

**Governance Review Changes and Implementation Timeline**

2023		
Council Direction	Mechanism to Implement	Targeted Timeline
<p><b>1. City of Edmonton staff eligibility and Edmonton residency</b> 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.</p>	<ul style="list-style-type: none"> <li>• Council Procedure C575D - Agencies, Boards, Committees and Commissions.</li> </ul>	<p><b>December 12, 2023, City Council</b></p>
<p><b>2. Two-year terms and eight-year maximum terms</b> 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.</p>	<ul style="list-style-type: none"> <li>• Bylaw 18156 - Council Committees Bylaw.</li> </ul>	<p>Complete - October 24, 2023, City Council</p>
<p><b>3. Enable the appointment of alternate members</b> 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.</p>	<ul style="list-style-type: none"> <li>• Bylaw 18156 - Council Committees Bylaw.</li> </ul>	<p>Complete - October 24, 2023, City Council</p>
<p><b>4. Standardize non-attendance and leave of absences procedures</b> 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.</p>	<ul style="list-style-type: none"> <li>• Bylaw 18156 - Council Committees Bylaw.</li> </ul>	<p>Complete - October 24, 2023, City Council</p>
	<ul style="list-style-type: none"> <li>• Council Procedure C575D - Agencies, Boards, Committees and Commissions.</li> </ul>	<p><b>December 12, 2023, City Council</b></p>
<p><b>5. Remove the use of sub-committees</b> 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.</p>	<ul style="list-style-type: none"> <li>• Bylaw 18156 - Council Committees Bylaw</li> </ul>	<p>Complete -October 24, 2023, City Council</p>
<p><b>6. Advisory rather than advocacy function</b> 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</p>	<ul style="list-style-type: none"> <li>• Bylaw 20676 - City of Edmonton Youth Council Bylaw</li> <li>• Bylaw 20674 - Edmonton Historical</li> </ul>	<p>Complete - October 24, 2023, City Council</p>

**Attachment 3**

<p>committee mandates and include any other recommended amendments that clarify Advisory Committees are advisory and not advocacy in nature.</p>	<p>Board Bylaw</p> <ul style="list-style-type: none"> <li>• Bylaw 20670 - Women's Advisory Voice of Edmonton Committee Bylaw.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Council Procedure C575D - Agencies, Boards, Committees and Commissions.</li> </ul>	<p><b>December 12, 2023, City Council</b></p>
<p><b>2024</b></p>		
<p>Council Direction</p>	<p>Targeted Timeline</p>	
<p><b>7. Edmonton Historical Board and Edmonton Heritage Council alignment</b> 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.</p>	<p>Q1 2024, City Council</p>	
<p><b>8. Chair compensation for administrative activities</b> 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.</p>	<p>Q2 2024, City Council</p>	
<p><b>9. Mandate review</b> 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.</p>	<p>Q2 2024, City Council</p>	
<p><b>10. Improve representation of underrepresented groups</b> 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.</p>	<p>Q4 2024, City Council</p>	
<p><b>2025</b></p>		
<p>Council Direction</p>	<p>Targeted Timeline</p>	
<p><b>11. Mandate letters</b> That Administration prepare amendments to Council Policy/Procedure C575D - Agencies, Boards, Committees and Commissions to include a process for Council to issue mandate letters.</p>	<p>Q1 2025, City Council</p>	

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<p><b>12. Multi-year work plans</b> 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.</p>	<p>Q1 2025, City Council</p>
<p><b>13. Informal and formal complaints</b> 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.</p>	<p>Q1 2025, City Council</p>
<p><b>14. Conflicts of interest</b> 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.</p>	<p>Q1 2025, City Council</p>
<p><b>TBD</b></p>	
<p>Council Direction</p>	<p>Targeted Timeline</p>
<p><b>15. Meeting management support</b> 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>.</p>	<p>TBD</p>
<p><b>16. Edmonton Historical Board - Advisory rather than advocacy function</b> 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></p>	<p>TBD</p>