

## Comparison of Processes – City Policy C575

Process/Sections Under New Policy	What Is The Same	What is New	Benefits
<p>Appointments under Policy C472F – Appointment Process to Certain Key Boards</p> <p><b>Sections 9, 14 &amp; 16 and Schedule 1</b></p>	<p>Recruitment for specific boards make use of an external search consultant</p> <p>Search consultant works with the Board Chair when drafting profile and developing recommended short list</p> <p>Council approves recruitment profile</p> <p>Council determines short list, conducts interviews, and makes appointment</p>	<p>Search consultant may be utilized for boards where Council does not do the selecting – such as Audit Committee</p> <p>Policy identifies the process to be used rather than identifying specific boards as “key boards”</p> <p>No longer hiring one search consultant for a three-year timeframe – funding of a search consultant was not consistent as long breaks between searches occurred and one consultant did not necessarily have the expertise to complete all searches</p>	<p>The use and funding of search consultants will be determined on a case by case basis to allow for maximum flexibility</p>

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<p>Appointments under Policy C473C – Appointment of Members of Council to Civic Agencies</p> <p><b>Sections 9 &amp; 10 and Schedule 1</b></p>	<p>Council makes the appointment of Councillors</p> <p>Table with classification description and appointment principles</p> <p>City Administration will not be appointed as a voting member to the same board to which Council appoints a Councillor</p> <p>Appointments are for one year to a maximum of six years</p>	<p>Two classifications have been added that of “Statutory Agencies” and “Corporate Body”</p> <p>The “New Agencies” classification has been removed as all new agencies fit into one of the classifications and this classification had never been used</p> <p>Principles have been expanded to include when citizens and City Administration should be appointed</p> <p>Council’s process to make all appointments after an election has been documented</p> <p>A two-year cooling off period before Councillors may be appointed to committees of Council has been added.</p>	<p>Adding two classifications will more accurately reflect the nature of the different types of boards, as well as who the City should appoint</p> <p>Principles are consistent with Council’s current practices</p> <p>Council may vary from these appointment principles in the establishing bylaws</p> <p>Documenting Council’s process after elections provides clarity to all new and returning Councillors</p> <p>The respect for the authority of Councillors and the regard that citizens and Administration has for Councillors can be a difficult adjustment; a break of two years would help to separate the role of a Councillor from the role of an individual.</p>

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<p>Appointments under Policy C475A – Civic Agencies Appointments</p> <p><b>Sections 9 &amp; 14 and Schedule 1</b></p>	<p>Age restrictions: for advisory committees can be 13 or older and require guardian consent ; decision-making bodies and external agencies must be 18 or older</p> <p>Standing Committees complete the selection activities which include: discussion with Chair, short listing, interviews, and recommendations to Council</p> <p>Appointments are for one year to a maximum of six years</p>	<p>Upon leaving a certain board, there is a requirement to remain off <b>that</b> board for two years (instead of the current moratorium of two years from <b>all</b> boards)</p> <p>Basic recruitment process has been documented to reflect current practices and the intent that ideally the citizens appointed to City Agencies will reflect the diversity of the communities of Edmonton</p> <p>For decision-making boards, the board chairs review applications received and attend meeting at which short listing is completed</p>	<p>The City is in a unique position with different levels of board work available (advisory, decision-making, quasi-judicial) – allowing an individual to move to different boards without a break can help them to build their expertise more quickly – this is recommended by past and current board members</p> <p>The trial process with the Chair of the Greater Edmonton Foundation in attendance during short listing was successful – all decision-making boards were in favour of this collaborative process</p> <p>Having the board chair of an advisory committee involved in short listing is not recommended as only half of the advisory committees were in favour of the process</p>

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<p>Appointments under Policy C478 – Process for Appointments and Reappointments of Members to City of Edmonton Quasi-Judicial Boards</p> <p><b>Sections 9, 11, 14 &amp; 15 and Schedule 1</b></p>	<p>Standing Committee completes the selection activities which include: discussion with Chair, short listing, interviews, and recommendations to Council</p> <p>Standing Committee selects members and board Chairs</p> <p>Standing Committee approves the recruitment profiles</p> <p>Board Administration assists by reviewing applications and indicating which candidates most closely match the recruitment profile</p>		<p>No Changes</p>

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<p>Reporting Processes under Policy C476C – Civic Agencies Reporting</p> <p><b>Sections 5 &amp; 7</b></p>	<p>City agencies are required to submit an activity report by March 31 each year</p> <p>Agencies with citizen vacancies are required to meet with the Standing Committee</p> <p>Agencies with citizen members are required to have performance criteria, and to evaluate members prior to reappointment and to recommend reappointments to the Standing Committee – Attachment 3 remains unchanged (Schedule 2 in new policy)</p> <p>The Chair may request assistance during the evaluation process</p> <p>Where an agency has a process in place that satisfies the intent of Council’s requirements for evaluations, they may continue to use that process</p>	<p>Attachment 1 and 2 have been removed – “Elements of Activity Reports” and “Elements of Appointment Reports” – this detail will be included in the training program for agencies</p> <p>Schedule 1 – Supporting or Interfacing Departments has been removed -- under the policy the City Clerk had the ability to update the schedule without returning to Council</p> <p>Special reports by members of civic agencies has been removed – this allowed individual board members to send a report to Council on his or her own initiative</p> <p>When reappointments are recommended, the chair will have the option of submitting a written membership report without attending the meeting of the Standing Committee – Council has allowed this option in the past</p>	<p>Training for agencies is being individualized – the current guidelines were not applicable to all agencies and some found it confusing; we believe that delivery of board specific training will be more beneficial to the agencies and to Council</p> <p>The information in the former Schedule 1 is available on the City’s website and does not need to be kept in two places</p> <p>The work of boards is that of group decisions and the boards were opposed to individuals being able to formally report to Council on board activities – some boards however recommended that whistleblower protection be in place – this could be looked into if Council wishes</p> <p>Making reappointment reports optional as to attendance, documents what Council has already allowed and is seen as being respectful of time – the Standing</p>

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			Committee and Council have the ability to direct the chair to attend if they have questions
Principles  <b>Section 2</b>	<b>NEW</b>	Recognizes that: <ul style="list-style-type: none"> <li>• it is important to provide opportunities for Council to engage citizens</li> <li>• volunteer participation on agencies will be respected and fair structures for involvement will be in place</li> <li>• members of agencies must have a clear understanding of their role and reporting requirements</li> <li>• the role of Council committees must be reviewed periodically to maintain their effectiveness</li> <li>• members of agencies and the staff that support them must be appropriately skilled and have sufficient resources</li> <li>• documents the intent that ideally citizens serving on City Agencies should reflect the diversity of the communities of Edmonton</li> </ul>	The principles connect the policy with other policy decisions of Council for consistency; they provide a framework under which City agencies will have a clear understanding of their role, their connection to Council, and their reporting requirements; and recognize that citizens want to have a meaningful role and that appropriate resources will be provided

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<p>Creation of City Agencies</p> <p><b>Section 3</b></p>	<p><b>NEW</b></p>	<p>Section 3 provides guidelines for the use and establishment of Council committees, such as:</p> <ul style="list-style-type: none"> <li>• created to provide advice, make decisions, or adjudicate upon particular City matters</li> <li>• advisory and ad hoc committees will complete their work within a single Council term</li> <li>• committees created solely to provide advice to Council will have “advisory committee” within their name</li> </ul>	<p>This section provides clarity around the purpose for which Council creates committees and the information that needs to be stated when they are created – this will help to ensure that Council committees are effective and have a clear direction</p> <p>Advisory and Ad Hoc committees are created by a particular Council at a particular time to address a particular issue and in time, the reason for their existence can become muddled. What is relevant for one Council may not be relevant for successive Councils. Setting a time limit for these committees would ensure that the committees are effective throughout their existence – if it is anticipated that a committee will be needed for longer than one Council term, the establishing bylaw can state the time required</p>

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<p>Powers of City Agencies</p> <p><b>Section 4</b></p>	<p><b>NEW</b></p>	<p>City agencies may:</p> <ul style="list-style-type: none"> <li>• establish their own work plan</li> <li>• establish sub-committees to advise them</li> <li>• ask the City Manager for assistance</li> </ul>	<p>Committees of Council perform functions as directed by Council and this section provides clarity around their ability to plan and organize their work as needed with resources provided by the City Manager – this does not mean that the City Manager must provide unlimited resources, Council committees must be reasonable in their requests and stay within the budgetary limits set for the committee</p>
<p>Duties of Members</p> <p><b>Section 6</b></p>	<p><b>NEW</b></p>	<p>Members of City agencies will:</p> <ul style="list-style-type: none"> <li>• familiarize themselves with documents governing the activities of the agency</li> <li>• participate in training and meetings</li> <li>• follow rules regarding conflicts of interest and ethical behavior</li> </ul>	<p>This section provides basic information regarding serving as a member of a committee – the committees have asked that in addition to providing clarity in this policy, that training beyond the current orientation be provided to all members; Administration will be providing additional training to members starting in 2014</p>



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Responsibilities of City Manager <b>Section 8</b>	<b>NEW</b>	For clarity, Section 8 documents the support already being provided by the City Manager to City Agencies  Section 8(c) sets out that when a City Agency and Administration differ on significant issues, that a report will be provided to Council requesting direction	This section provides clarity around roles and responsibilities  This section also recognizes that Council may need to clarify expectations from time to time, and provides a process for Council to make such decisions
Externally-Nominated Appointments – Additional Guidelines <b>Section 12</b>	<b>NEW</b>	Organizations that recommend appointments to Council will provide sufficient information about appointees to afford Council with an understanding of the individual it is being asked to appoint	This section documents current practice and the intent to provide Council with information about why a particular individual is being recommended for appointment
External Agency Appointments <b>Section 13</b>	<b>NEW</b>	Section 13 provides the understanding that City appointees to external organizations are responsible to the organization to which they are appointed  If Council wishes, Council will direct Administration or Councillor appointees to convey Council's position to the agency.	This section clarifies the role of individuals appointed by Council to external organizations; and that if Council has a point of view that should be taken into consideration, the information should be shared with the entire board

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<p>Recognition</p> <p><b>Section 17</b></p>	<p><b>NEW</b></p>	<p>Members appointed by Council will be congratulated by letter upon appointment and retirement, and any additional recognition will be done at the board level</p>	<p>This section documents current practice and provides clarity around the responsibility to provide recognition</p>
<p>Expenses and Remuneration</p> <p><b>Section 18</b></p>	<p><b>NEW</b></p>	<p>Citizen members will be compensated for any out-of-pocket expenses in the performance of their duties, including child care; and that compensation will be in a manner consistent with that of the City's travel reimbursement policies applicable to City employees for attendance at duties that require out-of-town travel</p> <p>Remuneration will be reviewed at least once in each Council term</p>	<p>This section documents current practice for expenses as approved by Council in 1995 and recommends that remuneration be reviewed regularly</p> <p>Directing that remuneration be reviewed at least once in every term will address the hesitancy that some boards may have in addressing this issue and ensure that remuneration does not become a barrier to attracting individuals to serve on a board</p>