

OF FORT SASKATCHEWAN

Notice of Motion – Governance Review

Motion:

That Council direct Administration to retain the services of Strategic Steps Inc., to conduct a comprehensive Governance Review of the City of Fort Saskatchewan, not to exceed \$25,000 and to be funded from the Financial Stabilization Reserve.

Purpose:

To present an overview on the scope of the Governance Review to be undertaken by Strategic Steps Inc.

Background:

At the April 11, 2017 regular Council meeting, Councillor Sperling presented a notice of motion requesting that Administration retain the services of a consultant to conduct a Governance Review. The information included in this report will assist Council to provide an understanding of the intent of the Governance Review.

Strategic Steps Inc. was identified in the notice of motion as the consultant of choice to be used to conduct the Governance Review. Based on information received by the consultant, a summary has been provided highlighting the work to be completed.

The review would be a top-level intra-Council review, and would include the following areas.

1. Review and evaluate:
 - Council-specific bylaws (specifically the *Meeting Procedures Bylaw* and *Council Code of Conduct Bylaw*) and key policies for adequacy, relevancy, consistency, and conformity with legislation;
 - process and procedures used to prepare for Council meetings;
 - Council's understanding of their role and responsibilities;
 - Council's leadership and effectiveness in working together;
 - Council's understanding of disclosing confidential information;
 - Council's understanding of and alignment to City strategic priorities; and
 - the process for preparing and approving Council meeting minutes and a review of recent minutes;
2. Main tasks would include:
 - interviews with all members of Council;
 - interview with the City Manager and Director of Legislative Services;
 - request and review any other relevant documentation; and
 - attendance at least one Council meeting, including an in camera portion if scheduled.

3. Other individuals may also be interviewed as part of the process, as deemed appropriate.
4. Deliverables would likely include:
 - a report created for Council, highlighting recommendations; and
 - presentation of the report and recommendations to Council, preferably in an open session of Council.

Prepared by: Brenda Molter,
Director, Legislative Services Date: April 18, 2017

Approved by: Troy Fleming,
Acting City Manager Date: April 19, 2017

Submitted to: City Council Date: April 25, 2017