

KENORA DISTRICT SERVICES BOARD
Minutes Of An Executive Committee Meeting
Held at the Machin Council Chambers
On Thursday, March 8, 2007

Present

Rory McMillan, Chair
Penny Todd, Vice-Chair
Brian Larson, Secretary-Treasurer
Sten Lif, Chief Administrative Officer

1. Call To Order

The Chair called the meeting to order at 1:17 p.m.

2. Approval of Agenda

Moved by: Penny Todd
Seconded by: Brian Larson

Resolved That the Committee approves the agenda as amended.

Add: Item 6.1 – Governance

CARRIED

3. Disclosure of Interest and the General Nature Thereof

none

4. Minutes of Previous Meeting

4.1 Moved by: Penny Todd
Seconded by: Brian Larson

Resolved That the Minutes of the April 24, 2006 Executive Committee meeting be approved as presented.

CARRIED

5. Business

5.1 Ontario Works Review

The CAO advised the Committee that no word has been received from the Ministry regarding the funding for this project. A discussion then ensued as to what options there might be for undertaking the review should there be no Ministry funding. Members were advised that there are a couple of options that could be considered by the OW/CC Committee, those being:

- a) seeking proposals from one or more local communities to deliver the service across the district;
- b) seeking assistance from other DSSABs for conducting a review and preparing recommendations for consideration;
- c) direct delivery by KDSB

Once the provincial budget has been approved the Ministry will advise whether funding may be available for this project. It is anticipated that it would take about 4 to 6 weeks for this advice to come following the provincial budget.

5.2 Operations & Governance Review

The CAO advised that the draft RFP should be completed within the next couple of weeks and will be distributed to the Executive Committee at that time.

The CAO reminded the members that based on the direction of the previous board (via resolutions) this review would only take place once the OW review had been completed and only if funding were available from an outside source (given that this item has been removed from the 2007 KDSB draft budget).

5.3 Recording of Board Minutes

The Chair brought forward for discussion the current level of detail provided with respect to the board minutes. There is an extensive amount of detail recorded which is not a regular practice of most municipal councils and local boards. Also based on recent councilor training sessions it is common practice for only the 'outcomes' to be recorded such as a resolution or direction to staff or committees.

It was the consensus of committee members that the KDSB should adopt a similar practice of recording minutes and the Committee will recommend such to the Board at the March 22nd Board meeting.

5.4 Department Heads Attendance at Board Meetings

A discussion ensued regarding the necessity of requiring Department Heads attend Board meetings. It was the consensus of members that it should not be necessary for Department Heads to attend unless there is a specific item on the agenda that would require their 'technical' expertise. Members felt it was a significant imposition on the Department Heads time to 'sit through' an entire board meeting with little or no input required on their part. In addition to that it was felt that most of them would be available for consultation at a meeting if such was required as a result of an item being brought forward as a result of a question arising from the minutes of a committee that could not be answered by the committee Chair or the CAO.

The members felt that it was important for the Department Heads to be available both prior to the Board meeting and at the lunch break for discussions by individual Board members.

It was the consensus of Members to recommend to the Board that only the CAO and Director of Finance attend each board meeting with specific Department Heads attending when there is a specific item on the agenda requiring their expertise.

5.5 Meeting Schedule (Executive Committee)

The Members established the following meeting dates for 2007:

April 26th; June 14th; August 2nd; September 20th; November 8th

5.6 Succession Planning

The CAO advised that over the next five (5) years there is as many as four senior management staff that are eligible for retirement with an additional two senior managers eligible between 2012 and 2017. To date there has been no 'succession plan' developed to provide a process for this important matter.

The CAO advised that succession planning is one of the items that is included in the 'Operational and Governance Review' and should the review go forward a succession planning process will form part of the recommendations. He also advised that the Board should establish a time-frame for developing a succession plan should the Operational & Governance Review not go forward this year.

It was the consensus of the Members that a target date of November 8th be considered for the development of a succession plan should the Operational & Governance Review not take place. This plan should be developed through the Executive Committee.

6. Other Business

- 6.1 Members discussed the 'Rules of Order and Proceedings of the Board' with respect to the limited occasions when the 'public' can be excluded from a meeting. The Board's policy is clear as to when the public can be excluded from a Board or Committee meeting and what process has to be followed with respect to advising the public that they will be excluded. Basically it is necessary to advise the public through a published agenda that they will be excluded from a portion of a meeting including the necessity to advise the public the nature of the item(s) to be discussed (e.g.: discussion about an identifiable individual; solicitor advice; contract negotiations; purchase or sale of land; etc.).

It is important for each Committee Chair and the members of committees to ensure that only items listed in the policy as eligible exclusions (of the public) be recorded on agendas so the public will have full knowledge of the nature of the item(s) being discussed to their exclusion. It is not proper therefore for the board or its committees to exclude the public from a meeting if the item is not on the posted agenda. Thus the board and its committees will have to exercise 'due diligence' in the preparation of their agendas to ensure the public is adequately notified in advance of agenda items they will be excluded from.

It is clear that the expectation of the Province is that all meetings should be open to the 'public' with only those items allowed for under legislation to be discussed to the exclusion of the public. Municipal governments are well aware of this requirement and the KDSB is also required to follow such procedures as well. Just because a matter for discussion may be 'controversial' or 'uncomfortable' does not in itself allow the exclusion of the public.

The Committee also feels it is very important that at least one senior member of management be in attendance at all board or committee meeting discussions that exclude the public. Failure to do so could result in serious consequences for the board or committee as the results of such discussions could place the Board in an untenable position or compromise impending decisions.

The Chair (Executive Committee) will bring this matter forward for discussion during the upcoming Board meeting under 'Communications'.

7. Next Meeting

April 26th – time & place to be determined

8. Adjournment

The meeting adjourned at 2:08 p.m.

Minutes Approved: *June 12, 2007*

Moved by: *Penny Lucas* Seconded by: *Rory McMillan*