

ADMINISTRATIVE REPORT

Subject: Office of the Clerk Status Update and Reconciliation Policy / Plan

Date: September 12, 2022

To: Mayor and Council

From: Gabrielle Lecuyer, Municipal Clerk



ISSUE:

Office of the Clerk Status Update / Reconciliation Policy / Plan

ADMINISTRATIVE RECOMMENDATION:

THAT Council receive report AR-22-0027 from the Municipal Clerk relating to the Office of the Clerk Status Update and the Reconciliation Policy/Plan as information

AND THAT the reconciliation policy be postponed to be included in the new strategic plan with input and mandate for the First Nations Relations Advisory Committee

STRATEGIC IMPACT:

N/A

OPTIONS & ALTERNATIVES:

Council may select to move forward with the reconciliation policy in consultation with the CAO

HISTORY:

- On May 25, 2021 Council approved resolution 692 to agree with the recommendation from the Administration and Finance Executive Committee through the Municipal Clerk (E. Slomke) to establish a Reconciliation Policy/Plan
- In addition the Clerk was directed to review and bring back a number of policies including the remuneration policy, the notice by-law while providing orientation to new staff in the Clerks Office and working on a rotation basis with other staff to Act as the CAO as a result of the CAO retirement
- Like all departments the Clerks Office was also operating for the past two years under a state of emergency as a result of COVID-19 where a number of delivery of certain services required new delivery method in order to maintain compliance requiring new methods of delivery including technology requirements to proceed business of the municipality

ANALYSIS:

- Understanding that the Council role is governance and policy the creation of a reconciliation policy is within Councils mandate
- It is important to balance staff resources vs requests for new policy and programs and the timing (ongoing pandemic, elections, staff turnover, other legislated priorities such as Municipal Freedom of Information that take up staff time. All while we must ensure the current service level is maintained
- Though a reconciliation policy is a policy that we aim to achieve there are other policies that require attention that have not been discussed most importantly the lack of all mandated policies per the Municipal Act where the Town is currently not compliant
- It comes down to setting Council priorities understanding that there is a lot of clean up to be done in large part due to the last two years emergency, staff turnover and lack of resources
- The Town is due for a major review of all policies as they are all very dated and are either non compliant, non enforceable in some cases or no longer relevant as the legislation has been updated or changed
- Current priorities of the Clerks Office
 - Recruitment of Deputy Clerk
 - 2022 Municipal and School Board Election (training, compliance audit, receiving nominations /third party voting/accessibility procedures, candidate info session, communication)
 - Integrity Commissioner and Closed Meeting Investigator RFP issued and under review
 - Issuance of Marriage Licenses and Death Registry (Legislated)
 - Officiate scheduled weddings
 - Commissioner of Oath Services
 - Large influx of Municipal Freedom of Information Request (Legislated) and Information Privacy Commissioner appeals underway
 - Ongoing Council meetings, minutes, agenda, by-laws etc
 - Council orientation
 - Council inaugural ceremony
 - An effective policy requires procedures/ action plan / purpose, goals and priorities example:
 - 1st a focus on reconciliation / indigenous relationship and cultural awareness training for all municipal employees and Council perhaps having a component for the public education as well
 - 2nd consulting and engaging with area first nation which is currently listed as an imperative of the Corporate Strategic Plan to determine the list of key priorities of the policy, being a great start particularly focusing their views and opinions as to what they feel key priorities should look like and then
 - 3rd build the policy and plan example: name change of roads "colonization road" part of the overall action plan within the policy
 - Council's strategic plan expires in November of 2022 this would be an excellent addition to the new strategic plan and potentially rather than have a First Nations Relations Advisory Committee this should be a Committee on Truth and Reconciliation with representatives of First Nations with a mandate to oversee the creation of a policy and plan to be approved by Council

CONSULTATION:

N/A