



Council Services Committee Minutes

May 7, 2024

1:30 p.m.

Council Chamber, 2nd floor, City Hall

Present: A. Knack, E. Rutherford, T. Cartmell, S. Hamilton, M. Janz, A. Paquette, J. Rice, A. Salvador, A. Stevenson, K. Tang, J. Wright

1. Call to Order and Related Business

1.1 Call to Order and Land Acknowledgement

Councillor A. Knack called the meeting to order at 1:31 p.m., Tuesday, May 7, 2024, and acknowledged that Council Services Committee meets on the traditional land of Treaty 6 Territory and the Métis homelands. The Chair also acknowledged the diverse Indigenous peoples whose ancestors' footsteps have marked this territory for centuries such as: Cree, Dene, Saulteaux, Blackfoot, Nakota Sioux, as well as Métis and Inuit, and now settlers from around the world.

1.2 Roll Call

Councillor A. Knack conducted roll call and confirmed the attendance of Members of Council Services Committee.

Councillor K. Principe was absent with notice.

Councillor M. Janz was absent without notice for a portion of the meeting.

A. Giesbrecht, City Clerk, T. Orbell and M. de Guzman, Office of the City Clerk, were also in attendance.

1.3 Adoption of Agenda

Moved by: S. Hamilton

That the May 7, 2024, Council Services Committee meeting agenda be adopted with the following changes:

Addition:

- 7.3 Common/Ward Budget Update - Verbal report

Deletion:

- 7.2 2024 Common Travel Request

In Favour (10): A. Knack, E. Rutherford, T. Cartmell, S. Hamilton, A. Paquette, J. Rice, A. Salvador, A. Stevenson, K. Tang, and J. Wright

Carried (10 to 0)

1.4 Approval of Minutes

Moved by: A. Stevenson

That the minutes from the following meetings be approved:

- September 15, 2023, Council Services Committee
- December 8, 2023, Special Council Services Committee

In Favour (10): A. Knack, E. Rutherford, T. Cartmell, S. Hamilton, A. Paquette, J. Rice, A. Salvador, A. Stevenson, K. Tang, and J. Wright

Carried (10 to 0)

1.5 Protocol Items

There were no Protocol Items.

2. Items for Discussion and Related Business

2.1 Select Items for Debate

The following items were selected for debate: 6.1, 7.1, 7.2 and 9.1.

2.2 Vote on Reports not Selected for Debate

All items were selected for debate.

2.3 Requests to Speak

There were no Requests to Speak.

2.4 Requests for Specific Time on Agenda

Moved by: A. Stevenson

That the following item be dealt with at a specific time on the agenda:

- 9.1 Review of Councillor Staff Classification and Compensation - First item of business

In Favour (10): A. Knack, E. Rutherford, T. Cartmell, S. Hamilton, A. Paquette, J. Rice, A. Salvador, A. Stevenson, K. Tang, and J. Wright

Carried (10 to 0)

3. Councillor Inquiries

There were no Councillor Inquiries.

4. Reports to be Dealt with at a Different Meeting

There were no Reports to be Dealt with at a Different Meeting.

5. Requests to Reschedule Reports

There were no Requests to Reschedule Reports.

6. Unfinished Business

6.1 Councillors Budget Review Task Force Recommendation Follow Up

Council Services met in private at 1:38 p.m., Tuesday, May 7, 2024, pursuant to sections 17 (disclosure harmful to personal privacy) and 24 (advice from officials) of the *Freedom of Information and Protection of Privacy Act* for the discussion of item 6.1.

The following members of Administration's delegation answered questions:

- A. Giesbrecht, City Clerk
- O. Zakoc, Financial and Corporate Services
- V. Hinderks, Office of the City Clerk

Council Services met in public at 2:34 p.m., Tuesday, May 7, 2024.

**Clerk's note: The motions to move in private and public are under item 9.1 - Review of Councillor Staff Classification and Compensation.*

Moved by: A. Stevenson

1. That Attachments 1, 2, 3 and 4 of the January 24, 2024, Office of the City Clerk report OCC02334 remain private pursuant to sections 17 (disclosure harmful to personal privacy) and 24 (advice from officials) of the *Freedom of Information and Protection of Privacy Act*.
2. That Council Services Committee recommend to City Council:

That the Office of the Councillors Budget Review Task Force: Final Report (OCC01933) be made available to the public and redacted as required by the *Freedom of Information and Protection of Privacy Act*.

In Favour (10): A. Knack, E. Rutherford, T. Cartmell, S. Hamilton, A. Paquette, J. Rice, A. Salvador, A. Stevenson, K. Tang, and J. Wright

Carried (10 to 0)

Moved by: A. Stevenson

That Administration draft revisions to Council Policy C618B Councillors' Budget and Expenses to make mail outs an allowable expense within the common budget (postage and printing), and consideration for other financial impacts.

Amendment:

Moved by: J. Wright

That "printing" be deleted.

In Favour (7): T. Cartmell, S. Hamilton, M. Janz, A. Paquette, J. Rice, K. Tang, and J. Wright

Opposed (4): A. Knack, E. Rutherford, A. Salvador, and A. Stevenson

Carried (7 to 4)

Motion as Amended, put:

Moved by: A. Stevenson

That Administration draft revisions to Council Policy C618B Councillors' Budget and Expenses to make mail outs an allowable expense within the common budget (postage), and consideration for other financial impacts.

In Favour (9): A. Knack, E. Rutherford, S. Hamilton, M. Janz, A. Paquette, A. Salvador, A. Stevenson, K. Tang, and J. Wright

Opposed (2): T. Cartmell, and J. Rice

Carried (9 to 2)

Moved by: A. Stevenson

That Administration:

- Cancel the Alberta Art Gallery rental program for the Councillors' Office public areas.
- No longer provide hospitality (drinks, etc.) for meetings of 30 minutes or less
- Amend Policy C618B Councillors' Budget and Expenses Policy to allow for electronic approvals and delegated financial authority
- Amend Policy C618B Councillors' Budget and Expenses Policy to allow the Manager, Councillors' Office Liaison Team to approve common event infrastructure expenses to a specified limit to add to a common inventory.

In Favour (11): A. Knack, E. Rutherford, T. Cartmell, S. Hamilton, M. Janz, A. Paquette, J. Rice, A. Salvador, A. Stevenson, K. Tang, and J. Wright

Carried (11 to 0)

7. Public Reports

7.1 Invitations to Events

The following member of Administration's delegation made a presentation and answered questions:

- A. Giesbrecht, City Clerk

The following members of Administration's delegation answered questions:

- L. Holmes, Office of the City Manager
- V. Hinderks, Office of the City Clerk

Moved by: S. Hamilton

That the December 8, 2023, Office of the City Clerk report OCC02213, be received for information.

In Favour (11): A. Knack, E. Rutherford, T. Cartmell, S. Hamilton, M. Janz, A. Paquette, J. Rice, A. Salvador, A. Stevenson, K. Tang, and J. Wright

Carried (11 to 0)

7.2 2024 Common Travel Request

This item was deleted from the agenda (see item 1.3).

7.3 Common/Ward Budget Update - Verbal report

The following member of Administration's delegation made a presentation:

- O. Zakoc, Financial and Corporate Services

Moved by: A. Paquette

That the May 7, 2024, Office of the City Clerk verbal report OCC02489, be received for information.

In Favour (10): A. Knack, E. Rutherford, T. Cartmell, S. Hamilton, A. Paquette, J. Rice, A. Salvador, A. Stevenson, K. Tang, and J. Wright

Carried (10 to 0)

8. Responses to Councillor Inquiries

There were no Responses to Councillor Inquiries on the agenda.

9. Private Reports

9.1 Review of Councillor Staff Classification and Compensation

Moved by: J. Wright

That Council Services Committee meet in private pursuant to sections 17 (disclosure harmful to personal privacy), 24 (advice from officials) and 25 (disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act* for the discussion of items 6.1 and 9.1.

In Favour (10): A. Knack, E. Rutherford, T. Cartmell, S. Hamilton, A. Paquette, J. Rice, A. Salvador, A. Stevenson, K. Tang, and J. Wright

Carried (10 to 0)

Council Services Committee met in private at 1:38 p.m., Tuesday, May 7, 2024.

The following members of Administration's delegation answered questions:

- H. Obermeier, Employee and Legal Services
- O. Zakoc, Financial and Corporate Services
- V. Hinderks, Office of the City Clerk
- H. Rai, Financial and Corporate Services
- C. Taylor, Acting Chief People Office and City Solicitor

A. Giesbrecht, City Clerk, answered questions.

That Council Services Committee meet in public.

Council Services Committee met in public at 2:34 p.m., Tuesday, May 7, 2024.

Moved by: A. Stevenson

1. That a new Communication - Social Media Advisor be added to the existing classifications provided to the Councillor's Office as outlined in the May 7, 2024, Employee and Legal Services report ELS02423 report.
2. That Administration provide policy amendments as required to:
 - a. policy C608A Human Resources Management for Council Staff, and
 - b. associated procedure documents including Reference Guide for Councillors: Administrative Services, so that the new Communication - Social Media Advisor classification for Councillors' Office and alternative titles as outlined in the May 7, 2024, Employee and Legal Services report ELS02423.
3. That the May 7, 2024, Employee and Legal Services report ELS02423 remain private pursuant to sections 24 (advice from officials) and 25 (disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act*.

In Favour (10): A. Knack, E. Rutherford, T. Cartmell, S. Hamilton, A. Paquette, J. Rice, A. Salvador, A. Stevenson, K. Tang, and J. Wright

Carried (10 to 0)

10. Motions Pending

There were no Motions Pending on the agenda.

11. Notices of Motion and Motions without Customary Notice

Councillor A. Knack asked whether there were any Notices of Motion. There were none.

12. Adjournment

The meeting adjourned at 4:18 p.m., Tuesday, May 7, 2024.

Chair

City Clerk