

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on Tuesday, February 25, 2020, in the Council Chamber at 1:00 pm with the following in attendance:

PRESENT:

Councillor B.A. Crowson, Chair
Councillor J.H. Carlson
Councillor J.A. Coffman
Councillor R.K. Parker, departed at 2:18 pm

OTHERS:

J. Meli, City Manager, departed at 3:07 pm
B. Hilford, City Clerk
D. Sarsfield, Deputy City Clerk
B. Loewen, City Solicitor, departed at 2:50 pm
T. Cryderman, Recording Secretary

Chair Crowson opened the Open and Effective Government Committee, the time being 1:00 pm, and read the Acknowledgment Statement.

1. Approval of Agenda

J.H. Carlson

Moved that the Agenda for the Open and Effective Government Committee Meeting, for Tuesday, February 25, 2020, be approved, as presented.

Carried

2. Approval of Minutes

J.A. Coffman

Moved that the Minutes of the Open and Effective Government Committee Meeting of January 30, 2020, be approved, as presented.

Carried

3. Governance Review Update

- a) Governance Review Recommendation #1 and #2
Standing Policy and BCC

The survey results were reviewed and discussed.

Prior to the April 27, 2020 CIC meeting, which will have all Boards, Committees and Commissions (BCCs) provide a report to Council on their BCC, Councillor Crowson will meet with Council members to further obtain feedback regarding Councillor appointments to BCCs.

Following the April 27, 2020 CIC meeting, another meeting with Council members will be held to review each BCC to further investigate the rationale of Council members being appointed to that BCC. Are these appointments symbolic, financial or policy driven should be investigated, as well as Key Performance Indicators (KPIs) for each BCC be determined.

- b) Governance Review Recommendation #5
Recruitment and Orientation for BCCs

J.H. Carlson

Moved that the Open and Effective Government Committee approve the form and format of the survey for past citizen members of the Boards, Commissions and Committees, as presented.

Carried

- c) Governance Review Recommendation #8
Governance Orientation Programs

The list of past Orientation Sessions was reviewed.

It was suggested that Bob Joseph and Travis Plaited Hair return to be part of the 2021 Council orientation. Some additional sessions were identified as priorities as well, including holding mock meetings, Robert Rules of Order, Administrative Briefings and In-Camera Closed Meetings, Meeting Procedures, the different types of meetings, and conflict of interest.

- d) OEG Governance Review Recommendations Schedule

Work Plan was reviewed, discussed and received as information.

4. Council Policy Review

The report and policies were presented for discussion.

Policy CC1 – Policy Development, Implementation and Evaluation

Suggested Changes / Discussion:

- Addition of Boards, Committees and Commission to Persons Affected
- Discussion occurred whether section 4 regarding Special Purpose Bodies should remain in this policy
 - Renumber City Manager Responsibilities so “consider key issues for City Council policies and prepare options / recommendation for City Council to review” is the number one responsibility, and then renumber the rest of the list accordingly
 - Review Appendix B

Policy CC7 – City Council Orientation

Suggested Changes / Discussion:

- OEG is the steward for the orientation process
- Revise the policy to reflect wording from the MGA (Section 201.1)
- Create an orientation framework
- Schedule a “check-in” with newly elected Council Members
- Create an evaluation regarding the orientation
- Schedule a mid-term evaluation / check in for City Council

Policy CC14 – City Council Members Reporting to Council

Suggested Changes / Discussion:

- This policy could be deleted and included in the Procedural Bylaw
- Include perimeters regarding reporting

Policy CC19 – Distribution of Promotional Items

Suggested Changes / Discussion:

- The definition of promotional items should be listed
- Is this a City Council Policy or an Administration Policy?

5. Referral List

The referral list was reviewed and discussed.

Ms. Mitton will be invited to the March 31, 2020 OEG Meeting to discuss the Get Involved Site, overall, and specifically to report on the March 24, 2020 Community Conversation Event, in relation to the Get Involved Site.

6. Committee Updates to Council

Chair Crowson will update City Council regarding the upcoming meetings regarding Council Member appointments to BCC, prior to the April 27, 2020 CIC Meeting, and after, as well as a meeting regarding an update on the Strategic Plan.

7. New Business


An Implementation Framework Chart was provided for consideration and discussion.

8. Next Meeting

The next Open and Effective Government Committee Meeting is scheduled for March 31, 2020, at 1:00 pm.

9. Adjournment

The Open and Effective Government Committee Meeting adjourned at 3:13 pm.



Belinda Crowson, Chair



Tara Cryderman, Recording Secretary

CONFIRMED