

### Summary of Council Governance Direction and Implementation Status

The following summarizes prior Council direction related to Council Committee governance and outlines the status, implementation tools, and alignment with the proposed Governance Framework for Council Committees.

| Status                                                                              | Council Direction (June 13, 2023)                                                                                                                                                                                                                                                                                                                                                                     | Completion Date                 | Implementation Tool                                                     | How the Governance Framework Responds                                                 |
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|    | <b>1. City of Edmonton staff eligibility and Edmonton residency</b><br>That Administration prepare amendments to Council Policy/Procedure C575D <sup>1</sup> - 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. | December 12, 2023, City Council | Council Procedure C575D - Agencies, Boards, Committees and Commissions. | Framework clarifies governance role, membership expectations, and lifecycle oversight |
|  | <b>2. Two-year terms and eight-year maximum terms</b><br>That Administration prepare amendments to Council Policy/Procedure C575D - Agencies, Boards, Committees and Commissions, Bylaw 18156 - Council Committees Bylaw and                                                                                                                                                                          | December 12, 2023, City Council | Bylaw 18156 - Council Committees Bylaw.                                 | Framework supports lifecycle governance by aligning term limits and appointment       |

<sup>1</sup> On December 12, 2023, Council approved changes to Council Policy/Procedure C575D to implement governance review changes. Council Policy/Procedure C575D is now Council Policy/Procedure C575E.

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|   | Advisory Committee establishing bylaws to allow for up to two year terms and eight year maximum term limits, effective for the 2024 recruitment cycle.                                                                                                                                                                                                                                |                                 |                                                                                                                           | practices with Council term                                                                 |
| ✓ | <b>3. Enable the appointment of alternate members</b><br>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.                                                    | October 24, 2023, City Council  | Bylaw 18156 - Council Committees Bylaw.                                                                                   | Framework clarifies governance roles, committee composition, and participation expectations |
| ✓ | <b>4. Standardize non-attendance and leave of absences procedures</b><br>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. | October 24, 2023, City Council  | Bylaw 18156 - Council Committees Bylaw.                                                                                   | Framework clarifies governance roles, committee composition, and participation expectations |
|   |                                                                                                                                                                                                                                                                                                                                                                                       | December 12, 2023, City Council | Council Procedure C575D - Agencies, Boards, Committees and Commissions.<br><br>Complete - December 12, 2023, City Council |                                                                                             |

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|  | <p>5. <b>Remove the use of sub-committees</b><br/>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> | <p>October 24, 2023, City Council</p> | <p>Bylaw 18156 - Council Committees Bylaw.</p>                                                                                                                                    | <p>Framework introduces clearer governance oversight of subcommittee structures through Terms of Reference, Two-Year Work Plans, and structured evaluation processes</p> |
|  | <p>6. <b>Advisory rather than advocacy function</b><br/>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 committee mandates and include any other recommended amendments that clarify Advisory Committees are advisory and not advocacy in nature.</p>                   | <p>October 24, 2023, City Council</p> | <p>Bylaw 20676 - City of Edmonton Youth Council Bylaw<br/>Bylaw 20674 - Edmonton Historical Board Bylaw<br/>Bylaw 20670 - Women's Advisory Voice of Edmonton Committee Bylaw.</p> | <p>Framework strengthens governance clarity by reinforcing advisory functions through mandate alignment, lifecycle governance, and structured evaluation processes</p>   |
|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>December 12, 2023, City</p>        | <p>Council Procedure C575D - Agencies,</p>                                                                                                                                        |                                                                                                                                                                          |

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|  | <p><b>7. Edmonton Historical Board - Advisory rather than advocacy function</b></p> <p>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.</p> <p><i>Note: to align with other establishing bylaw amendments to clarify advisory function, this change was brought to the October 24, 2023, City Council meeting.</i></p> | October 24, 2023, City Council | Bylaw 20674 - Edmonton Historical Board Bylaw                              | Framework strengthens governance clarity by reinforcing advisory functions through mandate alignment, lifecycle governance, and structured evaluation processes |
|  | <p><b>8. Chair compensation for administrative activities</b></p> <p>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>                                                                                                                                                                                                             | June 10, 2025, City Council    | Council Policy/Procedure C628A - Honoraria and Expenses for City Agencies. | Framework clarifies roles and responsibilities through Terms of Reference, Two-Year Work Plans, and evaluation processes                                        |
|                                                                                   | <p><b>9. Mandate review</b></p> <p>That Administration review the mandates of each Advisory Committee and in discussions with each Advisory Committee develop recommendations as to the permanency of</p>                                                                                                                                                                                                                                                                     | Pending Framework Approval     | Governance Framework<br><br>Advisory                                       | Framework introduces structured mandate alignment through                                                                                                       |

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|  | each and return to Council.                                                                                                                                                                                                                                                                         |                            | Committees establishing bylaws.                                                                                                   | Council-approved mandates, Two-Year Work Plans, and evaluation processes                                                           |
|  | <b>10. Mandate letters</b><br>That Administration prepare amendments to Council Policy/Procedure C575E - Agencies, Boards, Committees and Commissions to include a process for Council to issue mandate letters.                                                                                    | Pending Framework Approval | Governance Framework<br><br>Council Procedure C575E - Agencies, Boards, Committees and Commissions.                               | Framework introduces structured mandate alignment through Council-approved mandates, Two-Year Work Plans, and evaluation processes |
|  | <b>11. Multi-year work plans</b><br>That Administration draft amendments to Bylaw 18156 - Council Committees and Council Policy/Procedure C575E - Agencies, Boards, Committees and Commissions to include a process for Advisory Committees to submit a multi-year work plan once per Council term. | Pending Framework Approval | Governance Framework<br><br>Bylaw 18156 - Council Committees Bylaw.<br>Council Procedure C575E - Agencies, Boards, Committees and | Framework formalizes Two-Year Work Plans as part of the governance lifecycle                                                       |

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|  | <p><b>12. Informal and formal complaints</b></p> <p>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>                                                                         | Pending Framework Approval                       | Governance Framework                                                                                       | Framework strengthens governance clarity and lifecycle oversight                                                        |
|  | <p><b>13. Conflicts of interest</b></p> <p>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>                                                                                                                                       | Bylaw 19870 repealed - Action No Longer Required | Governance Framework                                                                                       | Framework reinforces governance expectations through roles, governance pathways, and lifecycle oversight                |
|  | <p><b>14. Improve representation of underrepresented groups</b></p> <p>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</p> | Policy Review Cycle in 2027                      | <p>Governance Framework</p> <p>Council Procedure C575E - Agencies, Boards, Committees and Commissions.</p> | Framework supports inclusive governance. Two-year Work Plans and evaluation processes provides opportunities to monitor |

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|  | changes to Council Policy/Procedure C575E - Agencies, Boards, Committees and Commissions to improve representation of underrepresented groups.                                                                                                                                                                                   |                            |                                                                         | representation and future policy updates                                                                                                      |
|  | <p><b>15. Edmonton Historical Board and Edmonton Heritage Council alignment</b></p> <p>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>                                                                  | Q3, 2026                   | Bylaw 20674 - Edmonton Historical Board Bylaw.                          | Framework introduces lifecycle governance and evaluation processes to enable council to consider structural alignment and mandate adjustments |
|  | <p><b>16. Meeting management support</b></p> <p>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> | Pending Framework Approval | Council Procedure C575E - Agencies, Boards, Committees and Commissions. | Framework establishes consistent governance practices, reporting cycles and evaluation processes for committee structure and workload         |

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| ✓                                                      | <b>17. Confidential recommendation on putting an Advisory Committee on hold</b>                                                                 | Pending Framework Approval                                                                                                                                                                           | Governance Framework | Framework introduces lifecycle governance and evaluation processes to enable council to consider continuing, restructuring or sunseting Committees |
| <b>City Auditor Recommendation (November 14, 2023)</b> |                                                                                                                                                 | <b>Notes</b>                                                                                                                                                                                         |                      | <b>How the Governance Framework Responds</b>                                                                                                       |
| ✓                                                      | <b>1. Roles and Responsibilities</b><br>Provide City Council with updated roles and responsibilities of City staff involved with city agencies. | On October 29, 2024, the Office of the City Clerk provided a memo to both Office of the City Auditor and City Council providing information on the updated city agencies roles and responsibilities. |                      | Framework clarifies governance roles between Council, Administration, and Committees                                                               |
|                                                        | <b>2. Mandate</b><br>Provide City Council the support it requires to regularly review the mandates of Advisory Committees.                      | Pending Framework Approval                                                                                                                                                                           |                      | Framework introduces structured mandate review through Two Year Work Plans and evaluation processes                                                |



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|  | <b>3. Reporting Requirements</b><br>Provide City Council with reporting requirements for Advisory Committees and Decision-Making Boards to report enough information for Council to assess progress against their mandates.                                                           | Office of the City Clerk provided a memo to Council on December 14, 2023, outlining reporting requirements for Council Committees to help Council prepare for Annual Reports and Work Plans of Council Committees. Templates were provided to all Council Committees for the 2024 Annual Report and will continue moving forward | Framework establishes consistent governance practices, reporting cycles and evaluation processes                        |
|  | <b>4. Training Requirements</b><br>Update the training requirements, including who is responsible for conducting the training, for Advisory Committees and Decision Making Board Members to provide the information and tools they need to be prepared for their role with an agency. | On October 29, 2024, the Office of the City Clerk provided a memo to both Office of the City Auditor and City Council providing information on the updated city agencies roles and responsibilities, including training.                                                                                                         | Framework reinforces governance clarity through defined roles, evaluation processes, and lifecycle governance practices |

The Governance Framework represents the next phase of Council's governance direction by consolidating prior Council motions, audit recommendations, and engagement findings into a consistent governance model for Council Committees.