

Chair: Mayor Melissa Blake

Council Chamber
9909 Franklin Avenue, Fort McMurray

Thursday, January 17, 2013
11:30 AM

Agenda

Call To Order

Adoption of Agenda

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

Minutes of Previous Meetings

2. Minutes of March 5, 2012

New and Unfinished Business

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

Adjournment

4. Adjournment of January 17, 2012 GAP Standing Committee meeting.

Unapproved Minutes of the Governance, Agenda and Priorities (GAP) Standing Committee held in the Council Chamber, Jubilee Centre, Fort McMurray, on Monday, March 5, 2012 at 3:00 p.m.

In Attendance: Mayor M. Blake
Councillor J. Stroud
Councillor D. Kirschner
Councillor D. Scott

Absent: Councillor M. Allen

Administration: G. Laubenstein, Chief Administrative Officer
A. Rogers, Acting Chief Legislative Officer
M. Laing, Legislative Assistant/Recorder

Call to Order

Mayor Blake called the meeting to order at 3:04 p.m.

Adoption of Agenda

Moved by Councillor D. Scott that the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

Minutes

1. Standing Committee Meeting – December 5, 2011

Moved by Councillor D. Kirschner that the Standing Committee Minutes of December 5, 2011 be adopted as presented.

CARRIED UNANIMOUSLY

New and Unfinished Business

2. Governance, Agenda and Priorities Standing Committee Meeting Schedule

Moved by Councillor D. Kirschner that the Governance, Agenda and Priorities Standing Committee meet as required with notification given to the members of the Committee and to the public in accordance with Municipal Government Act and the Municipality's Procedure Bylaw.

CARRIED UNANIMOUSLY

Adjournment

Moved by Councillor J. Stroud that the meeting be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 3:29 p.m.

Mayor

Chief Legislative Officer

Subject: Scheduling of Council Quarterly Check-Ins and Bi-Annual Review

APPROVALS:

Surekha Kanzig, Chief Legislative Officer
Glen Laubenstein, Chief Administrative Officer

Administrative Recommendation:

1. THAT the Council quarterly check-ins be scheduled on March 26, 2013 and June 18, 2013.
2. THAT a Bi-Annual Council review session be scheduled on July 2, 2013.

Summary:

Council's bi-annual review and regular check-ins, as well as a number of other priority items require review and completion by the Governance, Agenda and Priorities (GAP) Standing Committee.

Background:

Following the 2010 general election, all Council Members participated in a Governance Workshop, at which time it was recommended that Council begin the practice of holding regular quarterly check-ins as a means for Council Members to have a frank, open dialogue, with an end goal of re-affirming the Promise of Performance and holding one another accountable to the values set out in that document.

During the post by-election governance workshop in September 2012 facilitated by Mr. George Cuff, there were a number of items also identified as outlined in Attachment 1, which the GAP Committee may also wish to review and prioritize.

Rationale for Recommendation:

Quarterly check-ins and bi-annual reviews are valuable tools in providing feedback. Since 2011, check-ins and reviews have been informally conducted; however, it is now recommended that the GAP Committee formalize a schedule to ensure that all Council Members have ample notification of check-ins and reviews and are prepared to attend and participate.

Attachments:

1. Priorities – GAP Committee.

Source	Description	Status
GAP Committee Bylaw	Council's Code of Conduct (also under Council and GAP Committee Resolutions)	
	Council/Chief Administrative Officer covenant (completed - Council - Feb 08/11)	Completed
	Chief Administrative Officer appraisal process	
	Council professional development and self-assessment process	
	Oversight regarding intergovernmental, aboriginal and international relations	
	Ensure compliance with legislative and regulatory requirements	
Policy	Council Policy (review, advice, direction)	
	Council Peer Review Policy	
	<ul style="list-style-type: none"> o Ongoing review of overall conduct – Council meeting debriefings (conducted following each Council meeting) 	Ongoing
	<ul style="list-style-type: none"> o Quarterly check-ins (last completed December 4, 2012) – Next due March 2013 o Bi-annual Council review sessions - review of personal and group performance (due July 2013) 	Ongoing
Council and GAP Committee Resolutions	Whistleblower Protection Policy (Council – Jul 13/10; GAP Committee – Aug 23/10; Meeting with MLAs – Oct 2/12)	
	Code of Conduct for Council (GAP Committee - May 16/11 – Risk and Compliance to complete)	
	Procedure Bylaw change related to Administrative Briefings (GAP Committee – May 16/11 – Council and Legislative Services to complete)	Draft to be brought forward at next GAP Committee Meeting
	Establishment of protocols for Councillors – Interaction with administration	
Cuff Workshop September 21, 2012	Identify Top 10 items that CAO is to report to Council on, indicating progress and who is responsible	
	Council Team Building	
	Compensation structure for senior management – information shared with Council	
	Council approval of organizational structure - top three levels of administration	
	<u>Councillor Questions and Issues</u>	
	<ul style="list-style-type: none"> o Tracking of capital projects and status reports (Cr. Germain) o Establishment of 3-year plan – annual review and update (Cr. Germain) o Council-administration sessions re: staff changes (Cr. Flett) o Management changes of Council decisions (i.e.: capital projects) (Cr. Flett) o Protocol for handling and communication of confidential information (i.e.: Mayor briefing Councillors within a pre-established timeframe) o Governance calendar (Council vs. public events) o Aboriginal relationships – quarterly reporting 	
	Promise of Performance (review and update) (completed - Council – Jan 25/11 and Dec 11/12) - Next due following 2013 election	Completed
	Other	