

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: **CASM MEETING PROCESS POLICY**

PURPOSE: To provide a universal understanding of the Council and Senior Management (CASM) process and procedures

AUTHORITY: Council Resolution #2011-10-16 dated May 24, 2011
Amended by Council Resolution #2015-02-07 dated January 26, 2015

CASM MEETING PROCESS POLICY

POLICY STATEMENT

Council and Senior Management (CASM) meetings are designed to ensure that council is kept aware of all major activities being undertaken by administration and are thereby able to provide proactive direction to administration on major city initiatives, projects, programs and services.

This direction provides administration with the guidance and assurance necessary to carry out City business in accordance with council's vision and direction.

It is important that CASMs are carried out in a manner that facilitates discussion, debate and understanding among council members. It is also important that that maximum time is available during the CASM process to ensure that the individual information needs of all members of council are met.

PURPOSE

1. The purpose of this policy is to:
 - (1) Provide a universal understanding of the CASM process;
 - (2) Ensure that council members receive background information in a timely manner;
 - (3) Ensure that all members of council have an opportunity to discuss and debate points of interest in an organized manner;
 - (4) Ensure that council discussion, priorities, and concerns take precedence during the CASM process; and
 - (5) Ensure that administration receives direction from council.

DEFINITIONS

2. In this policy,

Background information – Refers to the information compiled by administration to accompany a Council Direction Request form, and is presented to council in advance of a CASM. Background information is meant to inform council and promote discussion.

Chair – means the chairperson (or designate) of the Standing Committee under which the CASM issues fall. The mayor will chair Open Agenda CASM meetings.

Council and Senior Management Meeting (CASM) – means a meeting that provides a venue for informal discussion on matters that are not at a point of decision. CASM meetings are issue-based and are designed to allow council to receive information updates from staff, clarify expectations, explore options, and provide administration with clear direction from council. CASM meetings are designed to enhance council members' understanding of an issue and allow council members to explore their understanding of an issue through discussions with council colleagues.

Council Direction – means the individual acknowledgement by each council member as to which way they would like to proceed on a given issue. Direction to proceed can only be obtained if there is a quorum present and the majority of council members present at a CASM meeting agree on a direction.

Council Direction Request (CDR) – means the document that accompanies the background information that clearly outlines the key points to consider as well as the direction being sought.

Deadline – Refers to amount of time before a CASM that council should be provided with background information on the issue being discussed. Deadlines for the submission of CASM information for council's consideration shall be 12:00 noon on the last business day of the week before a CASM. Failure to meet the deadline will cause the CASM to be postponed.

Essential Question – means the direction from council being sought by administration.

In-camera – means a meeting closed to the general public or municipal employees as deemed appropriate in accordance with section 213 of the *Municipal Act*.

Open Agenda CASM – means a CASM meeting chaired by the mayor with no specific items on the agenda, and allowing individual members of council an opportunity to bring forward items of interest or concern for discussion with council members.

Quorum – means a majority of the whole council or whole committee.

Strategic Questions – means the key questions that must be considered when making a decision on the topic under discussion.

RESPONSIBILITIES

3. City Council shall:
 - (1) Adopt the CASM Process Policy and any amendments thereto.
 - (2) Support the committee chair or designate as the chair of the CASM meeting.
 - (3) Provide the view of the individual members of council at the CASM regarding which way they would like administration to proceed with the matter at hand.
 - (4) Review all background material prior to the CASM.
 - (5) Review the CASM Process Policy at least once per term of council.

4. The City Manager shall:
 - (1) Ensure that all CASM agendas are proofed and approved prior to distribution.
 - (2) Ensure the CASM Process Policy is included on the agenda of the initial legislative workshop of a new council's term of office for review.
 - (3) Recommend changes to the process.
 - (4) Ensure the CASM Process Policy is implemented and that administration complies with the information requirements of the policy.
 - (5) Assist council with interpretation of the policy.
 - (6) Assign the issues to the appropriate administrative resource.

5. The Senior Management Team shall:
 - (1) Review background materials being prepared for CASM and ensure that they present fairly the spectrum of information necessary for council to give direction.

PROCEDURES

6. Order of CASM Agendas
 - (1) Chair's Call to Order – CASM meetings will be chaired by the standing committee chair or designate. Open CASMs will be chaired by the mayor. The chair will ensure there is a quorum, which will allow the meeting to proceed.
 - (2) Key Points Review (15 minutes) – At the beginning of each CASM, administration will provide an abridged version of the background material previously provided to council. Key points of consideration – the Strategic Questions – will be reviewed and clarified.
 - (3) Essential Question – Following the review of background information, administration will pose the essential question to council. The essential question represents the specific direction being sought by administration from council.

- (4) Discussion Phase (35 minutes) – The discussion phase is council's opportunity to discuss and explore their understanding of the subject matter with their council colleagues. Administration is to play a supporting role in these discussions by providing council with information when requested to do so. Each council member is encouraged to speak his/her thoughts during this phase.
 - (5) Direction (10 minutes) – During the direction phase the chair will receive input from each individual council member as to their views and their position on the essential question. Only a majority view of council members present can result in administrative direction.
 - (6) Summary and Confirmation of Direction – At the final stage of the meeting the chair will review key points discussed and provide confirmation to administration of the direction that is to be taken according to the majority of the council members present, which must represent a quorum. Minutes will clearly outline the direction given.
7. A follow-up email will be sent to council by the minute taker and will document the meeting, including a summary of direction given.
 8. Where there are two or more topics of discussion at the same CASM the timeframe of individual procedures will be pro-rated.
 9. Information CASMs where no direction is required from council will be deemed exempt from the procedural timeframes outlined in this policy.

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