

GOVERNANCE ADVISORY COMMITTEE MEETING AGENDA

Date: **September 8, 2021**
Call to Order: **9:00 a.m.**
Location: **Microsoft Teams Meeting**

	Pages
1. CALL TO ORDER	
2. ADDITIONS / DELETIONS / CHANGES TO AGENDA	
3. ADOPT AGENDA	
4. CONFIRMATION OF MINUTES	
4.1. Governance Advisory Committee Meeting minutes - July 14, 2021	2 - 3
5. LEGISLATIVE AND LEGAL SERVICES	
5.1. Recruitment Conversation with the Library Board	4
The Committee will discuss the desired candidate for the Library Board prior to the fall recruitment and interviews.	
6. REVIEW OF ANNUAL WORK PLAN	5
6.1. Review of Work Plan	
To review the remaining item on the 2021 GAC Work Plan.	
7. ADJOURNMENT	

GOVERNANCE ADVISORY COMMITTEE MEETING MINUTES

July 14, 2021
9:00 a.m.
Microsoft Teams Meeting

Members Present: Brian Botterill
Glen Lawrence
Bill Tonita

Administration Present: Sandy Bugeja
Lana Dyrland

1. CALL TO ORDER

The Chair called the meeting to order at 9:07 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 June 16, 2021 Governance Advisory Committee Meeting Minutes

Moved by: G. Lawrence

THAT the June 16, 2021 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 Library Board Appointment Process

The Committee reviewed the library board appointment process and provided feedback for future recruitments.

5.2 2021-2022 Mandate Letters for Council Advisory Committees

The Committee reviewed the mandate letter for the ASB and the EDTAC.

Moved by: B. Tonita

THAT Administration prepare a report on the proposed 2022-2023 mandate for the Agricultural Service Board and the Economic Development and Tourism Advisory Committee based on the items identified at the July 14, 2021 Governance Advisory Committee report; and that the report be provided to Council by the end of the fourth quarter of 2021.

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

Carried

6. REVIEW OF ANNUAL WORK PLAN

6.1 2021 GAC Work Plan (approved 2021 01 27)

The Committee reviewed the remaining workplan items.

8. ADJOURNMENT

The Chair declared the meeting adjourned at 9:56 a.m.

Chair

Administrative Representative

**GOVERNANCE ADVISORY COMMITTEE
DESIRED CANDIDATE PROFILE
STRATHCONA COUNTY LIBRARY BOARD**

Requirements:

- Cannot be an employee of the Strathcona County Library Board (*Libraries Act, RSA 2000, c L-11*)

Input from Administrative Representative:

- Lives in rural Strathcona County

Input from Chair:

Strathcona County Library is looking for Board Members who have the following attributes:

- Has an active (enthusiastic) interest in literacy, learning, and libraries
- Appreciates and understands the role of the Strathcona County Library
- Uses Strathcona County Library
- Improves the diversity of the Board
- Is willing to commit personal time and energy to Board activities (including attendance at Board and committee meetings, representing the Library on related boards and committees, and representing the Library at community events)
- Has a good understanding of how volunteerism and volunteers add value to the organization.
- Is a team-player
- Has leadership skills
- Understands policy governance
- Does not sit on the Board of the 'Friends of the Strathcona County Library Society' (at present the Library Board Chair is ex officio member of the Friends Board and no further representation is needed).

In particular, the Library Board has identified the following areas of expertise not represented by current Library Board members:

- Legal
- Information Technology/Cyber risk
- Fundraising

**GOVERNANCE ADVISORY COMMITTEE
2021 Meeting Schedule and Work Plan**

	Date	Tasks
1.	January 27	<ul style="list-style-type: none"> • Review of 2021 Meeting Schedule and Work Plan • Confirmation of Chair and Vice Chair
2.	February 17	<ul style="list-style-type: none"> • Review of GOV-001-036 Acknowledgement of Treaty Six Policy (in progress) • Procedures Bylaw re-draft • Review of GOV-001-021 Recognition of Retiring Public Members on Council Advisory Boards and Committees Policy • Review of GOV-001-015 Proclamations Policy • Review of GOV-001-024 Authorization and Verification of Unbudgeted Expenditures Policy • Review of GOV-001-037 Deceased Members of Council Policy
3.	March 10 <i>(updated at Feb 17 meeting)</i>	<ul style="list-style-type: none"> • Review RMA resolutions (conference is March 16 – 17, 2021) • GAC bylaw re-draft • Procedures Bylaw continued
4.	April 21	<ul style="list-style-type: none"> • Boards and Committees Bylaw re-draft
5.	May 26	<ul style="list-style-type: none"> • Review FCM resolutions (conference is June 3 – 6, 2021)
6.	June 16	<ul style="list-style-type: none"> • Boards and Committees Bylaw final review
7.	July 14	<ul style="list-style-type: none"> • Update committee mandate letters as required (ASB and EDTAC)
8.	September 8 <i>(updated at July 17 meeting)</i>	<ul style="list-style-type: none"> • Update committee mandate letters as required • Meeting with Library Board Chair and Executive Director regarding recruitment
9.	November 4, 8, 10* <i>(*if required)</i>	<ul style="list-style-type: none"> • Public member interviews via electronic means
10.	November 10	<ul style="list-style-type: none"> • Review AUMA resolutions (conference is November 16-19) • Review RMA resolutions (conference is November 22 – 25, 2021) • Review of GOV-001-032 Council Priority Fund Expenditures Policy to November • Review of GOV-001-013 Elected Officials Remuneration Policy – move to November
11.	December 8	<ul style="list-style-type: none"> • Wrap up of any outstanding items and overview of 2022 work plan.