

GOVERNANCE ADVISORY COMMITTEE MEETING AGENDA

Date: July 22, 2020
Call to Order: 9:00 a.m.
Location: Community Centre - Josephburg Room
401 Festival Lane
Sherwood Park, AB

	Pages
1. CALL TO ORDER	
2. ADDITIONS / DELETIONS / CHANGES TO AGENDA	
3. ADOPT AGENDA	
4. CONFIRMATION OF MINUTES	
4.1 June 17, 2020 GAC meeting minutes	3 - 4
5. LEGISLATIVE AND LEGAL SERVICES	
5.1 Review of Boards and Committee Bylaw 46-2015	5 - 26
To seek input from the Governance Advisory Committee on improvements to the Boards and Committees Bylaw	
5.2 Review of Policy GOV-001-027 Recognition of Service to Office	27 - 28
To seek input on the review of the Recognition of Service to Office Policy.	
5.3 Review of GOV-001-035 Recognition Protocol Policy	29 - 33
To support the Governance Advisory Committee's input on the review of the Recognition Protocol Policy.	
5.4 Review of GOV-001-034 Accountability and Transparency Policy	34 - 40
To support the Governance Advisory Committee's input on the review of the Accountability and Transparency Policy.	
5.5 Update on Mandate Letters, Acknowledgement of Treaty Six Policy, and Procedures Bylaw (verbal)	
6. REVIEW OF ANNUAL WORK PLAN	

7. ROUND TABLE

8. ADJOURNMENT

GOVERNANCE ADVISORY COMMITTEE MEETING MINUTES

June 17, 2020

9:00 a.m.

TEAMS/ Josephburg Room

Community Centre

401 Festival Lane

Sherwood Park, AB

Members Present: Brian Botterill
Glen Lawrence
Bill Tonita
Rod Frank

Administration Present: Sandy Bugeja
Lana Dyrland

1. CALL TO ORDER

The Chair called the meeting to order at 9:02 a.m.

2. ADDITIONS / DELETIONS / CHANGES TO AGENDA

The Chair called for additions/deletions/changes to the agenda.

3. ADOPT AGENDA

Moved by: G. Lawrence

THAT the agenda be adopted as presented.

In Favor (3): B. Botterill, G. Lawrence, and B. Tonita

Carried

4. CONFIRMATION OF MINUTES

4.1 May 27, 2020 Governance Advisory Committee Meeting minutes

Moved by: B. Tonita

THAT the May 27 Governance Advisory Committee meeting minutes be approved.

In Favor (3): B. Botterill, G. Lawrence, and B. Tonita

Carried

5. LEGISLATIVE AND LEGAL SERVICES

5.1 Review of GOV-001-036 Acknowledgement of Treaty Six Policy

Presenters:
Nancy Lyzaniwski
Alyssa Schatz

The Committee was provided with a presentation from Intergovernmental Affairs and discussed proposed amendments to the Acknowledgment of Treaty Six Policy.

5.2 Review of Policy GOV-001-034 Accountability and Transparency Policy

The Committee reviewed the Accountability and Transparency Policy and provided input to Administration.

6. INTERGOVERNMENTAL AFFAIRS

6.1 Request for Decision Submitted to AUMA by the City of Grande Prairie

The Committee reviewed the Request for Decision submitted to AUMA by the City of Grande Prairie and provided their input for circulation to Council.

7. REVIEW OF ANNUAL WORK PLAN

The Committee reviewed their work plan and decided to move the discussion on the Boards and Committees Bylaw to the July meeting.

8. ADJOURNMENT

The Chair declared the meeting adjourned at 10:57 a.m.

Chair

Administrative Representative

Governance Advisory Committee Meeting_Jun17_2020

Review of Boards and Committee Bylaw 46-2015

Topic

To seek input from the Governance Advisory Committee on improvements to the Boards and Committees Bylaw

Recommendation

THAT Administration prepare a new Boards and Committees bylaw for Council's consideration by the end of fourth quarter of 2020.

Background

As with policies, bylaws are required to be reviewed on a three-year cycle. The Boards and Committees bylaw is past its review date; however, the newer council committees have been established by individual bylaws. The current Boards and Committees bylaw is quite dated and should be redrafted to reflect the County's current needs and use of council advisory committees.

Report

Administration has reviewed the current bylaw and has considered the various challenges and requests that have occurred recently. Administration recommends the following changes to the bylaw:

- Use plain language style and current bylaw template
- Remove all schedules with Terms of Reference and transition remaining committees to individual bylaws
- Focus the bylaw on the council advisory committees (i.e. not committees made up entirely of councillors or tribunals)
- Add a code of conduct for committee members
- Add parameters around the use of administrative resources (e.g. number of committee meetings, direction of staff, use of county facilities, administrative support, etc.)
- Add clarity on opportunities for communication with Council and Priorities Committee
- Add clarity on the role of Councillors appointed as members
- Add clarity on the expected annual outputs for committees
- Add information on the mandate process
- Add information on the different types of council committees (i.e. task force, advisory committee, etc.)

Provided that the GAC supports the above direction, Administration will draft a new boards and committees bylaw and provide the bylaw to either Priorities Committee for further review or directly to Council for consideration.

Enclosure

1 Boards and Committees Bylaw 46-2015

BYLAW 46-2015

A BYLAW OF STRATHCONA COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES OF COUNCIL

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, provides that a Council may by bylaw establish standing or special committees of Council and delegate to such committees certain duties and powers imposed and conferred upon a Council by the said *Municipal Government Act*;

AND WHEREAS the Council of Strathcona County considers it expedient to establish Council committees to support and facilitate the achievement of Strathcona's Strategic Plan, vision and goals, and to advise Council on matters relevant to the committee mandates.

NOW THEREFORE the Council of Strathcona County, in the Province of Alberta, duly assembled, and pursuant to the authority conferred upon it by the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, enacts as follows:

1. **NAME OF BYLAW**

This Bylaw may be cited as the "Strathcona County Boards and Committees Bylaw".

2. **PURPOSE OF BYLAW**

This Bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference. This Bylaw does not apply to the Priorities Committee.

3. **DEFINITIONS**

3.1 In this Bylaw:

- 3.1.1 "Administrative Representative" refers to the administration resource person appointed to a Committee by the Chief Commissioner or his delegate;
- 3.1.2 "Chief Commissioner" means the Chief Commissioner for Strathcona County and whatever subsequent title may be conferred on that officer by Council or Statute;
- 3.1.3 "Committee" means a Committee established by Council pursuant to this bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large or, subject to Section 8.5 of this Bylaw, entirely of Members at Large;
- 3.1.4 "Council" means the Council of Strathcona County;
- 3.1.5 "Councillor" means a Councillor of Strathcona County;

- 3.1.6 "County" means Strathcona County;
- 3.1.7 "Executive" means a committee whose members are appointed by virtue of their office, and includes, Mayor's Executive Committee, Strathcona/Intermunicipal Relations Committee, and Governance Advisory Committee.
- 3.1.8 "Ex-officio" means membership by virtue of one's office. Ex-officio members do not form part of the quorum when present at Committee meetings and, when present, they shall not vote.
- 3.1.9 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to this Bylaw;
- 3.1.10 "Mayor" means the Chief Elected Official of the County;
- 3.1.11 "Priorities Committee" means the Priorities Committee established by Council;
- 3.1.12 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw.
- 3.1.13 "Voting Member" means those members identified as voting members in a Terms of Reference.

4. ESTABLISHMENT

- 4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.
- 4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 4.3 Committee Terms of Reference shall be reviewed on an annual basis by the Governance Advisory Committee. The Governance Advisory Committee shall advise the Priorities Committee as to the continued need for the Committee and, if required, whether:
 - 4.3.1 the Terms of Reference are appropriate and meet the objectives of Council; and
 - 4.3.2 the Committee is fulfilling its Terms of Reference.

5. POWERS OF COMMITTEES

- 5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.

- 5.3 A Committee shall not have the power to pledge the credit of the County, to pass bylaws or to enter into any contractual agreements.
- 5.4 A Committee shall be consulted on the business transactions relating to the ongoing administration of the Committee.
- 5.5 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
 - 5.5.1 receipt of requests or suggestions from Council,
 - 5.5.2 requests or enquiries from the public, and
 - 5.5.3 initiated by the Committee.
- 5.6 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents as appropriate to Council or Priorities Committee.
- 5.7 The Committee shall prepare and, on approval by Council, present briefs to hearings and commissions.

6. REPORTING TO COUNCIL

- 6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.
- 6.2 All Committee Chairmen shall provide the Priorities Committee with a report on the activities of the Committee at least once annually or as requested by the Priorities Committee.
- 6.3 In the absence of the Chairman, the Vice-Chairman shall provide the report to the Priorities Committee and, in the absence of both the Chairman and Vice-Chairman, a Councillor appointed to the Committee shall provide the report.
- 6.4 Committee reports shall comply with Policy GOV-002-012: Council Reports and the administrative procedures in place from time to time.

7. PUBLIC PARTICIPATION

Community organizations and individuals that wish to appear before, or communicate directly with, Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

8. MEMBERSHIP

- 8.1 A Committee shall be composed of the number of members, both Councillors and Members at Large, as indicated in the Committee Terms of Reference. If one or more Councillors are appointed as members of a committee, an Alternate Councillor shall also be appointed.
- 8.2 All members of a Committee shall be resident in Strathcona County, unless otherwise provided in the Terms of Reference for that Committee.
- 8.3 Councillors shall be appointed by Council at the organizational meeting or at a meeting following the organizational meeting.
- 8.4 Members at Large shall be appointed by Council to a Committee effective as of January 1 in each year or as otherwise designated by Council.
- 8.5 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
- 8.6 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.
- 8.7 All Members at Large shall remain in office until their respective successors are appointed.
- 8.8 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit his or her office, unless there is a resolution of the committee accepting a valid reason for his or her absence.
- 8.9 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specific defined purpose.
- 8.10 A Councillor appointed to a Committee that is comprised of both Councillor and Members at Large, is appointed solely as Council's representative to the Committee and shall not vote.

9. TERM

- 9.1 Members at Large shall be appointed for a two (2) year term, unless otherwise provided in the Committee Terms of Reference.
 - 9.1.1 In order to ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.

- 9.1.2 In each succeeding year, Council shall appoint for a two (2) year term enough members to fill the vacancies created by the expiration of the terms of the Members at Large in that year.
- 9.2 Members at Large whose terms are expiring may be re-appointed provided that no Member at Large may serve more than two (2) consecutive terms on a particular Committee.
- 9.3 Notwithstanding section 9.2, Council may allow a Member at Large to be re-appointed for a third consecutive term if Council determines that extraordinary conditions warrant such an appointment.
- 9.4 In the event of a vacancy occurring prior to the expiration of a term, the person appointed to fill such vacancy shall hold office for the remainder of that term.
- 9.5 Councillors appointed to a Committee shall be appointed for a two (2) year term; however, Council may, in its discretion, appoint a Councillor for an additional consecutive one (1) year term.

10. CHAIRMAN AND VICE-CHAIRMAN

- 10.1 At its first meeting each year, a Committee other than an Executive Committee, shall elect a Chairman and Vice-Chairman from among its Voting Members.
- 10.2 The Chairman shall hold office for a term of one (1) year from the date of appointment.
- 10.3 The Chairman shall preside over all meetings for the Committee and decide all points of order that may arise.
- 10.4 In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.

11. ADMINISTRATIVE REPRESENTATIVE

- 11.1 The Chief Commissioner shall appoint an Administrative Representative to each Committee.
- 11.2 The Administrative Representative shall ensure that accurate minutes are kept of all regular and special meetings of the Committee, copies of which shall be made and filed with the Chief Commissioner or his designate and made available to the Priorities Committee on a timely basis.

11.3 The Administrative Representative shall provide expert advice, research, information and additional support staff as required by the Committee.

11.3.1 The Administrative Representative shall assist the Chairman in ensuring that Committee activities are consistent with, and that agenda items fall within, the Committee's Terms of Reference.

11.4 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.

11.5 The Chief Commissioner, through his designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

12. MEETINGS

12.1 A Committee shall give at least 24 hours' notice of a Committee meeting or a change in the location or time of a Committee meeting

12.1.1 to the members of the Committee, and

12.1.2 to the public.

12.2 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Strathcona County website.

12.3 A majority of the Voting Members shall constitute a quorum at a Committee meeting.

12.4 Notwithstanding s. 12.3, a Committee other than an Executive Committee may act in the absence of a quorum so long as all members have received notice as provided in subsections 12.1 and 12.2.

12.5 All Voting Members of a Committee, including the Chairman, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

13. GENERAL

13.1 The Meeting Procedures Bylaw shall govern Committees and shall be binding upon all Committee members whether Councillors or Members at Large, except where otherwise provided by this Bylaw.

14. REPEAL OF BYLAWS

Bylaws 51-2012, 11-2013, 60-2013, 26-2015, are repealed effective the date of final passing hereof.

15. EFFECTIVE DATE

This Bylaw shall come into effect after third reading and upon being signed.

Read a first time this 15th day of September, 2015.

Read a second time this 15th day of September, 2015.

Read a third time and finally passed this 15th day of September, 2015.

Roxanne Carr_____

MAYOR

Glenna Kemp_____

DIRECTOR,
LEGISLATIVE & LEGAL SERVICES

Date Signed: September 21, 2015_____

AGRICULTURAL SERVICE BOARD

I. STATEMENT OF PURPOSE

An Agricultural Service Board has and shall exercise on behalf of the County all the duties and powers that are conferred on or exercised by a council, under the Agricultural Service Board Act, RSA 2000, c. A-10, as amended, or any other Act, with respect to agricultural matters, except the powers to borrow money, to pass a bylaw, to do any other things that by bylaw are reserved to the Council, and to do any other things specified by the Lieutenant Governor in Council.

II. COMPOSITION OF COMMITTEE

- A. Councillors: Three (3) – *non voting members*
- B. Members at Large: Five (5) – *voting members*

III. DUTIES AND POWERS

- A. Pursuant to the Agricultural Service Board Act, RSA 2000, c. A-10, as amended, the matters which the Board may address are:
 - 1. to act as an advisory body and to assist the Council and the Minister of Agriculture, in matters of mutual concern;
 - 2. to advise on the organizing and directing of weed control and soil and water conservation programs;
 - 3. to assist in the control of livestock disease under the *Livestock Diseases Act*;
 - 4. to promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer; and
 - 5. to promote and develop agricultural policies to meet the needs of the municipality.
- B. Pursuant to the Agricultural Pest Act, RSA 2000, c. A-8, and the Weed Control Act, RSA 2000, c. W-5, the Board is appointed as the Appeal Committee.

IV. MEETINGS

Frequency of meetings shall be as determined by the Board.

V. LIAISON

Provincial Department of Agriculture and Food and other Agricultural Service Boards in the Province of Alberta.

VI. FUNDING

As authorized by Council during the annual budget cycle.

BYLAW ENFORCEMENT ORDER REVIEW COMMITTEE**I. STATEMENT OF PURPOSE**

The Bylaw Enforcement Order Review Committee shall review Orders issued under County Bylaws; and any Orders issued pursuant to the Municipal Government Act, R.S.A. 2000, c.M-26, ("the Act") as amended, but not Orders issued pursuant to Part 17 of the Act or the Strathcona County Land Use Bylaw.

II. COMPOSITION OF COMMITTEE

A. Members appointed to the Subdivision and Development Appeal Board

III. DUTIES AND POWERS

The Committee has the authority to review Orders under the Act, and to confirm, vary, substitute or cancel the Orders.

IV. REVIEW HEARINGS

- A. A person (hereinafter referred to as "the Applicant") who receives a written Order under a Strathcona County Bylaw or Section 545 or 546 of the Act may, by written application within fourteen (14) days of the day on which the Order is received, request the Committee to review the Order.
- B. The Committee shall hold a review hearing that is open to the public within thirty (30) days of receiving a written request for review accompanied by the appropriate fee. The Applicant shall be provided at least seven (7) days' notice of the date of the review hearing.
- C. At the review hearing, the Committee shall hear:
- i) the Applicant or where the Applicant is not the Owner or Occupant, the Owner and/or Occupant shall also be entitled to be heard. A person entitled to be heard at a review hearing may choose to make their representations through legal counsel; and
 - ii) the Designated Officer who issued the Order.
- D. The Committee may review any information it deems necessary to make a decision.
- E. All information submitted for review by the Committee, either before or during the review hearing, shall be made available for public inspection.
- F. The Committee's decision in respect of a review hearing shall be in writing and mailed within seven (7) days of the date of the review hearing to the applicant and any other person present at the hearing who was entitled to make submissions pursuant to Section IV.C.
- G. The Committee shall keep a record of its proceedings.
- H. The Committee may make rules as are necessary for the conduct of its business and its meetings that are consistent with this Bylaw, as amended, and the Act.

COMMUNITY LIVING ADVISORY COMMITTEE
Effective January 1, 2016

I. STATEMENT OF PURPOSE

The primary purpose of the Community Living Advisory Committee is to consider and recommend actions and propose policies that enhance community life and are in alignment with the:

- A. Social and Cultural pillars of sustainability as set out in Council's Strategic Plan;
- B. Social and Cultural Priority Areas and Strategic Goals as identified by Council from time to time; and
- C. within the parameters set out by Council in these Terms of Reference.

Established under the Social and Culture Pillars of Council's Strategic Plan, the Community Living Advisory Committee is established to provide a mechanism for direct input and interaction between Council and the citizens of Strathcona County for the purpose of creating synergies and facilitating discussion regarding diverse community needs and issues, accessibility to County facilities and activities, and creating and sustaining a positive lifestyle for all residents.

II. COMPOSITION OF COMMITTEE

- A. Councillors: Two (2) – *non voting members*
Comprised of urban and rural representation
- B. Members at Large: Nine (9) – *voting members*
Comprised of a broad diversity in area of residence, age, gender, socio-economic status and abilities.

III. DUTIES AND POWERS

- A. To provide strategic policy advice to Council relative to the municipal functions which are considered core to the livability of the community. These components include access to facilities, social and community programs and services; special events or celebrations; community beautification and revitalization; and community agency relations.
- B. To advise, recommend and assist Strathcona County in promoting and facilitating community health, well-being and enhanced quality of life for all of our residents including, but not limited to, families, older age adults, youth, and persons with disabilities.
- C. To provide feedback about policies and plans that may influence the services that are directly impacting residents and to act as a resource to Council in identifying barriers to accessibility, whether those barriers are economic, social or physical.
- D. To review and make recommendations regarding fundamental community needs across all sectors of the community and to make recommendations in anticipation of future needs and vision for a vibrant, healthy, creative and active community.

- E. The CLAC is expected to ensure that the foregoing components of Strathcona County contribute to the viability and sustainability of the community through their linkage to and support of the Council's Strategic Plan, goals and priorities.

IV. MEETINGS

The committee shall hold meetings four (4) times per year or as determined by the Committee up to a maximum of eight (8) times a year.

V. ADMINISTRATIVE REPRESENTATIVE

An administrative representative from Family and Community Services and Recreation, Parks and Culture shall be appointed to attend meetings and act as a resource. Technical advisors from other County departments will attend to provide information and advice whenever necessary.

VI. COMMUNICATION

All communications shall be directed through the administrative representatives to ensure compliance with County protocols.

ECONOMIC DEVELOPMENT AND TOURISM ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

The purpose of the Economic Development & Tourism Advisory Committee is to consider and recommend actions and propose policies that are in alignment with the:

- A. Economy pillar of sustainability as set out in Council's Strategic Plan;
- B. Economic Priority Areas and Strategic Goals as identified by Council from time to time; and
- C. within the parameters set out by Council in these Terms of Reference.

In keeping with the above, the Economic Development & Tourism Advisory Committee shall assist Administration and Council with the implementation of the strategic objectives related to Economic Development and Tourism.

II. COMPOSITION OF COMMITTEE

- A. Councillors: One (1) – *non voting member*
- B. Members at Large: Nine (9) voting members
Eight (8) members comprised of a broad diversity of representatives from various areas that may include:
 - Heavy Industry/Energy sector;
 - Professional, Scientific or Technical Services sector;
 - Small Business sector;
 - Agricultural or Food processing sector;
 - Retail sector;
 - Tourism sector;
 - Urban and Rural Residents;One (1) Member (Executive Director) from the Sherwood Park and District Chamber of Commerce

III. DUTIES

- A. Provide strategic advice and information to Council and Administration on business and collaboration; product development; marketing and promotion; and investment attraction and development opportunities in advancing the strategic objectives of Economic Development and Tourism.
- B. Review and provide advice on Administration's implementation of strategies related to Economic Development and Tourism.

IV. MEETINGS

The Committee shall hold meetings four (4) times per year or as determined by the Economic Development and Tourism Advisory Committee.

V. LIAISON

A Representative of the Economic Development and Tourism Department will attend meetings with other department representation as deemed necessary.

VI. COMMUNICATION

All communications shall be directed through the administrative representatives to ensure compliance with County protocols.

Energy Exploration Advisory Committee - deleted by Bylaw 33-2019

Environmental Advisory Committee - deleted by Bylaw 33-2019

GOVERNANCE ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

The primary purpose of the Governance Advisory Committee is to consider and recommend actions and propose policies that are in alignment with the:

- A. Governance pillar of sustainability as set out in Council's Strategic Plan;
- B. Governance Priority Areas and Strategic Goals as identified by Council from time to time; and
- C. within the parameters set out by Council in these Terms of Reference.

In keeping with the above, the Governance Advisory Committee shall be responsible to make recommendations to Council on issues related to the Governance Sustainability Pillar; particularly in the areas of intergovernmental relations and issues and public participation on boards and committees. The Governance Advisory Committee is also responsible for the review and/or development of Council governance policies.

II. COMPOSITION OF COMMITTEE

- A. Members of Council: Three (3)

III. DUTIES AND POWERS

- A. The Governance Advisory Committee is responsible for ensuring that the mandates and terms of reference for Council-established boards and committees are reviewed to ensure alignment with Council's Strategic Plan and priorities as established by Council from time to time and for making recommendations to Council where adjustments may be required.
- B. Recognize that, through their participation on boards and committees, the public plays an integral role in the decision making process. The Governance Advisory Committee is responsible to review applications and conduct interviews for members at large wishing to participate on boards and committees where required and for making timely recommendations to Council regarding the appointment of members at large.
- C. As requested by Council, the Governance Advisory Committee is responsible for the on-going review and development of Council Policies (GOV-001 series in the Municipal Policy Handbook) and/or bylaws relevant to Council's roles and responsibilities as elected officials for Strathcona County.
- D. As requested by Council, responsible to advise Council on proposed federal or provincial government legislation, programs or initiatives and on proposed amendments to legislation, electoral boundaries and regionalization and to review submissions or discussion papers for Council approval.

- E. Responsible to review Strathcona County resolutions proposed to be forwarded to the Alberta Association of Municipal Districts & Counties ("AAMD&C"), the Alberta Urban Municipalities Association ("AUMA") and the Federation of Canadian Municipalities ("FCM") and to make recommendations to Council as to their approval and submission. Also responsible to review resolutions presented by other municipalities to the AAMD&C, AUMA and FCM and make recommendations to Council as to support of non-support.

IV. MEETINGS

The Committee shall hold the number of meetings necessary in order to fulfill their mandate and to make recommendations to Council in a timely manner.

V. ADMINISTRATIVE REPRESENTATIVE

A representative from Legislative & Legal Services or Corporate Planning & Intergovernmental Affairs shall attend as required to support the activities of the Committee.

**STRATHCONA COUNTY / CITY OF FORT SASKATCHEWAN
INTERMUNICIPAL RELATIONS COMMITTEE (IRC)**

I. STATEMENT OF PURPOSE

To enhance the working relationship between the City of Fort Saskatchewan and Strathcona County with respect to issues of common concern and interest.

II. COMPOSITION OF COMMITTEE

A. Members of Council: Three (3) as follows:

- Mayor
- Ward 5 Councillor
- One (1) of the remaining Councillors on a rotating basis in accordance with the Deputy/Acting Mayor schedule

B. Administration: Chief Commissioner (CAO)
Associate Commissioner, Planning and Infrastructure Services
Director, Corporate Planning and Intergovernmental Affairs

Quorum will consist of at least two elected officials, and the CAO or designate, from each municipality. The Mayor of the host community will serve as the Chair of the meeting. In the Mayor's absence, a Councillor from the host municipality (if in Strathcona County, the duties will fall to the Ward 5 Councillor) will assume the Chair.

III. DUTIES AND POWERS

The Intermunicipal Relations Committee (IRC) will:

- identify and resolve issues pertaining to inter-municipal planning and land use adjacent to the common boundaries of the two municipalities
- review policy considerations surrounding changes and updates to relevant planning documents
- discuss joint projects and shared services
- identify and discuss other issues of common interest
- raise members' awareness about the two municipalities
- keep their respective Councils advised of significant changes/discussions
- any other duties outlined in the Common Bonds Agreement – Intermunicipal Cooperation Plan and Protocols, approved on June 27, 2012

Decisions of the Intermunicipal Relations Committee will be made on a consensus basis. Decisions made by the IRC will not be binding until formally ratified by the respective municipal councils.

I. MEETINGS

- A. Meetings will be held on a quarterly basis and will be hosted by each municipality on a rotational basis. Additional meetings will be called at the request of either Mayor.
- B. Agendas will be prepared by the host municipality and distributed to the IRC members one week in advance of the meeting. The hosting municipality will be responsible for soliciting agenda items from the Mayors and Chief Administrative Officers of both municipalities.

- C. The host municipality will prepare and distribute a meeting summary and action list that will serve as informal minutes of the meetings. The summary is to be circulated within one week of the completion of the meeting.

II. LIAISON

The Champion (Strathcona County has designated the Director of Corporate Planning and Intergovernmental Affairs), of each municipality, or their designate, will serve as administrative advisors to the Intermunicipal Relations Committee. Other administrative staff will assist the committee as required, at the discretion of the Champions.

STRATHCONA COUNTY/CITY OF FORT SASKATCHEWAN
COMMUNICATION PROTOCOLS AND ISSUE RESOLUTION PROCESS

<p>Purpose:</p>	<p>The purpose for establishing Issue Resolution Protocols is to ensure that the IRC has in place a mutually acceptable strategy for addressing challenging intermunicipal issues for which consensus cannot be reached. The issue resolution process identifies a series of steps that can facilitate timely and effective problem solving.</p> <p>It is recognized that the Problem Resolution Protocols are in addition to, and do not replace, processes and remedies provided in legislation or under existing agreements between municipalities.</p>
<p>Step 1: <i>Communication and Information Sharing</i></p>	<p>The Intermunicipal Relations Committee will promote voluntary information sharing between IRC members, elected officials and the administration of both municipalities. Information sharing leads to an enhanced understanding of each municipality, increased cooperation and a reduction in the number of potential conflicts.</p>
<p>Step 2: <i>Issue Identification</i></p>	<p>Through the process of information sharing or when complying with governing legislation, elected officials and/or administration may identify issues that require resolution. These issues should be brought to the attention of the Champion, who will bring it forward at the first convenient IRC agenda to encourage early discussion of the emerging issue.</p> <p>The Champion in each municipality will maintain the records of all intermunicipal meetings and discussions. As a result, the Champion will have the broad and unique perspective to potentially anticipate upcoming challenges.</p>
<p>Step 3: <i>IRC Discussion /Negotiation</i></p>	<p>The IRC will address issues that require resolution through the process of:</p> <ul style="list-style-type: none"> • clearly articulate their interests and the interests of their municipality • understand the interests of other negotiators whether or not they are in agreement with them; and • identify solutions that meet the interests of the other municipality, as well as those of their own
<p>Step 4: <i>Mediation</i></p>	<p>If the IRC is unable to resolve an issue through negotiation, the municipalities will find a mutually acceptable mediator for assisted negotiation.</p>
<p>Step 5: <i>Final Proposal Arbitration</i></p>	<p>If after using Steps 1 to 4 of the Problem Resolution Protocols, the IRC is still unable to satisfactorily resolve an issue, both parties will support and participate in final proposal arbitration using a single arbitrator. The arbitrator must conduct the proceedings on the basis of a review of written documents and written submissions only and must determine each issue by selecting one of the final written proposals submitted by either of the municipalities respecting that issue. No written reasons are to be provided by the arbitrator.</p>

Governance Advisory Committee Meeting_Jul22_2020

Review of Policy GOV-001-027 Recognition of Service to Office

Purpose

To seek input on the review of the Recognition of Service to Office Policy.

Recommendation

THAT a report on the review of Policy GOV-001-027 Recognition of Service to Office be provided to Council.

Background

The Governance Advisory Committee has a mandate to review all Council Governance policies in accordance with the 3-year review schedule. This policy was last reviewed June 20, 2017 and is scheduled for review.

Report

This policy provides some general guidance on the acknowledgement of service for elected officials. During the previous review of this policy, it was determined that providing discretion to Council and the Chief Commissioner in terms of determining appropriate tokens of appreciation for service was the best approach.

Administration does not have any recommended amendments at this time. Provided that the GAC does not have any recommended changes, Administration can prepare a report to notify Council that this policy has been reviewed and that there are no recommended changes.

Enclosure

- 1 GOV-001-027 Recognition of Service to Office Policy

Recognition of Service to Office

References: Local Authorities Election Act, RSA 2000, c L-21
Cross-reference: GOV-001-029 Organizational Roles and Responsibilities

Policy Statement

Elected Officials devote significant time, thought and attention to the duties of local government office for the purpose of developing and maintaining a safe and viable community. In recognition of their personal and professional commitment to Strathcona County, Elected Officials will be recognized for their service.

Purpose

The purpose of this policy is to serve as a guide for acknowledging the service of Strathcona County's elected officials.

Guideline

1. Following the completion of the general term of office, any person who has completed service as an elected official is acknowledged with a framed print or other suitable gift of appreciation.

Policy Record

Date of Approval by Council: June 20, 2017
09/07/2004; 07/08/2014

Resolution No: 2017/253
724/2004; 262/2014

Next Review Date: 07/2020

Policy No: GOV-001-027

Last Review Date: June 20, 2017

Replaces: N/A

Lead Role: Council

Administrative Review: Legislative and Legal Services

Governance Advisory Committee Meeting_Jul22_2020

Review of GOV-001-035 Recognition Protocol Policy

Topic

To support the Governance Advisory Committee's input on the review of the Recognition Protocol Policy.

Recommendation

THAT a report on the review of Policy GOV-001-035 Recognition Protocol be provided to Council.

Background

The Governance Advisory Committee (GAC) has a mandate to review all Council Governance policies in accordance with the 3-year review schedule. This policy was first introduced in 2017 and is now scheduled for its first review.

Report

This policy provides guidance in determining whether officials should be recognized, and how to recognize the officials in accordance with customs and traditions. The order of precedence is modeled on the provincial government's protocols. Administration does not have any recommended changes at this time; however, should the GAC wish to recommend changes to the Policy, then Administration will prepare the appropriate report to Council.

Enclosure

1 GOV-001-035 Recognition Protocol Policy

Recognition Protocol

Cross-reference: GOV-001-033 Council Communications

Policy Statement

Strathcona County will provide appropriate recognition to officials who attend Strathcona County protocol events.

Purpose

This policy provides guidance in determining whether officials should be recognized, and how to recognize the officials in accordance with customs and traditions.

Definitions

Order of Precedence means the list of officials, as set out in Schedule A, that may be recognized by the event host and includes all officials listed in the Alberta Order of Precedence, as well as all former Mayors and Councillors of Strathcona County, former Members of the Legislative Assembly, and current Strathcona County School Trustees.

Event Host means the person who is responsible for ceremonial functions associated with an event; who is the master of ceremonies; or who is the chair of a Council meeting.

Protocol Event means a County event of significant public profile, with broad corporate implications, and normally involving external officials. Examples of protocol events include, but are not limited to, openings of major civic facilities, meetings of Council, swearing-in ceremonies, state of the County, official flag raising etc.

Guidelines

Officials who are registered guests or who have notified the County of their attendance will be recognized according to the Order of Precedence.

The event host is responsible for recognizing officials in attendance at County protocol events.

In certain circumstances, it may be desirable to include recognition of other persons, such as event sponsors, community leaders, or special invited guests, etc. at County protocol events. In these situations, Administration will provide advice on recognition of such persons to the event organizer.

Policy Record

Date of Approval by Council: September 5, 2017 **Resolution No:** 2017/31

Next Review Date: September 5, 2020 **Policy No:** GOV-001-035

Last Review Date: September 5, 2017 **Replaces:** N/A

Lead Role: Council

Administrative Review: Legislative and Legal Services

Schedule A – Order of Precedence

1. The Lieutenant Governor of Alberta*
2. The Premier of Alberta.
3. The Chief Justice of Alberta
4. Former Lieutenant Governors, precedence determined by the date of their Commissions
5. Former Premiers; precedence is determined by the date of their swearing-in ceremony
6. The Speaker of the Legislative Assembly of Alberta
7. Ambassadors and High Commissioners accredited to Canada
8. Members of the Executive Council of Alberta, in relative order of precedence as determined by the Premier
9. Leader of the Official Opposition
10. Members of the Privy Council for Canada resident in Alberta, with relative precedence among them to, first, Members of the Canadian Cabinet and second, to those not in Cabinet
11. Members of the Legislative Assembly of Alberta with precedence governed by the date of their first election to the Legislature
12. Members of the Senate, who represent Alberta, relative precedence determined by date of appointment
13. Members of the House of Commons who represent Alberta constituencies, relative precedence determined by date of election
14. Chief Justice, Alberta Court of Queen's Bench
15. Justices of the Alberta Court of Appeal
16. Justices of the Alberta Court of Queen's Bench
17. Heads of religious denominations
18. Heads of Consular Posts: Consuls-General; Consuls; Vice-Consuls; Consular Agents. (Precedence is determined by the date that definitive recognition is given by the Governor General.)
19. Chief Judge of the Provincial Court followed by judges in seniority of appointment
20. Mayors and Councillors
21. Aboriginal Leaders: Chiefs of the Treaty First Nations in Alberta, in order of seniority of election to office; President of Metis Settlements General Council; President of Metis Nation of Alberta
22. Senior Officials:
 - a. The Deputy Minister to the Premier and Cabinet Secretary; the Clerk of the Legislative Assembly; the Ombudsman; the Provincial Auditor; the Chief Electoral Officer; the Ethics Commissioner, the Information and Privacy Commissioner, the Child and Youth Advocate, and the Public Interest Commissioner
 - b. Deputy Ministers; then Senior Alberta government officials with rank of Deputy Minister as determined by the Executive Council; then Chief Executive Officers of Crown Corporations (relative precedence determined by date of appointment)
 - c. Universities: The Chancellor of the University of Alberta; Chancellor of the University of Calgary; Chancellor of the University of Lethbridge; Chairman of the Board, University of Alberta; Chairman of the Board, University of Calgary; Chairman of the Board, University of Lethbridge; Chairman of the Board, Athabasca University; Chairman of the Board, Mount Royal University; Chairman of the Board, Grant MacEwan University; President of the University of Alberta; President of the University of Calgary; President of the University of Lethbridge; President of Athabasca University; President of Mount Royal University; President, Grant MacEwan University
 - d. Police and Military: Commanding Officer, "K" Division, Royal Canadian Mounted Police; Commander, 3rd Canadian Division; Commanding Officer, H.M.C.S. Nonsuch; Commanding Officer, 1 Canadian Mechanized Brigade Group; Commanding Officer, 1

Area Support Group; Commanding Officer, 41 Canadian Brigade Group;
Commanding Officer, 4 Wing

23. Current Strathcona County School Trustees

24. Former Members of the Legislative Assembly

25. Former Mayors and Councillors of Strathcona County

*In the absence of the Lieutenant Governor from the Province or his/her inability to carry out the duties of Lieutenant Governor for any reason, the Administrator of the Province takes the Lieutenant Governor's place of precedence.

Governance Advisory Committee Meeting_Jul22_2020

Review of GOV-001-034 Accountability and Transparency Policy

Topic

To support the Governance Advisory Committee's input on the review of the Accountability and Transparency Policy.

Recommendation

THAT a report on the review of Policy GOV-001-034 Accountability and Transparency be provided to Council.

Background

The Governance Advisory Committee has a mandate to review all Council Governance policies in accordance with the 3-year review schedule. This policy was last reviewed February 21, 2017, and is scheduled for review.

Report

The purpose of this policy is to define the way Council and Strathcona County ensure transparency and accountability to the public.

At its June meeting, the GAC reviewed the policy and identified potential changes. Ultimately, the GAC noted a preference for a more concise and direct policy rather than a "one stop shop" approach.

Enclosure 1 of the report provides a red-lined version of the policy noting the proposed changes. If the GAC approves of this approach, Administration will prepare a report to Council with the recommended changes.

Enclosure

1 GOV-001-034 Accountability and Transparency Policy (red line version).

Accountability and Transparency

References:	Municipal Government Act, RSA 2000 MGA s. 170-175; MGA s. 180-181; MGA s. 192-198; MGA s. 217; MGA s. 227; MGA s. 230; MGA s. 270 Freedom of Information and Protection of Privacy Act, RSA 2000 Strathcona County Bylaw – The Meeting Procedures Strathcona County Bylaw – Priorities Committees Strathcona County Bylaw – Boards and Committees Strathcona County Bylaw – Councillor Code of Conduct
Cross-reference:	GOV-001-013 Elected Officials’ Remuneration; GOV-001-026 Elected Officials Business Expense Policy; GOV-001-028 Council Code of Conduct ; GOV-001-029 Organizational Roles and Responsibilities; GOV-001-031 Election Campaigns ; GOV-002-013 Corporate Records and Information Management ; GOV-002-034 Open Data; GOV-002- 025 Public Engagement; FIN-001-007 Investments; FIN-001-010 Financial Reporting; FIN-001-025 Debt Management; FIN-001-024 Financial Reserves.

Policy Statement

The County is committed to the fundamental principles of accountability and transparency ~~since they~~. ~~These principles~~ are essential to ensuring effective local government and building public trust.

The County ~~acknowledges its responsibility to~~ is responsible to operate in a transparent and accountable manner and ~~will~~ provide good governance by ensuring:

1. The County is accountable to citizens for the efficient provision and performance of its services.
2. County business is conducted openly, honestly, and with integrity.
3. Council decision-making is open and transparent.
4. Transparency and openness are balanced with financial, legal, legislative and privacy constraints and obligations.
5. Effective policies, procedures, and practices are developed to support and enhance accountability and transparency.
6. Public access and participation are made paramount to ensure that decision-making addresses citizens’ needs.

Purpose

The purpose of this policy is to define the manner in which Council and Strathcona County will ensure that they are transparent and accountable to the public for their actions.

Definitions

Accountability – The principle that Strathcona County is responsible to the public for decisions and actions.

Transparency – The principle that Strathcona County provides access to understandable information, has an open and clear decision-making process, and actively encourages public participation in its decision-making processes to enhance public trust.

Guidelines

Transparency and Accountability Mechanisms and Practices

Transparency is the foundation of accountability. Strathcona County abides by policies, procedures, and practices aimed at ensuring and enhancing accountability and transparency. A number of these policies, procedures, and practices are highlighted in the various sections that follow.

1. Councillor Expectations and Responsibilities

Strathcona County's Council believes that citizens are entitled to fair, ethical, and accountable local government and expect the highest standards of conduct from locally elected officials.

- ~~• In accordance with policy GOV-001-028 Councillor Code of Conduct (or any replacement Code of Conduct), the Mayor and Councillors will exercise their powers, duties and functions in accordance with the values, rules, and guidelines provided in the Councillor Code of Conduct.~~
- ~~• In accordance with policy GOV-001-029 Organizational Roles and Responsibilities, the Mayor and Councillors will fulfill their government functions and responsibilities.~~
- ~~• In accordance with policy GOV-001-033 Council Communications, Council will seek to inform its residents, businesses and visitors by engaging in a proactive communications program.~~

2. Reporting of Councillor Expenses

~~Public disclosure of Elected Officials' business expenses enhances accountability and transparency. GOV-001-026 Elected Officials Business Expense Policy provides clarity in determining what elected official expenses will be covered by the municipality and what expenses are considered to be personal expenses.~~

Providing routine disclosure of information on expenses incurred by County officials enhances public confidence in the oversight of expenses incurred by those in office. For this reason, the Mayor and Councillors provide expense reports on a quarterly basis that

highlight spending. The reports organize expenses according to four main categories and are published on Strathcona County's public website.

3. Reporting of Council Activities

~~The Elected Officials of Strathcona County commit a substantial amount of time and effort in the performance of their duties and responsibilities. While the full scope of the elected official role is difficult to quantify, the Mayor and Councillors provide summary reports of key activities on at least a quarterly basis (Boards and Committees Bylaw). These reports are intended to highlight activities of strategic importance and help citizens understand the range of tasks undertaken by Elected Officials in engaging citizens and advancing Council priorities and initiatives. These reports will be made available on Strathcona County's public website.~~

As provided in the *Priorities Committee Bylaw*, the Mayor and Councillors may also provide reports for information purposes on recent activities of interest to the Priorities Committee. These reports can be on matters related to a ward or to the municipality as a whole. Further, Councillors also prepare reports on the activities of boards and committees to which they have been appointed by Council at least once per year. These reports will be included as information items in the Priorities Committee agenda packages.

4. Council and Committee Meetings

The County is accountable and transparent to citizens by providing governance in an open manner. ~~The following policies, procedures, and practices reflect ongoing efforts to improve the ease of access and transparency of the legislative process to ensure citizens are aware of how decisions are made and implemented.~~

~~All Council and Council Committee meetings are open to the public to attend as required under the *Municipal Government Act*.~~

~~Council and Council Committees will only close a meeting to the public when permitted by the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy (FOIP) Act*.~~

~~The conduct of Council and Committee meetings will be governed by the *Meetings Procedures Bylaw*.~~

~~Citizens will be provided with a range of opportunities to participate in Priorities Committee meetings and Council Public Hearings.~~

~~In accordance with policy *GOV-002-013 Corporate Records and Information Management*, webcast recordings of Council and Priorities Committees meetings are made available to the public on the Strathcona County website.~~

5. Access to Council Records and Decisions

The County is committed to making information easily accessible to citizens. The following policies and practices will enhance citizens' access to Council records and decisions.

- All regularly scheduled Council and Council Committee agendas are posted online on the Strathcona County website for the public to access at least 4 days prior to the meeting date.
- Past Council and Priorities Committee meetings can be accessed by the public on the County's website.
- All reports considered by Council and Priorities Committee are made available to the public at the meeting at which they are being considered as well as on the Strathcona County website except where Council determines that a report or document should be confidential under the Municipal Government Act or the FOIP Act.
- ~~All Council and Priorities Committee minutes are made available to the public once confirmed by Council, except any specific portions that are held confidential under the Municipal Government Act or the FOIP Act.~~
- Agenda cover pages for closed Council meetings are made public containing as much information as possible on the items for discussion without revealing confidential or personal information.
- All Policies adopted by Council are posted in the Municipal Policy Handbook and made available to the public on the Strathcona County website.

6. Open Data

The County is committed to following the principles of open data, which are based upon a global standard set by the Sunlight Foundation. ~~In accordance with policy GOV-002-034 Open Data, Strathcona County will be open by design, subject to financial, legal, legislative and privacy constraints. This means that whenever possible, Strathcona County will make data available to the public in a machine-readable format which can be freely used, modified, and shared by anyone. By providing open data, the public can access, interpret and create value from the data for the benefit of all members of the County.~~

The County is committed to continuing to improve access to data and will continue to expand the number and types of data sets provided.

7. Plain Language

The County has an obligation to communicate effectively and in a way that is easily understood by the intended audience. To achieve this end, the County is committed to using plain language in its communications. Plain language means using a conversational tone, speaking directly to the intended audience, and providing information that helps meet the audience's needs. The County will use its best efforts to ensure that information shared with citizens and stakeholders is clear, concise, and logically organized.

8. Public Engagement

The County recognizes the value that citizens contribute to planning, delivering, and evaluating the County's programs and services. Strathcona County will engage the public

throughout its decision-making process. ~~This process will be open, visible and transparent, while balancing the need for the decision-making process to be efficient and effective. Strathcona County is guided in its public engagement by its *Public Engagement* policy (GOV-002-025) which establishes the foundation for the County's reasons, guidelines and procedures for public engagement.~~

9. Financial Accountability, Oversight and Reporting

The County is committed to accountability and transparency in financial management. The County provides citizens with comprehensive financial information through the budget and financial reporting processes. The annual Business Planning and Budget package provides information about the cost of providing core municipal services, any increases, decreases or adjustments, and how they align with the strategic plan. The quarterly financial reporting and Annual Report provides financial statements and highlights key accomplishments.

~~The County implements, reviews, and maintains various financial policies that ensure sound financial governance and accountability:~~

- ~~• In accordance with policy *FIN-001-010 Financial Reporting*, quarterly and annual management reports are provided to Council, through the Priorities Committee, in order to support the stewardship of County resources, effective decision-making, and transparent communication to the public.~~
- ~~• In accordance with policy *FIN-001-025 Debt Management*, the County leverages a framework and guiding principles for the management of long-term debt so that new debt is incurred consistently with Strategic Plan direction and goals.~~
- ~~• In accordance with policy *FIN-001-007 Investment Policy*, the County invests public funds in a prudent manner that will provide optimum investment returns with the maximum security while meeting the County's cash flow requirements and conforming to legal requirements which govern the investment of municipal funds.~~
- ~~• In accordance with policy *FIN-001-024 Financial Reserves*, the County follows prudent business practices that enhance financial strength, flexibility, cash flow management, and the ability to achieve Council's vision and Strategic Plan priorities. Reporting on reserves occurs through the quarterly management report.~~

10. Performance Measurement and Reporting

Strathcona County is accountable to citizens and provides enhanced transparency by using results-oriented tools to measure progress towards service standards, goals, and Council priorities.

Strathcona County is dedicated to producing performance information that measures progress in key areas of responsibility including the delivery of all programs and services.

As part of Strathcona County's ongoing commitment to transparency and accountability, department business plans are reported on bi-annually. Department business plan progress reports include updates on key performance indicators and measures, as well as status

updates on initiatives. Department business plan progress reports are used to report back to Council on the progress of the Corporate Business Plan.

Policy Record

Date of Approval by Council: 02/21/2017

Resolution No: 85/2017

Next Review Date: 02/21/2020

Policy No: GOV-001-034

Last Review Date: 02/21/2017

Replaces: N/A

Lead Role: Council

Administrative Review: Legislative and Legal Services

**GOVERNANCE ADVISORY COMMITTEE
2020 Meeting Schedule and Work Plan**

	Date	Tasks
1.	January 22	<ul style="list-style-type: none"> • Review of 2020 Meeting Schedule and Work Plan • Procedures Bylaw Project Update
2.	February 19	<ul style="list-style-type: none"> • Overview of 2020 Boards and Committees Recruitment Process • Annual Review of Council Committees' Terms of Reference
3.	March 11 (Rescheduled to March 25 due to conflict)	<ul style="list-style-type: none"> • Review RMA resolutions (conference is March 16-18) • Review of Gov-001-019 Council Appointments to External Boards, Committees and Commissions • Meeting Procedures Bylaw continued
4.	March 12 (Special Meeting added for review of RMA resolutions)	<ul style="list-style-type: none"> • Review RMA resolutions (conference is March 16-18)
5.	March 25 (Rescheduled to March 25 due to Covid-19 related cancellation)	<ul style="list-style-type: none"> • Review of Gov-001-019 Council Appointments to External Boards, Committees and Commissions • Meeting Procedures Bylaw continued
6.	April 22	<ul style="list-style-type: none"> • Review of Gov-001-019 Council Appointments to External Boards, Committees and Commissions • Meeting Procedures Bylaw continued
7.	May 27	<ul style="list-style-type: none"> • Review FCM resolutions (conference is June 4-6 in Toronto) • Meeting Procedures Bylaw continued
8.	June 17	<ul style="list-style-type: none"> • Review of Boards and Committees Bylaw • Review of Gov-001-034 Accountability and Transparency Policy • Review of Gov-001-027 Recognition of Service to Office Policy • Review of Gov-001-36 Acknowledgement of Treaty Six Policy
9.	July 22	<ul style="list-style-type: none"> • Review of Boards and Committees Bylaw • Review of Gov-001-035 Recognition Protocol Policy • Review of Gov-001-034 Accountability and Transparency Policy - continued • Review of Gov-001-027 Recognition of Service to Office Policy • Meeting Procedures Bylaw - continued • Review of Mandate Letters for Council Committees • Review of Gov-001-36 Acknowledgement of Treaty Six Policy

10.	September 16	<ul style="list-style-type: none">Review AUMA resolutions (conference is September 23-26 in Calgary)
11.	October 7, 8, 9	<ul style="list-style-type: none">Interviews for Public Members to Boards and Committees
12.	October 28	<ul style="list-style-type: none">Review RMA resolutions (conference is November 2-5)
13.	December 2	<ul style="list-style-type: none">Wrap up of any outstanding items and overview of 2021 work plan.