

Attachment 1

Overview of Actions Directed by Council Services Committee and Follow Up

	Actions	Target Completion	Progress to Date
1	Consider how to include in the appropriate policy tool the ability for Elected Official to work from home and charge their home office expenses	Completed	An amendment to the Councillors Budget and Expenses Policy C618B has been included in the November 6, 2024, Office of the City Clerk report
2	Consider updates to Policy C608 Human Resources Management for Council Staff to include a hybrid working arrangement	Completed	OCC02713 to enable Councillors to incur office expenses outside of City Hall. Following review, no further updates are required to existing policies to enable Council staff to work from home as there are existing structures in place.
3	Undertake a review and classification of current Councillors' Office staff positions, including considerations for additional classifications	Completed	Presented at the May 7, 2024, Council Services Committee meeting.
4	Explore how to create a centralized resource for Councillors and their staff to key corporate resources (e.g., infrastructure to support ward events)	Completed	A Google Site was launched August 14, 2024. An amendment to the Councillors Budget and Expenses Policy C618B to address this has been included in the November 6, 2024, Office of the City Clerk report OCC02713 to support Councillor access to common infrastructure to support ward events following direction from the May 7, 2024, Council Services Committee Meeting.

Attachment 1

5	Consider how to ensure equity regarding ward mail-outs, and access to digital communications resources	Completed	An amendment to the Councillors Budget and Expenses Policy has been included in the November 6, 2024, Office of the City Clerk report OCC02713 following direction from the May 7, 2024 Council Services Committee Meeting.
6	Update the previous Constituency Office Report from 2019	Completed	On January 21, 2020, up to ten meeting room rental fees were waived for City community or recreation centres for Councillors and the Office of the Mayor. In October 2024, Administration amended the administrative guideline so that rental rooms would be applied at no cost for all City of Edmonton departments, including Councillors and the Office of the Mayor.
7	Explore options for providing greater flexibility and equitable access to removing barriers to participate in Councillor duties as per resources in Policy C618B Councillors Budget and Expenses	Completed	Options presented at February 21, 2025, Council Services Committee OCC02918 Council Services Committee Requests Fourth Quarter 2024 Update.
8	Provide information on different approaches to donation requests from the public	Completed	Presented at the May 7, 2024, Council Services Committee meeting.
9	Explore policy changes to enable Councillors when traveling on behalf of the Corporation or one of the City of Edmonton corporations to be covered by resources outside the Common budget	Completed	An amendment to the Councillors Budget and Expenses Policy to address this has been included in the November 6, 2024, Office of the City Clerk report OCC02713.

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10	That Administration present previous work regarding the ward boundary review at the next Council Services Committee meeting	Completed	Presented at December 8, 2023, Special Council Services Committee meeting.
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