

PRESENT: Councillor Sinclair, Chairperson
Mayor Ferguson
Councillor Anderson
Councillor Campbell
Councillor Fathers
Councillor McLean (arrived at 6:04 p.m.)
Councillor Meyer

STAFF: P. Clark, City Manager
J. Johnstone, Director of Human Resources
T. Arthur, City Clerk

Press: 1
Public: 29

The meeting was called to order at 6:00 p.m.

1. AGENDA APPROVAL

2010-GOV-072

It was MOVED and SECONDED
THAT the Governance and Legislation Committee adopts the
agenda for its October 25, 2010 meeting as circulated.

CARRIED

2. PREVIOUS MINUTES

Governance & Legislation Committee Meeting – September 20, 2010

2010-GOV-073

It was MOVED and SECONDED
THAT the Governance and Legislation Committee adopts the
minutes for its September 20, 2010 meeting as circulated.

CARRIED

3. CODE OF CONDUCT FOR STAFF

Report dated October 25, 2010 from the Director of Human
Resources titled “Employee Code of Conduct Policy Report”.

2010-GOV-074

It was MOVED and SECONDED
THAT the Governance and Legislation Committee:
a) receives for information the October 25, 2010 report from the
Director of Human Resources titled “Employee Code of
Conduct Policy Report”; and
b) recommend that Council adopt the Employee Code of Conduct
Policy - Human Resources No. 404.

CARRIED

4. **CODE OF CONDUCT FOR COMMITTEE MEMBERS**
In response to Governance and Legislation Committee Motion #2010-GOV-069, Council Motion #2010-418, September 27, 2010 directed staff to prepare a Code of Conduct for Committee Members.

2010-GOV-075

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council adopt the Code of Conduct for Committee Members – Council No. 120.

2010-GOV-076

Amendment to the Motion

It was MOVED and SECONDED

THAT the Governance and Legislation Committee endorses proposed policy Code of Conduct for Committee Members – Council No. 120 item d) be amended to reflect similar language as currently within the Council Code of Conduct.

CARRIED

Question was called on the main motion as amended and it was

CARRIED

Councillor McLean arrived at the meeting at 6:04 p.m.

5. **ITEMS FOR DISCUSSION**
The following items were discussed:

a) **Staff Tracking of Documents Received at City Hall**

A process to ensure receipt and delivery of hand delivered documents addressed to Mayor and Council.

2010-GOV-077

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests staff bring forward a policy and procedure for any hand delivered documentation for Council that it be logged to confirm receipt and delivery.

CARRIED

b) **Staff Parking at all City Hall Facilities**

Review of parking at City Facilities.

2010-GOV-078

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests staff bring forward a staff parking policy.

2010-GOV-079

Refer Motion 2010-GOV-078 to Economic Committee

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests staff to include consideration of staff parking at City facilities in the comprehensive parking study that is being reviewed by the Economic Committee and will be brought forward to Council.

CARRIED

c) Role of Acting Mayor

Unclear regarding the role and responsibility of the Acting Mayor.

2010-GOV-080

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests staff to look at policies and practices in other communities regarding the role and responsibility of Acting / Deputy Mayor including a definition of absence of the Mayor.

CARRIED

d) Role and Function of Council Committee Liaisons

2010-GOV-081

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends to Council that the role and function of an appointed Council liaison to an external body is to be the City contact between the city and that group and to report on issues and meetings as they arise.

Should a meeting between a member of Council and a representative of the external group occur outside of the normal structure, the council liaison shall be informed and included in the meeting.

2010-GOV-082

Refer motion 2010-GOV-081 to Planning Session

It was MOVED and SECONDED

THAT the Governance and Legislation Committee motion 2010-GOV-081 be referred to the next planning session for discussion and exploration as to the issue.

CARRIED

e) **Taping of Council Meetings**

2010-GOV-083 Motion 2010-GOV-083 Withdrawn
It was MOVED and SECONDED
THAT the Governance and Legislation Committee recommend
to Council that all closed meetings be taped and the tape be
held until one week following the meeting.

2010-GOV-084 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee recommend
to Council that no meetings shall be taped by city staff.
CARRIED

f) **Exit Interviews**

Inquiry if the City conducts exit interviews and if there is a
policy needed to ensure this is being done.

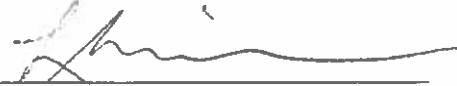
The City through Human Resources has been doing exit
interviews for quite some time as it is part of Human Resource
best practices.

The City Manager will inform Council how many exit
interviews have been conducted over the past year.


6. **DISCUSSION REGARDING REQUEST FOR FUTURE
ITEMS TO BRING FORWARD TO THE COMMITTEE**

7. **CLOSURE**

The Chairperson declared the meeting concluded at 6:54 p.m.



Councillor Sinclair, Chairperson



T. Arthur, City Clerk