

Minutes of a Meeting of the Oversight Committee held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Thursday, November 26, 2015, commencing at 4:00 p.m.

Present: C. Tatum, Chair
S. Germain, Councillor
J. Stroud, Councillor

Administration: M. Ulliac, Chief Administrative Officer
K. Scoble, Deputy Chief Administrative Officer
D. Leflar, Chief Legislative Officer
A. Rogers, Senior Legislative Officer
S. Harper, Legislative Officer

Call to Order

Chair C. Tatum called the meeting to order at 4:07 p.m.

1. Adoption of the Agenda

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

CARRIED UNANIMOUSLY

2. Minutes of Oversight Committee Meeting - October 22, 2015

Moved by Councillor J. Stroud that the Minutes of the Oversight Committee meeting held on October 22, 2015 be approved as presented.

CARRIED UNANIMOUSLY

New and Unfinished Business

3. Proposed Meeting Schedule
(4:07 – 4:09 p.m.)

Moved by Councillor J. Stroud that the meetings of the Oversight Committee occur on the fourth Thursday of every month at 4:00 p.m., beginning January 28, 2016.

CARRIED UNANIMOUSLY

Recess:

Chair C. Tatum declared a short recess from 4:10 to 4:12 p.m.

Arrival:

Councillor S. Germain entered the meeting at 4:12 p.m.

4. Conklin Multiplex – Lessons Learned for Improved Governance Oversight of

Capital Projects

(4:13 – 6:03 p.m.)

Marcel Ulliac, Chief Administrative Officer; Kevin Scoble, Deputy Chief Administrative Officer; and David Leflar, Chief Legislative Officer, provided a presentation on the report entitled Conklin Multiplex and the Lessons Learned for Improved Governance Oversight of Capital Projects, outlining the key lessons learned and the areas identified for improvement.

Administration advised that the term ‘breach of governance’ could be a useful term to describe situations in which deficiencies are found, such as the following:

1. Administration providing inadequate, misleading or incorrect information to Council in support of a request to approve a capital budget for a project;
2. Administration providing information about a project to some Councillors that is not provided to all Councillors;
3. Councillors themselves obtaining information about a project or becoming involved in the details of delivery of a project, without keeping their Council colleagues fully informed of their activities or sharing with them the information obtained;
4. Individual Councillors providing input to Administration [including less senior levels of Administration] that may impact project scope or purpose, without the opportunity being afforded to Council as a whole to consider such input;
5. Council making decisions or providing feedback to Administration about a project that could result in significant modifications to the project, in an in camera meeting with no opportunity for the general public to present their views;
6. Administration not establishing a structure and process for delivering a project that ensures an adequate opportunity for both Council feedback and public input when major decisions about the project that have significant implications for purpose or scope are being considered;
7. Administration issuing official media releases about a project that may present relevant information in a manner that is susceptible of being misconstrued or misinterpreted.

In the course of discussion, the Committee identified an eighth deficiency, which was added to the above list:

8. Administration not correcting erroneous or inaccurate information presented by a third party.

Based on the above examples, administration conceded that several examples of a ‘breach of governance’ were identified as having occurred in relation to the Conklin Multiplex project. However, administration further advised that a breach of governance of a more serious nature, such as administration intentionally misleading Council, had not occurred.

Councillor S. Germain emphasized that the focus of his concern was related to issues of

governance oversight and ways for making improvements in this regard, for which the Conklin Multiplex project was used only as an example.

Further discussion ensued relative to the critical importance of risk analysis, and the transmitting of this risk information to Council with respect to large capital projects. Potential opportunities for organizational and communicative improvements were identified with further review and consideration to be given to:

- Adopting a consent agenda process.
- Making changes to the current agenda review process through amendments to the Procedure Bylaw.
- Investigating software options to streamline Council inquiries and information sharing.
- Establishing internal regular reporting requirements tied to gate functions and the various stages of capital project development.
- Better defining the project scope threshold at which changes in scope would require Council input and oversight.

As a result of the aforementioned discussion, the following resolution was passed:

Moved by Councillor S. Germain:

- That the report on the Conklin Multiplex – Lessons Learned for Improved Governance Oversight of Capital Projects be accepted as information; and
- That administration prepare a report for Council's consideration which documents the lessons learned and contemplates implementing capital project controls, risk analysis, consent agendas and amendments to the Procedure Bylaw by January 31, 2016.

Motion Recess:

A motion recess occurred from 5:53 p.m. to 5:57 p.m.

CARRIED UNANIMOUSLY

Adjournment

As all scheduled business matters had been concluded, Chair C. Tatum declared the meeting adjourned at 6:04 p.m.

Chair

Chief Legislative Officer