

July 19, 2024

**Resolution No. 2024-07CM/A10**

That the following resolutions from the July 10, 2024 Closed Council Meeting be released to the public at the next Regular Meeting of Council:

**Res. No. 2024-07CM/A-02**

That the George B. Cuff Governance Audit be approved in principle.

**Res. No. 2024-07CM/A-03**

That the Mayor issue a public apology for his role in the dysfunction within Council and include in his statement his commitment to a renewed effort in becoming a more effective team player; and

That the draft apology be reviewed by Council at the July 24, 2024 Closed Council meeting, before it is issued publicly.

**Res. No. 2024-07CM/A-04**

That staff provide a report outlining the implementation of the following George B. Cuff Governance Audit recommendations:

(4) Approach to Governance

- a. We recommend that Council adopt a revised Governance Model and begin immediately to employ a Governance & Priorities Committee model (GPC) (see purpose & terms of reference attached) (Appendix E).
- b. We recommend that the Mayor and Councillors request the Chief Administrative Officer (CAO) to develop appropriate guidelines (including the agenda for the first meeting of the GPC) for how the Model will be implemented.
- c. We recommend that the Mayor create a “Standing Committee on Governance Policy Review” for the purpose of reviewing any current governance policies and recommending new policies to the full Council. Their report should be circulated through the GPC to Council.
- d. We recommend that the CAO and his management team provide assistance to the Standing Committee by reassessing the current “governance policies” and by providing draft policies for its review. (Once reviewed and approved by the Standing Committee, these should then be forwarded to Council for their approval).

- e. We recommend that the CAO and his management create a new manual of “Managerial Directives” for circulation to the administration. This should be targeted for completion in 60 days.
- f. We recommend that the CAO and management utilize an RFD (request for decision) (Appendix F) on all request for Council’s decision (see attached format).
- g. We recommend that the Council-Administration Protocols (Report 10.3) (Appendix G) be endorsed “in principle” and referred to the CAO for additional draft Protocol Statements.
- h. We recommend that Council review and approve the role statement for a Councillor serving on one of the District’s ABCs (Report 9.10); and that the Corporate Officer review each ABC of Council and prepare a Committee Charter for each for circulation to Council (Appendix H).

#### (5) Strategic Priorities

- a. We recommend that the Council annually set aside time (prior to October of each year) to establish its strategic priorities such that the administration can then ensure that the proposed capital and operating budgets are in alignment.
- b. We recommend that the CAO recommend to Council the names of 1-2 experienced municipal strategic planning facilitators for their consideration as the independent voice to appropriately steer this process.

#### (7) Meeting Procedures

- a. We recommend that the Council members and Administration (Director of Corporate & Community Services & Corporate Officer) discuss and review the matters contained herein with respect to the Procedure Bylaw and recommend forward to Council those changes which will enable Council to focus most of its meeting time on significant policy/bylaw matters.
- b. We recommend that Council request the assistance of experienced legal counsel in determining “the rules of procedures” governing in camera meetings. The District’s experienced legal counsel will be able to ensure that all Council members are fully conversant with what issues are legitimate for an in-camera meeting, who is entitled to be present and whether or not Council has the authority to exclude any or everyone from such a meeting, and how and when the subject matters discussed in camera are to be made available publicly.
- c. We recommend that reports from any ABC be circulated first to the CAO/SMT for their review and comments prior to being placed on the next Council agenda.

#### (8) Correspondence

- a. We recommend that any correspondence directed to the attention of the Mayor and Council should immediately be forwarded to them. If simply an informational request, the CAO/administration can draft a response for the signature of the Mayor. If the matter should be subject to a decision of Council, the matter should be concurrently forwarded to the CAO & Corporate Officer (together with a recommended course of action) for inclusion on the Council agenda.
- b. We recommend that questions on other matters being received from members of the public and addressed to Council should have the courtesy of a response by Council (i.e., under the signature of the Mayor). Unless members of Council feel that questions posed to the administration are frivolous, then resident inquiries should be answered to the best of the administration's abilities and resources. We would expect the Mayor to support such requests unless the Mayor is convinced that such questions are a matter of "gotcha" and are not serious.

#### (9) CAO/Administration

- a. We recommend that Council pursue a CAO Performance Review (see 10.1) within the next 60 days; that the format be as attached to this Report or as sent separately by this consultant; that an independent advisor be retained to assist in coordinating this work.
- b. We recommend that the CAO endorse all "requests for decision" and any other business items going to Council by including his signature on each item.
- c. We recommend that the generic roles (Report 7.3) of the CAO be endorsed by Council and the CAO; that these be utilized during any subsequent performance assessment of the CAO by Council.
- d. We recommend that the CAO and his administration undertake to endorse the "Roles of the Senior Management Team" (Report 7.6).
- e. We recommend that the series of "Senior Management Operating Principles" (Report 10.5) should be reviewed by the CAO and his management team and subsequently recommended to Council for formal endorsement (with or without amendments).
- f. We recommend that any report prepared by the administration for Council, or any report prepared by an external agent or considered to be of interest to Council be made to all members of Council on a concurrent basis.
- g. We recommend that the CAO and Corporate Officer brief the Mayor with respect to the items on the subsequent Council agenda a day or two prior to such meetings, as a courtesy to the Mayor in lieu of his requirement to chair meetings. Such meetings will not be used by the Mayor to make any changes to the agenda; and

That a Chief Administrative Officer performance evaluation template be included.

**Res. No. 2024-07CM/A-05**

That a draft of the Mayor's apology resolved in Resolution 2024-07CM/A-03 be publicized via the District's website, social media and local newspaper upon approval by Council.

**Res. No. 2024-07CM/A-07**

That Reece Harding from Young Anderson be contacted to determine availability to attend a Closed Council meeting and provide advice regarding the Council Code of Conduct Bylaw.

**Res. No. 2024-07CM/A-08**

That the Mayor establish a regular meeting schedule with the Chief Administrative Officer including an agreement to act in a supportive, respectful manner such that the administration can once again function as a professional and respected body; and

That the Deputy Mayor or their designate be required to attend the meetings.

**Res. No. 2024-07CM/A-09**

That the Mayor request the approval of Council to visit any Cabinet Minister (or senior official); and

That another member of Council be asked to accompany the Mayor, as well as the Chief Administrative Officer.