



MINUTES
SPECIAL
COMMITTEE OF THE WHOLE

October 20, 2015
1:00 p.m.
City Council Chambers

Present:
Mayor D. Canfield
Councillor M. Goss
Councillor R. McMillan
Councillor D. Reynard
Councillor L. Roussin
Councillor S. Smith
Councillor C. Wasacase
K. Brown, CAO
H. Kasprick, City Clerk
H. Lajeunesse, Deputy Clerk

A. Call Meeting to Order

Mayor Canfield called the meeting to order at 1:00 p.m.

B. Public Information Notices

N/A

C. Declaration of Pecuniary Interest & the General Nature Thereof

Mayor Canfield then asked if any Member of Council had any Declarations of Pecuniary Interest and the General Nature Thereof pertaining to any items as follows:-

- 1) On Today's Agenda
- 2) From a Meeting at which a Member was not in Attendance

There were none declared.

D. Deputations/Presentations

None

E. Reports

George Cuff Report Review

Council reviewed the recommendations that came from the George Cuff report. Recommendation

#1 references Council adopting the report "in principle" as a first step. This puts the matter on the table for Council's consideration. This report was adopted in June at the regular meeting of Council.

The next recommendation was that Council approves the suggested role statements (Mayor, Councillors, CAO) which provides greater clarity on how this system of local government ought to function. These are intended as supplementary to the legislation and not to conflict with it. These were adopted today at the October 20 regular meeting of Council.

Recommendation #3 recommends that Council and the CAO/administration review the orientation process utilized by the City and determine what if any changes would improve the current approach. While this is definitely something that should be reviewed, at this time it is not a priority between the Strategic Plan work and the Organizational review delivery. It will be readdressed in the final term of Council.

Recommendation #4 recommends that Council adopt "in principle" the governance principles as suggested which was adopted today at the October 20th regular meeting of Council.

Recommendation #5 refers to the CAO reviewing the current reporting process/format to Council and determining what changes are necessary. It is suggested that all management reports be addressed to the Chief Administrative Officer as per the approved organizational structure and that the CAO determine which of her senior management (or herself) will speak to any report before Council. This will be up to the CAO and what she feels would be the best change, if any, in this area.

Councillor Reynard has a concern with the way the reporting structure is. It is felt that there is not sufficient time to read all of the reports and background information. He also feels that the person that prepared the report should present it to Council unless that Senior Manager is confident in delivering the report and is fully versed in the subject.

It was determined that Council will eliminate the Councillor portfolios and although each department will be broken down as per the senior manager departments for reporting, there will no longer be a lead Councillor for departments. They will truly become a committee of the whole. As a result, Council will also no longer introduce reports as this will be left to the staff person who wrote the report to speak to it.

Council still introduce the motions at meetings as per past practice, but resolutions will be evenly distributed with no particular resolution being given to one Councillor over another due to portfolios. It was felt that without portfolios that all members of council are then involved and more engaged as a whole.

In a true governance model, boards don't interact with staff. Page 38, 39 talk about time to read reports, time to stagger meetings and this is something that will be reflected when the Clerk amends the procedural bylaw.

Council noted that they feel that they don't share information amongst themselves and this needs to improve as a whole. Somehow as a group of seven they need to share information so everyone is aware of it.

Karen will be speaking with senior managers on the suggestion of attendance for those staff who have reports on the agenda. There will also be changes to the types of things that are simply

housekeeping in nature going directly to the Council agenda for adoption and keeping it from the Committee of the Whole agenda.

As far as the managers meetings and when these take place, this will be left up to the CAO to make those types of decisions on what makes sense for her and her team.

Effective January 1, 2016, the Committee of the Whole meeting format will be left but the portfolios will be eliminated.

The Clerk and CAO will make changes to the procedural bylaw for the December Council meeting and at this time, there will be public communication on the change and why we are doing it.

The Cuff report recommends an agenda committee, but according to our procedural bylaw, Council has the opportunity to give notice at a previous meeting in the form of a notice at the end of Committee of the Whole. This allows Council as a whole then to decide if it should be brought forward and allows staff the time to gather information and write the report.

Council agreed that they want to move in the direction of the 'governance and priorities committee' but remain calling the meeting 'Committee of the Whole' as this is a term the public recognizes as a whole of Council.

Effective January 1st, the staff or senior manager will read the prepared staff report rather than previously by the lead Councillor for that portfolio. CAO Karen Brown will develop her protocols on which staff are to attend the meetings.

F. Adjournment

The meeting adjourned at 2:45 p.m.