

**CITY OF WHITEHORSE
COUNCIL POLICY**



Council and Administration Round Table Policy

Policy Number:	2019-04
Approved by:	Council
Effective date:	October 16, 2019
Department:	Corporate Services

AUTHORITY Council Resolution #2019-18-05 dated October 15, 2019

POLICY STATEMENT

The City of Whitehorse recognizes and intends to uphold the conventions of municipal governance whereby decisions are made by Council in open meetings. Council also recognizes a practical need for a purposeful and effective venue for briefings and discussions on issues that will help move forward Administration's work in anticipation of eventual decision-making by Council.

For that purpose, Council hereby establishes a Council and Administration Round Table (CAR) Policy under the terms of reference attached hereto and forming part of this policy.

For greater certainty, Council also recognizes the reality that there are additional venues in which Council and Administration meet, for instance in intergovernmental meetings. The CAR terms of reference are intended to be specific to Council and Administration Round Table meetings.

DEFINITIONS

Whenever the singular masculine or feminine is used in this policy, it shall be considered as if plural feminine or masculine has been used where the context of the policy so requires.

"Administration" means managers, senior managers and the City manager, as the City's managerial team;

"City" means the City of Whitehorse;

"Council" means the elected Council of the City of Whitehorse.

PRINCIPLES

1. Information-sharing: CARs are intended for information-sharing amongst Council members and Administration, not for decision-making that binds the City.
2. Open-mindedness: Participants are expected to remain open-minded on matters under discussion so that issues and options can be thoroughly canvassed.

3. Integrity: CARs must be conducted with the public interest uppermost in mind, such that they can be held up as a governmentally-sound and effective way to handle information exchanges between Council and Administration within the requirements and conventions of municipal governance and within available time and resources.

RESPONSIBILITIES

4. Council approves this policy, monitors its effectiveness, and addresses any future amendments thereto.

REPEAL OF EXISTING POLICY

5. The CASM Meeting Process Policy adopted by Council resolution #2011-10-16, including all amendments thereto, is hereby repealed.

Supporting References

Municipal Act RSY 2002, c.154

History of Amendments

<u>Date of Council Decision</u>	<u>Reference (Resolution #)</u>	<u>Description</u>
October 15, 2019	2019-18-05	Initial Policy Adopted

TERMS OF REFERENCE:

COUNCIL AND ADMINISTRATION ROUND TABLE (CAR)

Purpose To provide a venue for briefings and informal discussions on issues that are not at a point of decision, to help move forward Administration's work in anticipation of eventual decision-making by Council.

CARs are issue-based, intended to enhance understanding of an issue and identify options requiring further research.

Guiding Principles:

- **Information-sharing:** CARs are intended for information-sharing amongst Council members and Administration, not for decision-making that binds the city.
- **Open-mindedness:** Participants are expected to remain open-minded on matters under discussion so that issues and options can be thoroughly canvassed.
- **Integrity:** CAR meetings will be conducted with the public interest uppermost in mind, and as a governmentally-sound and effective way to handle information exchanges between Council and Administration within the requirements and conventions of municipal governance and within available time and resources.

Participants

- Mayor and Council; senior management; managers of Legislative Services and Strategic Communications; and other staff, subject matter experts, consultants and/or partners as invited or as necessary.

Format

- CARs will typically be scheduled weekly or as needed, between 12:00 noon and 1:00 p.m. on Thursdays. Schedules may be adjusted as needed.
- Generally, these are open meetings. Members of the public and City staff who are not participating in the discussion may attend in the gallery to listen, but unless invited may not participate in the discussion. Council reserves the right to close a meeting when dealing with sensitive matters.
- An "Emerging Issues" agenda item will be scheduled at the end of each meeting, for short updates to Council from the Mayor, Council members or city manager, at which point the public and unaffected staff will be asked to leave the room.

Process

- An agenda, a briefing note on the subject matter and, where possible, additional presentation materials as appropriate will be circulated to Council members on the Friday preceding the CAR.
- While consistent attendance is preferred so CARs are effective, there are no requirements for a quorum of Council in order for a CAR to proceed.

- While moderated by a chairperson, CAR discussions are intended to be informal as compared to regular Council or standing committee meetings to facilitate productive discussion.
- Members of Council will chair CAR meetings, rotating in alphabetical order by last name. The chair's role is to manage the discussion such that all participants wanting to speak have an opportunity to be heard, to ensure the CAR guiding principles are upheld, and to summarize the discussion at the end of the meeting.
- Discussion topics may be proposed by either Council or Administration.
- Generally, meetings will commence with an opening presentation by Administration that briefly introduces the subject matter and defines the issue that will be the focus of the ensuing discussions.
- A record of discussions will be kept in the form of meeting notes, to be circulated amongst the internal participants with the agenda package for a subsequent CAR meeting.

■2019-10-16