

Attachment 3

Governance Review Changes and Implementation Timeline

2023		
Council Direction	Mechanism to Implement	Targeted Timeline
1. City of Edmonton staff eligibility and Edmonton residency That Administration prepare amendments to Council Policy/Procedure C575D - Agencies, Boards, Committees and Commissions to reflect approved policy direction that City of Edmonton staff are eligible and residency is required for appointment to Advisory Committees, effective for the 2024 recruitment cycle.	<ul style="list-style-type: none">Council Procedure C575D - Agencies, Boards, Committees and Commissions.	Future City Council meeting
2. Two-year terms and eight-year maximum terms That Administration prepare amendments to Council Policy/Procedure C575D - Agencies, Boards, Committees and Commissions, Bylaw 18156 - Council Committees Bylaw and Advisory Committee establishing bylaws to allow for up to two year terms and eight year maximum term limits, effective for the 2024 recruitment cycle.	<ul style="list-style-type: none">Bylaw 18156 - Council Committees Bylaw.	October 24, 2023, City Council
3. Enable the appointment of alternate members That Administration prepare amendments to Council Policy/Procedure C575D - Agencies, Boards, Committees and Commissions to establish a process for selection of alternate appointments with criteria for the use of alternates, effective for the 2024 recruitment cycle.	<ul style="list-style-type: none">Bylaw 18156 - Council Committees Bylaw.	October 24, 2023, City Council
4. Standardize non-attendance and leave of absences procedures That Administration prepare amendments to Council Policy/Procedure C575D - Agencies, Boards, Committees and Commissions and Advisory Committee establishing bylaws to establish attendance requirements and allow for Advisory Committee members, under certain circumstances, to request leaves of absence.	<ul style="list-style-type: none">Bylaw 18156 - Council Committees Bylaw.	October 24, 2023, City Council
	<ul style="list-style-type: none">Council Procedure C575D - Agencies, Boards, Committees and Commissions.	Future City Council meeting
5. Remove the use of sub-committees That Administration prepare amendments to Bylaw 18156 - Council Committees, Advisory Committee establishing bylaws and Council Policy/Procedure C575D - Agencies, Boards, Committees and Commission to remove Advisory Committee authority to establish sub-committees and prepare any bylaw amendments necessary to ensure consistency across all Advisory Committees.	<ul style="list-style-type: none">Bylaw 18156 - Council Committees Bylaw	October 24, 2023, City Council
6. Advisory rather than advocacy function That Administration prepare bylaw amendments to both Bylaw 14126 - Youth Council and Bylaw 16658 - Women’s Advocacy Voice of Edmonton Committee to remove reference to advocacy activities within the	<ul style="list-style-type: none">Bylaw 20676 - City of Edmonton Youth Council BylawBylaw 20674 - Edmonton Historical	October 24, 2023, City Council

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committee mandates and include any other recommended amendments that clarify Advisory Committees are advisory and not advocacy in nature.	Board Bylaw <ul style="list-style-type: none">Bylaw 20670 - Women's Advisory Voice of Edmonton Committee Bylaw.	
	<ul style="list-style-type: none">Council Procedure C575D - Agencies, Boards, Committees and Commissions.	Future City Council meeting
2024		
Council Direction	Targeted Timeline	
7. Edmonton Historical Board and Edmonton Heritage Council alignment That Administration work with the Edmonton Historical Board to explore the option of realigning its work into that of the Edmonton Heritage Council and report back.	Q1 2024, City Council	
8. Chair compensation for administrative activities That Administration prepare amendments to Council Policy/Procedure C628A - Honoraria and Expenses for City Agencies to allow for Chairs to be compensated for administrative activities.	Q2 2024, City Council	
9. Mandate review That Administration review the mandates of each Advisory Committee and in discussions with each Advisory Committee develop recommendations as to the permanency of each and return to Council.	Q2 2024, City Council	
10. Improve representation of underrepresented groups That Administration work with Advisory Committees to voluntarily request data on current composition of Advisory Committee members including those who identify as Indigenous, Black, racialized, people with disabilities, and 2SLGBTQ+, and provide a report with recommendations, including changes to Council Policy/Procedure C575D - Agencies, Boards, Committees and Commissions to improve representation of underrepresented groups.	Q4 2024, City Council	
2025		
Council Direction	Targeted Timeline	
11. Mandate letters That Administration prepare amendments to Council Policy/Procedure C575D - Agencies, Boards, Committees and Commissions to include a process for Council to issue mandate letters.	Q1 2025, City Council	

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12. Multi-year work plans That Administration draft amendments to Bylaw 18156 - Council Committees and Council Policy/Procedure C575D - Agencies, Boards, Committees and Commissions to include a process for Advisory Committees to submit a multi year work plan once a Council term.	Q1 2025, City Council
13. Informal and formal complaints That Administration provide a report with a proposed plan to have informal complaints and formal complaints managed by a third party including possible financial implications using the Office of the Integrity Commissioner as a model.	Q1 2025, City Council
14. Conflicts of interest That Administration prepare amendments to Bylaw 19870 - Council Committee Code of Conduct to include a schedule with procedures on managing the disclosure of conflicts of interest.	Q1 2025, City Council
TBD	
Council Direction	Targeted Timeline
15. Meeting management support That Administration provide a report outlining the resources required to provide meeting management support to Advisory Committees within the Office of the Clerk, including technology improvements required to ensure compliance with the <i>Municipal Government Act</i> .	TBD
16. Edmonton Historical Board - Advisory rather than advocacy function If the Edmonton Historical Board remains an Advisory Committee of Council, that Administration prepare amendments to Bylaw 13601 - Edmonton Historical Board to remove reference to advocacy activities. <i>Note: to align with other establishing bylaw amendments to clarify advisory function, this change is being brought to the October 24, 2023, City Council meeting.</i>	TBD