



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Governance, Agenda and Priorities (GAP) Standing Committee

Chair: Mayor Melissa Blake

Council Chamber
9909 Franklin Avenue, Fort McMurray

Thursday, April 18, 2013
11:30 AM

Agenda

Call To Order

Adoption of Agenda

Minutes of Previous Meetings

1. Minutes of January 17, 2013

New and Unfinished Business

2. Discussion regarding possible development of a Aboriginal Consultation Policy (Maggie Farrington, Director, Aboriginal, Rural, Citizen Relations)
3. Elected Official – Administration Communication Protocols
4. Discussion regarding recommendations from November 2012 Governance Workshop (Councillor Kirschner) and Continuation of Discussion - Priorities - GAP Committee

Adjournment

Unapproved 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 Standing Committee 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



Subject: Elected Official – Administration Communication Protocols

APPROVALS:

Director

Executive Director

Chief Administrative Officer

Administrative Recommendation(s):

THAT the Elected Official - Administration Communication Protocols as outlined in Attachment 1, dated April 18, 2013 form the basis of a Council Policy.

THAT Administration prepare the Elected Official-Administration Communication Policy for consideration at the next Governance, Agenda and Priorities Standing Committee meeting.

Summary:

Consistency in communication between Elected Officials and Administration is required to ensure that members of Council seeking information and clarification regarding emerging issues, as well as daily municipal matters are provided with accurate and timely information. A policy to ensure clear communication is required to direct the protocol of both Elected Officials and Administration in day-to-day dealings and interactions.

Background:

The Municipality is a very fast paced organization with continually changing staff. Over time, this has resulted in inconsistency in interactions between Elected Officials and Administration. An Elected Official-Administration Communication Policy will ensure accurate and timely information is provided to Elected Officials by directing all communication through the Director level and above.

Rationale for Recommendation(s):

Adopting a policy will ensure that information is channeled effectively between Elected Officials and Administration. This will assist Elected Officials in responding to resident inquiries, position them to better represent their constituents, and be fully informed to communicate municipal matters.

Attachment:

1. Elected Official - Administration Communication Protocols dated April 18, 2013

DRAFT

Elected Official – Administration Communication Protocols April 18, 2013

General Principles

- Elected Officials set municipal policy and Administration carries out municipal operations under the direction of the Chief Administrative Officer (CAO). It is important to recognize the distinction between the roles of Elected Officials and Administration, and recognize that the activities of Elected Officials as well as Administration ultimately reflect on Council and the municipality as a whole. Following established communication protocols for both parties lessens the risk of public embarrassment due to miscommunication or communication of incorrect or incomplete information.
- Council, as a governing body, directs the CAO and an individual Elected Official does not have the authority to direct the CAO or any member of Administration.
- As identified in the Municipal Government Act, the CAO is the only direct report to Council. The CAO delegates authority and responsibility within the organization on a regular basis at his discretion in response to daily matters and emerging issues.

Process

1. General Inquiries

- General inquiries which result in a simple question and answer, are to be forwarded to the Administrative Assistant responsible for Council Inquiries in the CAO's office. Confirmation of the request will be acknowledged by email as soon as possible upon receipt.
- The Council Inquiry Administrative Assistant will endeavor to retrieve the answer from the appropriate person in the organization and respond to the Councillor as quickly as possible, within 24 hours maximum.
- If the response is anticipated to take longer than 24 hours, the Administrative Assistant will advise the Councillor of the expected timelines.

2. Discussions and Detailed Information

- Inquires which require detailed information, explanation and discussion will first be discussed with the CAO. The CAO will advise who the appropriate staff member is for continued discussion. *Please note that the above is in no way intended, or should be interpreted in a way that indicates that members of Administration are not allowed, to speak with Elected Officials or vice versa. The reason for this protocol is to simply ensure that the most knowledgeable staff member is providing accurate and timely information to the Elected Official. In an environment of accelerated staff turnover, it is critical that accurate and up-to-date information is shared.*
- Elected Officials should not engage members of Administration below the Director level. If staff is approached by a Councillor, the staff member should respectfully ask that the Elected Official engage the Director.
- Administration should not engage Elected Officials on business matters without the matter having been first discussed with the CAO, with the exception of the Chief Legislative Officer and staff within the Legislative Services Branch who interact and support Councillors on a daily basis.

Priorities - Governance, Agenda and Priorities (GAP) Standing Committee – April 18, 2013

Source	Description	Status
GAP Committee Bylaw	Council's Code of Conduct (also under Council and GAP Committee Resolutions)	Completed
	Council/Chief Administrative Officer covenant (completed Council Meeting – February 8, 2011)	
	Chief Administrative Officer appraisal process	
	Council professional development and self-assessment process	
	Oversight regarding intergovernmental, aboriginal and international relations	Ongoing
	Ensure compliance with legislative and regulatory requirements	Ongoing
	Council Policy (review, advice, direction)	
	Council Peer Review Policy	
Policy	<ul style="list-style-type: none"> ○ Ongoing review of overall conduct – Council meeting debriefings (conducted following each Council meeting) 	Ongoing
	<ul style="list-style-type: none"> ○ Quarterly check-ins (last completed December 4, 2012) – Next scheduled for April 16, 2013 and June 18, 2013) 	Ongoing- Due April 16
	<ul style="list-style-type: none"> ○ Bi-annual Council review sessions - review of personal and group performance (due June 18, 2013) 	Ongoing – Due June 18
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 (completed Council Meeting – February 26, 2013)	Completed
	Establishment of protocols for Councillors – Interaction with administration (Due on April 18, 2013, GAP Standing Committee)	Due April 18
	Identify Top 10 items that CAO is to report to Council on, indicating progress and who is responsible	
	Council Team Building (Due November, 2013)	Due November 2013
Governance Workshop September 21, 2012	Compensation structure for senior management – information shared with Council (completed GAP Standing Committee Minutes January 17, 2013 – Mayor advised that this has been provided to Council)	Completed
	Council approval of organizational structure - top three levels of administration	
	<u>Councillor Questions and Issues</u>	
	<ul style="list-style-type: none"> ○ Tracking of capital projects and status reports (Cr. Germain) ○ Establishment of 3-year plan – annual review and update (Cr. Germain) ○ Council-administration sessions re: staff changes (Cr. Flett) ○ Management changes of Council decisions (i.e.: capital projects) (Cr. Flett) ○ Protocol for handling and communication of confidential information (i.e.: Mayor briefing Councillors within a pre-established timeframe) ○ Governance calendar (Council vs. public events) ○ Aboriginal relationships – quarterly reporting 	
Other	Promise of Performance (review and update) (Due November 2013 following general election)	Due November 2013

