

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Thursday, January 10, 2019** in Council Chambers at 11:30 a.m. with the following attendance:

PRESENT:

Councillor A.M. Campbell, Chair
Councillor B.A. Crowson, Vice Chair
Councillor J.A. Coffman

OTHERS:

J. Meli, Director, City Manager's Office
A. Neufeld, City Clerk
S. Silsbe, Recording Secretary

ABSENT:

Councillor R. K. Parker

1. APPROVAL OF MINUTES:

B.A. Crowson:

THAT the minutes of the December 6, 2018 meeting be approved.

----- CARRIED

2. APPROVAL OF AGENDA:

B.A. Crowson:

THAT the agenda for January 10, 2019 meeting be approved.

----- CARRIED

3. AGENDA ITEMS:

a) Update on Procedure Bylaw Process – Aleta Neufeld, City Clerk

Councillor Crowson informed the group that they making good progress on the Procedure Bylaw. Councillor Coffman added that they are working on modernizing the language. The Committee thought it would be best to present the bylaw to the rest of Council instead of OEG.

ACTION: *Ms. Neufeld will add the Procedure Bylaw draft, upon completion, to an off Monday Agenda as an Information Session to be shared with Council.*

b) Update on Governance Review – Jody Meli, Director, City Manager's Office

Jody Meli, Director, City Manager's Office, spoke to the Committee about the importance of scheduling a meeting for the Governance Review. Ms. Meli said they should start with a scoping document and bring it back to the OEG Committee.

Councillor Crowson shared that when they work on Governance Review and look at Standing Committees, that they are covering the entire spectrum of city work with all Committees. The group agreed that the review will give ideas on how to be more efficient and better at decision making in the future.

ACTIONS:

- *Ms. Meli to work with Councillor Coffman on preparing a scoping document.*
- *Councillor Crowson is to share documents and other information with Ms. Meli on items that should be included.*

c) Committee Update to Council

Aleta Neufeld, City Clerk, asked the group if there is anything that they would like to add or remove in the draft Council Update for the next City Council Meeting Agenda. Councillor Coffman shared that no work on the tasks referred to OEG from the Finance Committee has been initiated. It would be good to develop a work plan by the end of this year, as Resolution N93 deserves attention sooner rather than later.

B.A. Crowson:

THAT the Open and Effective Government Committee accept all resolutions referred from the Finance Committee and that any work on these resolutions shall begin after the Governance Review and Procedure Bylaw have been completed.

----- **CARRIED**

Jody Meli, Director, City Manager's Office, updated the group on the budget communications process and let the group know that the Communications Department has hired a new person to support Council and will be presenting to either OEG or Council in the future

d) Committee Round Table Discussion

Councillor Campbell said that the Chinook Arch Regional Library Board appoints a representative from the City to attend their board meetings and this person hasn't attended the last 3 meetings. The group had a discussion regarding attendance.

ACTION: *Ms. Neufeld will look into who represents the City for the Chinook Arch Regional Library Board and follow up with them as well as with Terra Plato, CEO of the Lethbridge Library.*

4. UNFINISHED BUSINESS:

- a)** Council Work Plan Review – Jody Meli, Director, City Manager's Office

Jody Meli, Director, City Manager's Office, reminded the group that there is a meeting scheduled for Monday, January 14, 2019 to work on the Work Plan Review. Ms. Meli said that there will be another meeting scheduled to complete the review at a later date.

- b) Review of Get Involved Site regarding Future Use – Nicole Mitton, Manager, Community and Strategic Initiatives

Deferred to April 2019 OEG Meeting

- c) Public Engagement Discussion – Nicole Mitton, Manager, Community and Strategic Initiatives

Deferred to April 2019 OEG Meeting

5. NEW BUSINESS:

6. ADJOURN:

THAT the meeting be adjourned until Thursday, February 7, 2019.

7. UPCOMING MEETINGS:

- March 7, 2019 (11:30 a.m. – 1:30 p.m.)

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Thursday, February 7, 2019** in Council Chambers at 11:30 a.m. with the following attendance:

PRESENT:

Councillor A.M. Campbell, Chair
Councillor B.A. Crowson, Vice Chair
Councillor J.A. Coffman
Councillor R. K. Parker

OTHERS:

J. Meli, Director, City Manager's Office
A. Neufeld, City Clerk
G. Woods, Manager, Corporate Strategic Initiative
S. Silsbe, Recording Secretary

1. APPROVAL OF MINUTES:

B.A. Crowson:

THAT the minutes of the January 10, 2019 meeting be approved.

----- CARRIED

2. APPROVAL OF AGENDA:

B.A. Crowson:

THAT the agenda for February 7, 2019 meeting be approved.

----- CARRIED

3. AGENDA ITEMS:

a) Governance Review Scoping – Jody Meli, Director, City Manager’s Office

Jody Meli, Director, City Manager’s Office, handed out a draft Governance Scoping document. Ms. Meli read through the document and asked the committee to identify changes or additions. She said that an important piece to the Governance Review was Council’s involvement and the need for check-ins.

Graeme Woods, Manager, Corporate Strategic Initiative, answered questions regarding procurement strategy and timing. He suggested simplicity to wording when writing a proposal to the vendor.

Councillor Parker had some questions regarding the timing of the Governance Review and how it related to the structure of Committees.

They discussed next steps related to drafting the Terms of Reference and forming a Sub-Committee.

Action Items:

- Ms Meli and Mr. Woods to draft an RFP for the Governance Review process for OEG Committee's approval by end of February.
- Ms. Meli to email Financials regarding money allotted to Governance Review to the OEG Committee.
- Ms. Meli will incorporate timelines in report.

J.A. Coffman:

THAT the OEG Committee form a Sub-Committee appointing Councillor Coffman and Councillor Crowson to draft the Terms of Reference and bring back to OEG for approval.

----- **CARRIED**

b) Committee Update to Council

Graeme Woods, Manager, Corporate Strategic Initiative, suggested that in one month from now a draft Terms of Reference be presented for approval and then to draft an RFP. Depending on procurement strategy, a Governance Review may begin as early as May 2019 and be complete by the end of this year.

J.A. Coffman:

THAT the OEG Committee approve the timing guidelines with a target for completion of Governance Review for the end of November 2019. OEG Committee will present a report to Council in May 2019.

----- **CARRIED**

c) Committee Round Table Discussion

Councillor Coffman asked the group about timing for the Citizen Assembly on Ward System resolution. The group agreed that this should come at a later date. Councillor Coffman wants to research Citizen Assembly on Ward System for the Committee and asked the group for process recommendations. Councillor Crowson would like to see pros and cons as well as mixed system as information provided to community.

Aleta Neufeld, City Clerk, said that this will have to be re-established, may be facilitated by an outside source and may require an RFP.

Action Item: Councillor Coffman will bring back some dates to discuss his research at the next OEG meeting in March.

4. UNFINISHED BUSINESS:

- a) Council Work Plan Review – Jody Meli, Director, City Manager's Office
Strategic Work Plan Review Meeting scheduled for February 25th.
- b) Review of Get Involved Site regarding Future Use – Nicole Mitton, Manager, Community and Strategic Initiatives
Deferred to April 2019 OEG Meeting
- c) Public Engagement Discussion – Nicole Mitton, Manager, Community and Strategic Initiatives
Deferred to April 2019 OEG Meeting
- d) Finance Committee Resolutions Referred to OEG Committee
 - i) N-89 *Citizen Assembly on a Ward System*
 - ii) N-93 *Four Full-Time Councillors*
 - iii) N-94 *Full-Time Councillors*

5. NEW BUSINESS:

6. ADJOURN:

THAT the meeting be adjourned until Thursday, March 7, 2019.

7. UPCOMING MEETINGS:

- March 7, 2019 (11:30 a.m. – 1:30 p.m.)

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Thursday, March 7, 2019** in Council Chambers at 11:30 a.m. with the following attendance:

PRESENT:

Councillor A.M. Campbell, Chair
Councillor B.A. Crowson, Vice Chair
Councillor R. K. Parker (*arrived at 12:00 p.m.*)

OTHERS:

J. Meli, Director, City Manager's Office (*arrived at 12:00 p.m.*)
G. Woods, Manager, Corporate Strategic Initiatives
S. Silsbe, Recording Secretary

ABSENT:

Councillor J.A. Coffman
A. Neufeld, City Clerk

1. APPROVAL OF MINUTES:

B.A. Crowson:

THAT the minutes of the February 7, 2019 meeting be approved.

----- CARRIED

2. APPROVAL OF AGENDA:

B.A. Crowson:

THAT the agenda for March 7, 2019 meeting be approved.

----- CARRIED

3. AGENDA ITEMS:

a) Governance Review Update – Jody Meli, Director, City Manager’s Office, Graeme Woods, Manager, Corporate Strategic Initiatives

Councillor Crowson read through the Governance Review Scoping document that was created by the Sub-Committee of OEG. Graeme Woods, Manager, Corporate Strategic Initiatives, let the Committee know that the next step is approval of the Terms of Reference.

Councillor Crowson then read through the Terms of Reference and assured that there will be regular updates from the Governance Review Sub-Committee to OEG. The budget has been approved for \$75,000 for Governance Review. The Sub-Committee will automatically disband at the end of November.

B.A. Crowson:

THAT the Governance Review Sub-Committee Terms of Reference be approved.

----- CARRIED

b) Citizen Assembly on Ward System Update – Councillor Coffman

Deferred to April 11th meeting.

c) Committee Updates to Council

d) Committee Round Table Discussion

4. UNFINISHED BUSINESS:

a) Council Work Plan Review – Jody Meli, Director, City Manager's Office

Strategic Work Plan Review Meeting scheduled for March 11th.

b) Review of Get Involved Site regarding Future Use – Nicole Mitton, Manager, Community and Strategic Initiatives

Deferred to April 2019 OEG Meeting.

c) Public Engagement Discussion – Nicole Mitton, Manager, Community and Strategic Initiatives

Deferred to April 2019 OEG Meeting.

d) Finance Committee Resolutions Referred to OEG Committee

- *N-89 Citizen Assembly on a Ward System*
- *N-93 Four Full-Time Councillors*
- *N-94 Full-Time Councillors*

5. NEW BUSINESS:

6. ADJOURN:

THAT the meeting be adjourned until Thursday, April 11, 2019.

7. UPCOMING MEETINGS:

- April 11, 2019 (11:30 a.m. – 1:30 p.m.)

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Thursday, April 11, 2019** in Culver City Room at 11:30 a.m. with the following attendance:

PRESENT:

Councillor A.M. Campbell, Chair
Councillor B.A. Crowson, Vice Chair
Councillor R. K. Parker
Councillor J.A. Coffman

OTHERS:

J. Meli, Director, City Manager's Office
S. Silsbe, Recording Secretary

ABSENT:

A. Neufeld, City Clerk

1. APPROVAL OF MINUTES:

B.A. Crowson:

THAT the minutes of the March 7, 2019 meeting be approved.

----- CARRIED

2. APPROVAL OF AGENDA:

R.K. Parker:

THAT the agenda for April 11, 2019 meeting be approved.

----- CARRIED

3. AGENDA ITEMS:

a) Citizen Assembly on Ward System Update – Councillor Coffman

Councillor Coffman read through his presentation on *A Citizen's Assembly on Electoral Reform*. He noted that this is about using a process to determine democratic representation.

The group discussed finances and confirmed that \$75,000 from the OEG Committee was approved during budget initiatives. The recommendation from the group was that OEG start the process then bring it back to Council. Jody Meli, Director, City Manager's Office, asked if Council should first conduct the Governance Review. Councillor Coffman thinks that these are separate issues that can be done concurrently.

J.A. Coffman:

THAT OEG supports establishing a Citizen's Assembly on Electoral Reform for the purpose of reviewing our current electoral system and receiving recommendations from the Citizen's Assembly.

----- **CARRIED**

Action Item: Ms. Meli to begin working with Councillor Coffman to establish an RFP for the Citizen's Assembly process.

b) Committee Updates to Council

The OEG Committee supports establishing a Citizen's Assembly on Electoral Reform and will begin the process soon.

c) Committee Round Table Discussion

Councillor Crowson updated the group on the Governance Review RFP. She let OEG know that it has been released and also when it will be closed.

Councillor Crowson suggested starting a list on sessions available for Professional Development and thinks this should begin soon. She suggested using Linda Many-Guns, Professor at the University of Lethbridge, for Professional Development sessions. Council needs to have a conversation on Professional Development as well as if it should be done individually or as a group and to suggest topics.

Jody Meli, Director, City Manager's Office, asked the group for direction on timing for the CIP process. She suggested to move it back 6 months and asked if it should come as a resolution. The group agreed.

4. UNFINISHED BUSINESS:

a) Council Work Plan Review – Jody Meli, Director, City Manager's Office

Strategic Work Plan Review Meeting scheduled for March 11th.

b) Review of Get Involved Site regarding Future Use – Nicole Mitton, Manager, Community and Strategic Initiatives

Deferred to April 2019 OEG Meeting.

c) Public Engagement Discussion – Nicole Mitton, Manager, Community and Strategic Initiatives

Deferred to April 2019 OEG Meeting.

d) *Finance Committee Resolutions Referred to OEG Committee*

- *N-89 Citizen Assembly on a Ward System*
- *N-93 Four Full-Time Councillors*

- *N-94 Full-Time Councillors*

5. NEW BUSINESS:

6. ADJOURN:

THAT the meeting be adjourned until Thursday, May 9, 2019.

7. UPCOMING MEETINGS:

- May 9, 2019 – 11:30 a.m. – 1:30 p.m.

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE**
held on **Thursday, June 6, 2019** in the Council Chambers at 11:30 a.m.
with the following in attendance:

PRESENT:

Councillor A.M. Campbell, Chair
Councillor B.A. Crowson, Vice Chair
Councillor J.A. Coffman
Councillor R.K. Parker

OTHERS:

B. Loewen, City Solicitor
G. Wood, Manager, Corporate Strategic Initiative
T. Cryderman, Recording Secretary

ABSENT:

A. Neufeld, City Clerk
J. Meli, Director, City Manager's Office

Chairman Mark Campbell opened the meeting, the time being 11:39 am.

1. APPROVAL OF AGENDA:

B.A. Crowson

Moved that the June 6, 2019 OEG Committee Meeting Agenda be approved, as presented.

----- **CARRIED**

2. APPROVAL OF MINUTES:

J.A. Coffman

Moved that the OEG Committee Meeting Minutes of the April 11, 2019 meeting be approved, as presented.

----- **CARRIED**

3. AGENDA ITEMS:

- a) Citizen Assembly on Ward System Project Scope– Graeme Woods

Mr. Woods presented the report for discussion.

City Council Resolution N-89 gave direction to refer the New Program Initiative N-89 Citizen Assembly on Ward System to the Open and Effective Government (OEG) Committee for consideration and funding.

Discussion occurred regarding the process involved with relation to the last citizen assembly project regarding council remuneration and full time versus part time Councillor positions. Committee members were asked to provide their comments on how that process went and what they would like to keep and/or change for this current project.

The last citizen assembly process was a self-selected citizen assembly which resulted in a 32 citizen panel, and after three days of discussion, made their recommendation to Council.

Councillor Crowson provided her comments:

- Random people were chosen but ultimately the final panel was not as random as anticipated.
- Three Saturdays in a row was an issue.

Councillor Parker provided his comments:

- Spoke to the final chosen panel as well, and that the final panel wasn't as random.
- The timeline was an issue. If we do this again, we should ask the participants to assist with the schedule, not the consultants set the schedule ahead of time.

Councillor Coffman provided his comments:

- Self-determination was mentioned, as well as self selecting.
- Encouraging participants that have no experience with consultation was suggested.
- The schedule should be determined by the participants.
- Public participation in the past process was a factor as well. After public feedback, the consensus of the panel was changed.
- Staff participation could be perceived as "influence".
- The ability for the general public to follow the process – whether web cam or website link was suggested.

Items to be considered for future citizen assembly process:

- The self-selection process being more "random".
- Do not set timelines – let the chosen panel choose their schedule and timeline.
- The size of the final panel would be determined by the selected consultant and the project budget. Typically, the consultant would have a minimum, but not necessarily a maximum of participants.
- Perceived staff influence / staff participation should be considered.
- Broadcast ability to the public.

Councillor Crowson made a comment regarding the nomination process itself, and perhaps this is the rationale for the request for the ward system. Perhaps amending the nomination process could be included in the scope of this Ward System project. After discussion, it was suggested that if the nomination process is to be amended, this be a Council initiative and that this project remain the topic of a ward system.

It was suggested that the phrase “and any issues relating to the Ward System” be added to the In-Scope of the project. This was discussed but no consensus was provided.

Councillor Crowson made a comment regarding the different geographical areas of the city. Where the citizen resides should be known to the consultant. Equal representation at the table should be the end goal.

The budget for the project was discussed. It was projected at \$80,000, \$75,000 for the consultants, with additional costs of \$5,000. The funding for this project was discussed. Is it to come from the four-year project allotment of \$320,000. Investigation of budget allotment for this project is necessary.

Mr. Woods asked the Committee how they wished to proceed with this project. Similar to the Governance Review Project, would the OEG Committee wish to appoint two members to a sub-committee for the selection of the consultant or would all members of the OEG Committee wish to be involved? The consensus was all members of the OEG Committee work with staff and be involved in the consultant selection.

Mr. Woods has completed the Draft Procurement Project Plan. The timeline of the project is as follows:

Complete the Request For Proposals (RFP) – June
Issue RFP – July
Deadline for Submissions – July
Evaluation of Submissions – August
Award of Contract – August
Work Commences – September
Report to Council – November

Action Item

Mr. Woods will update the Procurement Project Plan and email this to Committee Members for their approval.

Citizen Assembly Ward System Project Document was amended further, the suggested amendments being:

Amend Critical Success Factor Section:
second bullet – to read “City Council, *and the community*, understands the process and project outcome”
Remove third bullet as this is redundant based on the involvement of all City Council, as worded in the first bullet.

- b) Governance Review Project Update – Councillor Crowson/Graeme Woods

Mr. Woods updated Committee Members of the status of this project.

A consultant has been secured for this project.

The initial meeting date of the project is June 18, 2019. The agenda for June 18 was presented and discussed. There were no edits or changes suggested. All members of Council have been invited to attend.

- c) Committee Updates to Council

The Governance Review Project will be provided as a Council Committee update at the next Council Meeting.

- d) Committee Round Table Discussion

There were no round table discussion items.

4. UNFINISHED BUSINESS:

- a) Review of Get Involved Site regarding Future Use – Nicole Mitton, Manager, Community and Strategic Initiatives
Deferred to a future OEG Meeting

- b) Public Engagement Discussion – Nicole Mitton, Manager, Community and Strategic Initiatives
Discussion Postponed until invited from OEG Committee for update

- c) Finance Committee Resolutions Referred to OEG Committee
- N-89 *Citizen Assembly on a Ward System*
 - N-93 *Four Full-Time Councillors*
 - N-94 *Full-Time Councillors*
- Postponed until 2020*

5. NEW BUSINESS:

No New Business was added for discussion.

6. NEXT MEETING

The next OEG Committee Meeting was scheduled for August 15, 2019 at 11:30 am.

7. ADJOURN:

The OEG Committee Meeting adjourned at 12:31 pm.

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Thursday, August 2, 2018** in Council Chambers at 11:30 a.m. with the following attendance:

PRESENT:

Councillor A.M. Campbell, Chair
Councillor B.A. Crowson, Vice Chair
Councillor J.H. Carlson
Councillor J.A. Coffman

OTHERS:

K. Hopkins, City Manager
J. Meli, Director, City Manager's Office
A. Neufeld, City Clerk
J. Robinson, Legislative Services Assistant

1. APPROVAL OF MINUTES:

J.A. Carlson

THAT the minutes of the July 5, 2018 meeting be approved.

----- **CARRIED**

2. APPROVAL OF AGENDA:

J.A. Coffman:

THAT the agenda for August 2, 2018 meeting be approved.

----- **CARRIED**

3. AGENDA ITEMS:

a) Council Work Plan Review – Jody Meli, Director, City Manager's Office

Jody Meli, Director, City Manager's Office, reviewed the Committee Structure handout and a brief overview of the additional research which included information on other municipalities. The committee discussed potential possibilities on how to proceed with the Council Work Plan utilizing Standing Committees. The discussion led to strategically exploring the history and where we are today with respect to committees.

Discussions proceeded on how consolidating time by grouping the committees together based on type of Committee. Kathy Hopkins, City Manager, said that maintaining a governance focus as opposed to a tactical focus is key.

Councillor Carlson would like to explore what Committees other municipalities have so he has a better understanding of the committees in Lethbridge. Ms. Hopkins said that if we move in this direction there needs to be a project plan and critical check in points for all

standing committees. The group discussed the options of having Council asking governance questions on committees as opposed to the operational questions. Councillor Carlson said he needs more detail; a deeper dive into the standing committee structure.

ACTION ITEM: Ms. Meli to draft the Terms of Reference for Standing Committees that are currently in place and gather information on a transition strategy, where Committees have community members. Ms. Neufeld will reach out to colleagues in other municipalities (specifically Calgary), regarding standing committees structure and how they bucket into standing committees.

b) Committee Round Table Discussion

- i) Councillor Coffman said it would be good to have a governance review for Council. He added that the review is to provide Council with a roadmap to deal with the most important governance issues. Councillor Carlson wants to know how to start professional development sessions to get better training on governance for Council and possibly put on a future agenda. Councillor Coffman suggested a governance review shifting to standing committee members as well. The group discussed George Cuff's Focus on Governance which is leadership of what to do in the community today. It is learning more about policy and the processes that Councils use.

Jessica Robinson, Legislative Services Assistant, said that Jillian Bracken assists in training committee or board members and that it was a good resource for those who are new to committees. The group discussed moving toward the standing committee structure.

ACTION ITEM: Ms. Neufeld proposed an information session on Policy Development may be an option and will get information from a couple presenters.

- ii) Councillor Carlson said that they had talked about a mid-cycle check in and that especially with the new CAO coming on board that this would be good to have. Councillor Coffman said they need a completed strategic plan for March and have it tabled in May. He said that in October they should do a strategic plan review. They discussed the commitments and priorities of Council and that having a refresh prior to budget planning would be helpful.

ACTION ITEM: Ms. Meli will lay out a strategic plan review before October.

- iii) Councillor Campbell had questions about the budget. He asked the group if there is any form of professional development regarding the budget process. Councillor Carlson will provide Councillor Campbell with some documentation on what he read when he was elected. The group discussed the option of having a series of tutorials or classroom sessions on how to walk through the budget process in advance.

ACTION ITEM: Ms. Meli will connect with our Treasurer to reach out to Councillors to determine what the needs are.

4. UNFINISHED BUSINESS:

a) Procedure Bylaw Process – Aleta Neufeld, City Clerk

Councillor Coffman gave an update on the strengths and weaknesses. He added that it needs to be organized and put into sections to make it user friendly.

b) Major Events Grant Policy Review - Jody Meli, Director, City Manager's Office

Ms. Meli is in the process of compiling a report that will be brought back at a future date.

5. NEW BUSINESS:

6. ADJOURN:

THAT the meeting be adjourned until Thursday, September 6, 2018.

UPCOMING MEETINGS:

Thursday, October 4, 2018, 11:30 a.m. – 1:30 p.m.

Thursday, November 1, 2018, 11:30 a.m. – 1:30 p.m.

Thursday, December 6, 2018, 11:30 a.m. – 1:30 p.m.

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Thursday, August 15, 2019** in the Council Chambers at 11:30 a.m. with the following in attendance:

PRESENT:

Councillor A.M. Campbell, Chair
Councillor B.A. Crowson, Vice Chair
Councillor J.A. Coffman
Councillor R.K. Parker

OTHERS:

B. Hilford, City Clerk
J. Meli, Director, City Manager's Office
B. Loewen, City Solicitor
G. Wood, Manager, Corporate Strategic Initiative
T. Cryderman, Recording Secretary

Chairman Campbell opened the meeting, the time being 11:30 am.

Chairman Campbell read the Acknowledgement Statement.

1. APPROVAL OF AGENDA:

The Agenda for the Open and Effective Governance Committee Meeting, for Thursday, August 15, 2019, was approved as presented, by the Committee.

2. APPROVAL OF MINUTES:

The Minutes of the Open and Effective Governance Committee Meeting of June 6, 2019, were approved as presented, by the Committee.

3. AGENDA ITEMS:

- a) Council's Boards, Commissions and Committees - Proposed 2019/2020 Campaign, Recruitment and Appointment Strategy

J.A. Coffman:

Moved that the Meeting of the Open and Effective Governance Committee be closed to the public, the time being 11:35 am, for discussions on the following:

- Council's Boards, Commissions and Committees - Proposed 2019/2020 Campaign, Recruitment and Appointment Strategy, under FOIP Section 19.

Carried

J.A. Coffman:

Moved that the Meeting of the Open and Effective Governance Committee, be re-opened to the public, the time being 12:28 pm.

Carried

J.A. Coffman:

B.A. Crowson:

Moved that the Open and Effective Government Committee recommend that Council:

1. Consider the Proposed 2019/2020 Campaign, Recruitment and Appointment Strategy for Council's Boards, Commissions and Committees, as amended during the In-Camera discussions.
2. Direct the City Clerk to return to the September 3, 2019, Meeting of Council with respective amendments to the *City Council Committee Council Policy, CC46*.
3. Direct that the report and attachments 1 and 2 remain confidential under section 24 (Advice from Officials) of the *FOIP Act* until the item is heard at the September 3, 2019, Meeting of Council.
4. That this item be forwarded to the August 19, 2019 Meeting of Council, as an Item of Urgent Business.

Carried

b) Committee Updates to Council

This item will be discussed under Agenda Item 4(a) – Governance Review Project Update.

4. Unfinished Business

a) Governance Review Project Update

Councillor Crowson provided an updated on the Governance Review Project.

An update will be drafted for presentation at an upcoming Council Meeting.

b) Citizen Assembly on Ward System Project Scope

The citizen assembly has been placed on hold pending the outcome of the Governance Review as this Review may have recommendations that may impact a citizen assembly.

Mr. Woods spoke to the Citizen Assembly on Ward System Project. Without knowing the impact from any potential recommendations from the Governance Review on the Citizen Assembly Project process, it may be challenging to proceed with scheduling a citizen assembly, however, an April 2020 target time may still be feasible.

5. NEW BUSINESS:

No New Business was added for discussion.

6. NEXT MEETING

The next Open and Effective Governance Committee Meeting is scheduled for Thursday, September 12, 2019 at 11:30 am.

7. ADJOURN:

The Open and Effective Governance Committee Meeting adjourned at 12:49 pm.

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Wednesday, November 6, 2019**, in the Council Chambers at 8:30 a.m. with the following in attendance:

PRESENT:

Councillor A.M. Campbell, Chair
Councillor B.A. Crowson, Vice Chair
Councillor J.A. Coffman
Councillor R.K. Parker, as entered in the minutes

OTHERS:

B. Hilford, City Clerk
D. Sarsfield, Deputy City Clerk
B. Loewen, City Solicitor, as entered in the minutes
G. Woods, Manager, Corporate Strategic Initiative
T. Cryderman, Recording Secretary

ABSENT:

J. Meli, City Manager's Office

Chairman Campbell opened the meeting, the time being 8:30 am.

Chairman Campbell read the Acknowledgement Statement.

1. APPROVAL OF AGENDA:

B.A. Crowson

Moved that the Agenda for the Open and Effective Government Committee Meeting, for Wednesday, November 6, 2019, be approved, as presented.

Carried

2. APPROVAL OF MINUTES:

J.A. Coffman

Moved that the Minutes of the Open and Effective Government Committee Meeting of August 15, 2019, be approved, as presented.

Carried

3. AGENDA ITEMS:

Councillor Ryan Parker entered the meeting, the time being 8:32 am.

- a) Citizen Assembly on ward System

Mr. Woods updated the committee on the project history, and reviewed the proposed timeline.

J.A. Coffman

Moved that the Open and Effective Government Committee recommend that Council proceed with the Citizens' Assembly to consider a ward system for the City of Lethbridge at an estimated cost of \$80,000, to be funded from the Open and Effective Government Committee budget.

Carried

- b) Committee Updates to Council

Brian Loewen entered the meeting, the time being 8:44 am.

The referral list was discussed.

The Government Review was discussed.

4. UNFINISHED BUSINESS

There was no unfinished business to discuss.

5. NEW BUSINESS:

No New Business was added for discussion.

6. NEXT MEETING

The next Open and Effective Government Committee Meeting is scheduled for Wednesday, December 11, 2019 at 8:30 am.

7. ADJOURN:

The Open and Effective Government Committee Meeting adjourned at 9:07 am.

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Wednesday, December 11, 2019**, in the Council Chambers at 9:00 a.m. with the following in attendance:

PRESENT:

Councillor A.M. Campbell, Chair
Councillor B.A. Crowson, Vice Chair
Councillor J.A. Coffman
Councillor R.K. Parker

OTHERS:

J. Meli, City Manager's Office
B. Hilford, City Clerk
D. Sarsfield, Deputy City Clerk
B. Loewen, City Solicitor
G. Woods, Manager, Corporate Strategic Initiative
T. Cryderman, Recording Secretary

Chairman Campbell opened the meeting, the time being 9:00 am.

Chairman Campbell read the Acknowledgement Statement.

1. APPROVAL OF AGENDA:

The Agenda for the Open and Effective Government Committee Meeting, for Wednesday, December 11, 2019, was approved, as presented.

2. APPROVAL OF MINUTES:

The Minutes of the Open and Effective Government Committee Meeting of November 6, 2019, were approved, as presented.

3. AGENDA ITEMS:

a) Governance Review Implementation Plan

B.A. Crowson

Moved that the Open and Effective Government Committee accept the OEG Work Plan for Governance Review as information.

Carried

J.A. Coffman

Moved that the City Clerk be directed to investigate earlier agenda publication deadlines, including the reporting and preparation deadlines, and report back to the Open and Effective Government Committee at the January Meeting.

Carried

b) **Committee Round Table Discussion**

Councillor Crowson: Professional Development for Council – Session / Information on the budget process, including Priority Based Budgeting

Councillor Crowson: Draft process for determining KPIs for City Council

Councillor Campbell: Citizen Assembly for a Ward System

Councillor Crowson: Full time Councillors and 4 full time Councillors

4. UNFINISHED BUSINESS

a) **Governance Review Project Debrief**

OEG Members provided their comments on the Governance Review Project Process.

5. REFERRAL LIST

The referral list was mentioned.

6. NEW BUSINESS

No New Business was added for discussion.

7. NEXT MEETING

The next Open and Effective Government Committee Meeting is scheduled for Thursday, January 30, 2020 at 9:00 am.

8. ADJOURN:

The Open and Effective Government Committee Meeting adjourned at 10:11 am.