



## REVISED COUNCIL POLICY/PROCEDURE - AGENCIES, BOARDS, COMMITTEES AND COMMISSIONS

### Governance Review Implementation

#### RECOMMENDATION

That the revised Council Policy and Procedure C575E - Agencies, Boards, Committees and Commissions, as set out in Attachment 1 of the December 12, 2023, Office of the City Clerk report OCC02197, be approved.

#### Report Purpose

**Council decision required.**

#### Previous Council/Committee Action

At the June 13, 2023, City Council meeting, the following motion passed:

1. That the recommendations, as outlined in revised Attachment 9 of the June 13, 2023, Office of the City Clerk report OCC00580, be approved.
2. That the June 13, 2023, Office of the City Clerk report OCC00580 remain private pursuant to sections 17 (disclosure harmful to personal privacy), 23 (local public body confidences) and 24 (advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

*Note: Council direction with implementation timelines are in Attachment 3.*

## REPORT

### Executive Summary

- The purpose of this report is to advance the implementation of the changes as directed at the June 13, 2023, City Council meeting where the Advisory Committees of Council Governance Review was discussed. The changes in this report include:
  - Requirement for Advisory Committee members to be residents of Edmonton, on a go forward basis.

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- Clarify that City of Edmonton employees are eligible to serve as members.
- A process for leave of absence.
- Clarify that Advisory Committees have an advisory and not an advocacy function.
- At the October 24, 2023, City Council meeting, Council approved the following Phase One Governance Review changes (see Office of the City Clerk report OCC02113):
  - Two-year terms and eight-year maximum terms.
  - Enable the appointment of alternate members.
  - Standardize non-attendance and leave of absences procedures.
  - If approved to do so by Council, Advisory Committees may establish sub-committees.
- Additionally, at the October 24, 2023, City Council meeting, Council repealed and replaced Advisory Committee establishing bylaws to standardize and to:
  - Clarify that Advisory Committees have an advisory and not an advocacy function.
- Additional Governance Review changes will be brought forward after the 2024 civic agency recruitment cycle (see image 2 below).

### **Council Policy/Procedure C575D - Agencies, Boards, Committees and Commissions**

Changes are required to Council Policy and Procedure C575D - Agencies, Boards, Committees and Commissions (Council Policy/Procedure C575D) to implement Governance Review changes.

The proposed changes to the Council Policy C575D are as follows:

- Change policy number from C575D to C575E, to indicate the adoption of the revised Council Policy.
- Update next scheduled review to December 12, 2027, in keeping with best practice.
- "Citizen(s)" has been replaced throughout with "public members".

The proposed changes to the Council Procedure C575D are as follows:

- Update next scheduled review to December 12, 2027, in keeping with best practice.
- Requirement for Advisory Committee members to be residents of Edmonton.
- Clarify that City of Edmonton employees are eligible to serve as Advisory Committee members.
- A process for leave of absence.
- Clarify that Advisory Committees have an advisory and not an advocacy function.
- Updates to reduce duplication with Bylaw 18156 - Council Committees Bylaw and to remove reference to repealed bylaws.

The proposed changes, if approved by Council, will be effective for the 2024 civic agency recruitment cycle. A side-by-side comparison of Council Policy C575D and C575E is not included as the changes are described above. A side-by-side comparison of Council Procedure C575D and C575E is in Attachment 2.

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Proposed Council Policy C575E establishes guidelines on:

- Establishment, maintenance and dissolution of City agencies established by Council.
- Appointments made by Council to City and external agencies.

Proposed Council Procedure C575E provides:

- Guidelines for creation of City agencies.
- Powers and duties of City agencies.
- Duties of members and Chairs.
- Responsibilities of City Manager.
- General appointment and recruitment and selection process guidelines.
- A member evaluation summary.
- Classification structure.

### Background

#### Extended Governance Model and Legislative Framework

As part of its extended governance model, Council has authority under the *Municipal Government Act* to establish Council Committees, including Advisory Committees by bylaw, and to delegate powers, duties or functions. Council's extended governance model refers to the structures, decision-making and policy-setting that support Council in fulfilling its roles and responsibilities (see image 1).

Image 1 - Extended Governance Model



Advisory Committees, are established and accountable to City Council and are governed by:

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- Bylaw 18156 - Council Committees Bylaw.
- Bylaw 18155 - Council Procedures Bylaw.
- Bylaw 19870 - Council Committee Code of Conduct Bylaw.
- Establishing bylaws.
- Policy/ Procedure C575D - Agencies, Boards, Committees and Commission and accompanying Council-approved procedure.
- Policy/ Procedure C628A Honoraria and Expenses for City Agencies Policy and accompanying Council-approved procedure.

Advisory Committees are also required to follow the legislative requirements in provincial statutes, including the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

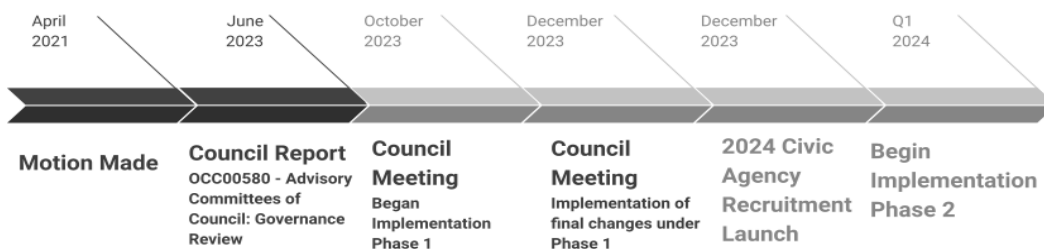
### Governance Review Approach

Four methodologies were used to inform the Governance Review:

1. Interviews/surveys with Council, Administration, Advisory Committee chairs and members and community stakeholders to gather firsthand perspectives and feedback.
2. Environmental/jurisdictional scan to explore how other Canadian cities manage Advisory Committees.
3. Document review of establishing bylaws and other guiding documents.
4. Research scan to identify leading governance practices.

In March 2023, Administration met with Advisory Committee Chairs to share and gather feedback on Governance Review key findings. Chairs expressed general support for the findings and feedback helped inform the recommendations presented to City Council, including the need for clarification on residency requirements and eligibility of employees to serve.

*Image 2 - Governance Review Timeline*



### Other Considerations

Administration continues to review the Council Policy/Procedure to clarify and effectively reflect governance roles and responsibilities. This is a continuous improvement practice that aligns with the Governance Review recommendations and the November 30, 2023, Office of the City Auditor

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report OCA02191, Civic Agencies Governance Audit. It is anticipated that further updates to the Council Policy/Procedure will come forward as a result of this review and in line with the timelines in the Civic Agencies Governance Audit.

### **ATTACHMENTS**

1. Council Policy and Procedure C575E - Agencies, Boards, Committees and Commissions
2. Side-By-Side Comparison - Council Procedure C575D and C575E - Agencies, Boards, Committees and Commissions
3. Governance Review Changes and Implementation Timeline