

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Wednesday, January 24, 2018** in Council Chambers at 1:30 p.m. with the following attendance:

PRESENT:

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

OTHERS:

J. Meli, Director, City Manager's Office
H. Pinksen, City Treasurer
G. Wood, Manager, Corporate Strategic Initiatives
T. Grindle, Communications Advisor

1. APPROVAL OF MINUTES:

J.H. Carlson:

THAT the minutes of the June 7, 2017 meeting be approved.

----- CARRIED

2. APPROVAL OF AGENDA:

J.A. Coffman:

THAT the agenda for January 24, 2018 meeting be approved as amended.

----- CARRIED

3. AGENDA ITEMS:

a) Establish Committee Chair

Councillor Carlson nominated Councillor Campbell for the position of Chair. Councillor Campbell accepted the nomination.

Councillor Coffman nominated Councillor Crowson for the position of Vice Chair. Councillor Crowson accepted the nomination.

b) Public Engagement for City Operating Budget - Jody Meli, Director, City Manager's Office, Hailey Pinksen, City Treasurer

Hailey Pinksen, City Treasurer introduced Jennifer Jarred as the new Financial Planning & Budget Manager. Hailey walked the committee through the operating budget process from a financial perspective.

Jody Meli, Director of the City Manager's Office presented past practices, findings and recommendations for community engagement as it relates to the Operating Budget. Councillor Carlson suggested getting approval from Council for OEG to continue with this before making any decisions. The committee discussed the value of doing this work at a committee level rather than at a Council level. If not approved, it would likely go to an Ad Hoc Committee.

ACTION: *Councillor Campbell to complete a request for decision for the Council meeting of February 5, 2018 for OEG to continue working on the Community Engagement Process for the Operating Budget.*

Jody advised Council of the timelines and decisions that need to be made in order to get appropriate planning in place. Councillor Coffman suggested conversations with the community are much more valuable early in the process (spring rather than fall) before things are already set. There is value in having an operating budget be part of a bigger conversation (ie. 100K Day event). This approach might help effect change. Hailey suggested that, assuming Council is happy with current service levels, significant change to the budget would be difficult. Having conversations about the budget with the community before administration has had the chance to go through things can also be a challenge. There is a planned Finance Committee update meeting in March. The committee agreed that a bigger conversation on base budget and service levels has to happen sooner rather than later.

ACTION: *Councillor Campbell to work with Jody on a request for decision report that will compile information on the Operating Budget engagement plan.*

Community Survey - Graeme Woods, Manager, Corporate Strategic Initiatives

Graeme Woods, Manager of Corporate Strategic Initiatives, made a presentation to OEG on Community Satisfaction Surveys. Graeme provided background on what has been done in the past and reviewed the last (2014) survey completed. Graeme provided an approximate price of \$20,000 for a 400 person sample size phone interview based on past projects. Councillor Carlson suggested he was in favour of the survey but would like to move the timeline from May to April in order to capture some of the post-secondary population. Graeme suggested that if OEG was to move the timeline to April, they would like to compare past surveys and have other municipal comparators. Ipsos Reid would be the recommended option.

A question was raised about budget for OEG. Hailey informed the committee that OEG has an \$80,000 annual budget but that several years of funding has carried over for a total of \$538,000.

J.H. Carlson/ B.E. Crowson:

Moved that OEG proceed with a 2018 Community Satisfaction Survey with Ipsos-Reid up to \$30,000.

----- **CARRIED**

ACTION: *Graeme will check with Ipsos on price and potential timelines and report back to OEG. Graeme will send the committee the previous survey so they can begin looking at possible questions.*

ACTION: *Councillor Campbell will inform Council during updates that they will be moving ahead with the Community Satisfaction Survey. Councillor Coffman suggested that if OEG does not exist*

in the future then there needs to be a discussion with Council creating an Ad Hoc Committee to support the development of survey questions.

- c) Community Engagement Policy - Jody Meli, Director, City Manager's Office

Jody made a presentation on the new requirements from the Municipal Government Act (MGA) around a public engagement policy. OEG saw a draft policy in 2017 but decided to wait until MGA guidelines were released. The deadline for the policy to be approved is July 23, 2018. The question was asked of OEG if they would like to see engagement on the engagement policy. Councillor Crowson suggested that engagement should happen but a draft should be made to provide feedback. Councillor Carlson suggested administration needs to consider including Council in stakeholder engagement rather than public engagement on major projects.

ACTION: *OEG will work on a draft policy and present it to Council as information before presenting it to the public.*

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

Jody informed OEG that they have been reviewing the Major Events Grant Policy. Councillor Crowson inquired on how some requests come through the grant and others do not, such as the Air Show.

ACTION: *Jody is to gather the criteria on how requests are evaluated and suggested that Lori Harasem from Recreation and Culture return to do a presentation on their findings and recommendations moving forward.*

- e) Committee Round Table Discussion - Open and Effective Government Accomplishments - Jeff Carlson, City Council

4. UNFINISHED BUSINESS:

- a) Procedure Bylaw - Jeff Coffman, City Council

ACTION: *Councillor Coffman suggested that the OEG Committee could take on the review of the Procedure Bylaw. Jody Meli will inform the City Clerk's Office that a consultant will not be required.*

5. NEW BUSINESS:

- a) Citizen's Assembly - Jeff Coffman, City Council
- b) Code of Conduct Bylaw - Under the new MGA, City Council must pass a Code of Conduct Bylaw by July 23, 2018. Currently, City Council has a policy.

ACTION: *Jody Meli will check with the City Clerk's Office.*

6. ADJOURN:

A.M. Campbell:

THAT the meeting be adjourned until Wednesday, February 15, 2018.

----- **CARRIED**

UPCOMING MEETINGS:

Thursday, February 15, 2018 at 1:15 p.m.

Thursday, March 15, 2018 at 1:15 p.m.

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Thursday, February 15, 2018** in Council Chambers at 1:15 p.m. with the following attendance:

PRESENT:

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

ABSENT:

Councillor Jeff Coffman

OTHERS:

A. Neufeld, City Clerk
G. Woods, Manager, Corporate Strategic Initiatives
G. Gauthier, Communications Consultant

1. APPROVAL OF MINUTES:

A.M. Campbell:

THAT the minutes of the January 24, 2018 meeting be approved.

----- CARRIED

2. APPROVAL OF AGENDA:

A.M. Campbell:

THAT the agenda for February 15, 2018 meeting be approved as amended.

----- CARRIED

3. AGENDA ITEMS:

- a) Update on Ipsos Reid - Graeme Woods, Manager, Corporate Strategic Initiative

Graeme Woods, Manager, Corporate Strategic Initiative, presented an update on the Community Satisfaction Surveys. Mr. Woods discussed potentially moving the timeline from May to April in order to capture post-secondary involvement. Ipsos Reid suggested not conducting the survey prior to April 9th because of the Easter break.

The survey should only require approximately 15 minutes to complete which according to Ipsos Reid would cost just under \$20,000. It is best to focus on the information City Council wishes to collect now and explore an option or opportunity to ask different questions at another time within the next 4 years. Mr. Woods shared that the information in the survey is paramount; a long survey is a deterrent for candidates to participate.

Discussion included potential questions on the survey, and that some questions have more value than others. It was suggested discussing this with Ipsos Reid on how other municipalities select questions.

OEG Committee will invite Ipsos Reid to an OEG meeting to discuss the survey questions. Councillor Carlson suggested that OEG should possibly hold an Information Session with the rest of Council to further discuss.

Questions arose around other surveys currently in the community, purpose of the question(s), percentage of cellphone and landline line numbers contacted, and who the spokesperson for the survey will be with the suggestions of either Mayor Spearman or Councillor Campbell (Chair of OEG).

ACTION: *Mr. Woods to invite Ipsos Reid to subsequent OEG working session to discuss/develop questions for survey; proceed with procurement with Ipsos Reid for a 15 – 20 minute survey*

b) Procedure Bylaw Process - Jeff Carlson, Councillor

Aleta Neufeld, City Clerk, is looking for direction from City Council on their vision for the review of the Procedure Bylaw. Councillor Carlson inquired on a potential process and information that has been gathered to date.

The City Clerk's office has gathered research from other municipalities that have recently amended or rewritten their Procedure Bylaw. Ms. Neufeld has spoken to a consultant and received some options and guidance on how to review the City's procedural bylaw.

Councillor Crowson shared that one advantage to working with a consultant/parliamentarian is their experience in doing the same work with other municipalities and their procedural advice and example of suggested bylaws as a reference.

It is suggested that the City Clerk's Office work with a consultant, City Council and the City Solicitor to develop a Procedure Bylaw initially identifying which sections should or shouldn't be in the Bylaw.

Ms. Neufeld inquired on whether OEG is suggesting an Ad Hoc Committee or stay in OEG. Councillor Carlson felt the review process should remain with OEG, then present it to City Council.

ACTION: *City Clerk's Office to present some options including cost to retain services of consultant; examples of other procedural bylaws, timeline for completion. Review to begin in September 2018.*

c) Citizen Assembly on Ward System - Jeff Coffman, Councillor

(Deferred to March 15, 2018 OEG Meeting)

d) Code of Conduct Bylaw ("**COC**")

Aleta Neufeld, City Clerk, shared that through the new MGA, City Council needs to establish and pass a COC bylaw by July 2018. She shared the City Clerk's Office is in the process of gathering information such as examples of other conduct bylaws already passed by municipalities in Alberta.

Ms. Neufeld shared that City Council currently has an *Ethical Guidelines of Conduct for Members of Council Policy*. During the last term, City Council reviewed these policies and did draft a new Conduct policy which included gifting etc. However, Council chose to wait until the Code of Conduct regulation was in place as the current policy does not deal with sanctions for breach of the conduct not does it meet the bylaw requirement. The group discussed the challenges surrounding the sanctions for breach of COC.

ACTION: Ms. Neufeld to provide an update on the findings from other municipalities at the next OEG meeting in March and the changes that were proposed to the *Ethical Guidelines of Conduct for Members of Council policy* from last year.

- e) Elected Officials Unvouchered Expense Allowance Rule Change, Jeff Carlson, Councillor

In the 2017 budget the federal government changed the rules regarding the unvouchered expense allowance. Effective January 1, 2019 the entire salary of municipal elected officials will be taxable, the unvouchered expense allowance will be removed.

The Committee discussed investigating what other municipalities have done to address the change (i.e. City of Calgary increased salary), future discussions with City Council/Public, transitional pay and pension.

ACTION: Ms. Neufeld to contact the City Treasurer and Human Resources Manager requesting a presentation at the next OEG meeting. As a result of the changes, presentation to outline the implications, possible options with an outcome that City Council's net pay, will minimally, remain the same.

Committee Round Table Discussion

Councillor Carlson asked for the group to think of ways that the committee could be more visionary and effective in the community in the future. He said that they should start talking about the Capital Improvement Program. Councillor Crowson asked if they are using the right tools to get information to the community. Suggestions included looking at other municipalities' policies and practices, efficiency and effectiveness of open houses, Council blogs, staff photographer, and rules surrounding Councillors in the media (ie. who's in the photos, Mayor and/or Councillors).

Gerald Gauthier, Communications Consultant, suggested that Communications could possibly explore some reasonable options, (i.e. pairing up Councillors and putting a video on Facebook and Twitter as to what Council is doing in the community). Councillor Crowson agreed that City Council should have a conversation with Communications on their personal engagement through media.

ACTION: Communications department to brainstorm some ideas on how to advertise Councillors in the community and at events.

4. UNFINISHED BUSINESS:

- a) Major Events Grant Policy Review - Jody Meli, Director, City Manager's Office (Deferred to March 15, 2018 OEG Meeting)

- b) Public Participation Policy Review - Jody Meli, Director, City Manager's Office
(Deferred to March 15, 2018 OEG Meeting)

5. NEW BUSINESS:

6. ADJOURN:

A.M. Campbell:

THAT the meeting be adjourned until Wednesday, March 15, 2018.

----- **CARRIED**

UPCOMING MEETINGS:

Thursday, March 15, 2018 at 1:15 p.m.

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Thursday, March 15, 2018** in Council Chambers at 1:15 p.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:

A. Neufeld, City Clerk
J. Meli, Director, City Manager's Office
N. Mitton, Strategic/Community Initiatives Manager
G. Woods, Manager, Corporate Strategic Initiatives
G. Gauthier, Communications Consultant

1. APPROVAL OF MINUTES:

B. Crowson and J.A. Coffman:

THAT the minutes of the February 15, 2018 meeting be approved.

----- CARRIED

2. APPROVAL OF AGENDA:

J.A. Coffman:

THAT the agenda for March 15, 2018 meeting be approved as amended.

----- CARRIED

3. AGENDA ITEMS:

a) Update on Ipsos Reid - Graeme Woods, Manager, Corporate Strategic Initiatives

Graeme Woods, Manager, Corporate Strategic Initiatives, presented an update on the Community Satisfaction Survey. Mr. Woods reviewed the questions highlighting what has changed and what is new on the survey since the meeting with Council. Attending the meeting was Councillor Campbell and Councillor Crowson.

The group discussed the length of the survey. It was suggested that Mayor Spearman be the spokesperson. Mr. Woods added that the media launch date would likely be April 9th to present to the public with April 11th as the target start date to begin the survey.

b) Operating Budget Engagement Workshop - Nicole Mitton, Manager, Strategic/Community Initiative

Nicole Mitton, Manager, Strategic/Community Initiatives, spoke on the process for the Operating Budget Engagement Workshop. Ms. Mitton advised that the purpose is to explore and build an engagement plan for the 2019-2022 operating budget from a financial component. She recommended that a workshop is the best setting to promote brainstorming and agreement of a draft plan.

Councillor Carlson confirmed that this was presented to the rest of Council and it was approved that this should continue as an OEG Committee task.

Ms. Mitton will review the process and tools used previously and present them as well as new ideas/tools at the Workshop.

ACTION: *Nicole Mitton is to prepare an agenda and schedule the Workshop for April 10th from 10:30 a.m. – 1:00 p.m.*

c) Code of Conduct ("COC") Bylaw - Aleta Neufeld, City Clerk

Aleta Neufeld, City Clerk, spoke on the new requirements for a Council COC Bylaw, addressing the development of significant changes on sanctions and the complaint system. Ms. Neufeld has been communicating with other municipalities regarding their COC Bylaws. She asked how Council or OEG would like to move forward on drafting the new Council COC Bylaw.

The group discussed some of the issues that will have to be included in the COC Bylaw. Ms. Neufeld suggested that they may be separate policies or joint policies.

Councillor Carlson recommended to follow a template similar to St. Albert's Bylaw. He added that he was in favour of the idea of having a financial component tied to sanctions.

ACTION: *City Clerk's Office to draft COC Bylaw and schedule 3 or 4 meetings until the end of July 2018 or prior to July 23rd to complete this task.*

d) Citizen Assembly on Ward System - Jeff Coffman, Councillor

Councillor Coffman advised he had presented on this topic to the last OEG Committee. He added that his presentation would be a good starting point to update the new members of OEG before engaging in a discussion.

ACTION: *Councillor Coffman is to bring his revised presentation back to an OEG meeting to give everyone an opportunity to start a conversation on Citizen Assembly on Ward System.*

e) Committee Round Table Discussion

4. UNFINISHED BUSINESS:

- a) Major Events Grant Policy Review - Jody Meli, Director, City Manager's Office
(Deferred to April 12, 2018 OEG Meeting)

- b) Public Participation Policy Review - Jody Meli, Director, City Manager's Office

Nicole Mitton, Manager, Strategic/Community Initiatives, said that she has a draft Public Participation Policy and that this policy will need to be in place prior to July 23rd.

ACTION: *Ms. Mitton is to review the draft Public Participation Policy at the May 3rd OEG meeting.*

- c) Elected Officials Unvouchered Expense Allowance Rule Change - Aleta Neufeld, City Clerk

Aleta Neufeld, City Clerk, asked if OEG is in favour of Corey Wight, Director, Corporate Services and Chris Lastiwka, Compensation Consultant, working on a presentation for the April 12th OEG meeting. There was a discussion regarding whether this should go to an Audit Committee Meeting or an OEG Meeting. The OEG Committee thought that as a group this should stay in OEG.

ACTION: *Aleta Neufeld to schedule a meeting with Corey Wight and Chris Lastiwka for them to present on the topic of Elected Officials Unvouchered Expense Allowance Rule Change.*

- d) Procedure Bylaw Process - Aleta Neufeld, City Clerk

Aleta Neufeld, City Clerk, advised that OEG had addressed this at the last meeting. She has had some discussions with Eli Mina and he is willing to work with OEG on drafting a Procedure Bylaw by having discussions either as individuals or as a group. Ms. Neufeld has gathered examples of more recent Procedure Bylaws from other municipalities. She shared that these will be useful resources going forward. Eli is very involved and has some great principles regarding this procedure. She added that it is not one document will fit for every municipality. Ms. Neufeld stated she is happy to start working on it prior to September. Councillor Carlson proposed to start a sub-committee.

Councillor Coffman and Councillor Crowson moved to form a sub-committee. Seconded by Councillor Campbell and Councillor Carlson.

----- CARRIED

ACTION: *City Clerk to work with Sub-Committee on the Procedure Bylaw ongoing in May.*

5. NEW BUSINESS:

- a) Governance Review, Jeff Coffman, Councillor

Councillor Coffman advised that he and Kathy Hopkins, City Manager, discussed George Cuff's Governance Review. He said that they liked his approach as it was broad and complex. He reported that it would be good to have somebody come in and look at what we do and how to be more efficient. There may be additional structural issues identified when the new City Manager starts. Councillor Coffman requested approval from OEG to work with Ms. Hopkins to form a governance

review process including costs and approach. OEG was in favour of this approach.

6. ADJOURN:

A.M. Campbell:

THAT the meeting be adjourned until Wednesday, April 12, 2018.

----- **CARRIED**

UPCOMING MEETINGS:

Thursday, April 12, 2018 at 11:00 a.m. – 1:00 p.m.

Thursday, May 3, 2018 at 12:00 p.m. – 1:30 p.m.

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Thursday, April 12, 2018** in Council Boardroom at 12:00 p.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:

J. Meli, Director, City Manager's Office
D. Sarsfield, Deputy City Clerk
S. Silsbe, Recording Secretary

1. APPROVAL OF MINUTES:

J.A. Coffman:

THAT the minutes of the March 15, 2018 meeting be approved.

----- CARRIED

2. APPROVAL OF AGENDA:

J.H. Carlson:

THAT the agenda for April 12, 2018 meeting be approved.

----- CARRIED

3. AGENDA ITEMS:

INCAMERA DISCUSSION:

J.A. Coffman: (12:05 P.M.)

THAT the meeting go incamera.

----- CARRIED

- a) **Elected Officials Unvouchered Expense Allowance Rule Change – Jason Elliott, Human Resources Manager, Hailey Pinksen, City Treasurer and Chris Lastiwka, Compensation Consultant**

J.A. Coffman: (12:30 P.M.)

THAT the meeting go out of camera.

----- CARRIED

J.H. Carlson:

THAT the information on Elected Officials Unvouchered Expense Allowance be presented at the April 23, 2018 City Council Incamera Meeting, and further that the City Council Remuneration & Benefits CC10 Policy be reviewed.

----- CARRIED

Jason Elliott, Human Resources Manager, Hailey Pinksen, City Treasurer and Chris Lastiwka, Compensation Consultant, left the meeting.

b) Major Events Grant Policy Review – Jody Meli, Director, City Manager’s Office

Jody Meli, Director of City Manager’s Office, provided background information regarding the development and ultimate approval of a new initiatives to fund a new Major Events Grant Policy. Information on what has been funded since the inception of the program was shared. Councillor Coffman suggested that in the future an emphasis should be placed on strategically targeting events and directing funding to support that strategy.

ACTION: Jody Meli is to provide additional information requested as follows: (i) the events that were funded between 2010 and 2015 (those listed in the new initiative); and (ii) the events that have been funded outside of this fund since its inception.

4. UNFINISHED BUSINESS:

- a) Code of Conduct Bylaw - Aleta Neufeld, City Clerk
(Deferred to May 3, 2018 OEG Meeting)
- b) Public Participation Policy Review - Jody Meli, Director, City Manager’s Office
(Deferred to May 3, 2018 OEG Meeting)
- c) Presentation on Citizen Assembly on Ward System - Jeff Coffman, Councillor
- d) Procedure Bylaw Process - Aleta Neufeld, City Clerk

5. ADJOURN:

B.A. Crowson:

THAT the meeting be adjourned until Thursday, May 3, 2018.

----- CARRIED

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Thursday, May 3, 2018** in Council Boardroom at 12:00 p.m. with the following attendance:

PRESENT:

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

OTHERS:

A. Neufeld, City Clerk
N. Mitton, Manager, Strategic/Community Initiative
G. Gauthier, Communications Consultant
S. Silsbe, Recording Secretary

ABSENT:

Councillor J.A. Coffman

1. APPROVAL OF MINUTES:

B.A. Crowson:

THAT the minutes of the April 12, 2018 meeting be approved.

----- CARRIED

2. APPROVAL OF AGENDA:

J.H. Carlson:

THAT the agenda for May 3, 2018 meeting be approved, as amended.

----- CARRIED

3. AGENDA ITEMS:

a) Code of Conduct Bylaw (Draft) – Aleta Neufeld, City Clerk

Aleta Neufeld, City Clerk, shared information gathered since the last OEG meeting. She reviewed the draft explaining the format, how they have incorporated either passed or draft code of conduct bylaws from other municipalities and the guiding document prepared by Municipal Affairs. Ms. Neufeld inquired on the approach to review/edit the draft and reminded the committee that the bylaw must be passed by Council by July 23, 2018.

ACTION: Ms. Neufeld to organize a working session to review the Draft Code of Conduct Bylaw on May 22nd from 12:00 p.m. – 4:30 p.m. and invite Ryan Westerson from the City Clerk's Office. All OEG members are to review the draft prior to the meeting.

b) Public Participation Policy (Draft) – Nicole Mitton, Manager, Strategic/Community Initiatives

Nicole Mitton, Manager, Strategic/Community Initiatives, reviewed the draft Public Participation Policy with the group and discussed the approach for completion. Ms. Mitton shared this is a merge using the policy guide and a previous 2017 draft of the policy that had been circulated to City Council at that time. Councillor Carlson had some questions around the language used in the draft and asked if it's possible to have consistency throughout with clarity on the words "residents", "citizens" and "public". The group discussed the additions to the document and the critical pieces overall.

Ms. Mitton suggested that a review the Public Participation Policy could be done on May 22nd following the review of the Draft Code of Conduct Bylaw.

ACTION: Ms. Mitton is to review the draft Public Participation Policy and look for consistency throughout the document. She is to provide the draft policy prior to the May 22nd meeting.

c) 2019 – 2022 Operating Budget Engagement and Communications Plans (Draft) – Nicole Mitton, Manager, Strategic/Community Initiatives and Gerald Gauthier, Communications Consultant

Ms. Mitton went through the draft Operating Budget Engagement Plan handout. The Committee discussed the importance of timelines for the completion of the Operating Budget with of a kick off in some way in June 2018. Ms. Mitton emphasized the importance of getting the engagement plan approved so that they can begin targeting resources. Councillor Crowson added that their goal is to be done early enough to gather feedback from the community prior to Finance Committee Operating Budget discussions. There was a discussion on a new software opportunity which could be used not only for the budget process but additional public engagement events.

The group discussed the process proposed for engagement activities including story boards, static displays, open houses and public meetings. The group discussed locations for static displays and open houses at City Hall, ATB Centre and Yates Theatre.

Mr. Gauthier reviewed the Communication Plan. The Communications Plan was approved by OEG at the meeting.

J. H. Carlson/B. A. Crowson

Resolved that a budget up to \$35,000 for the Community Engagement Plan, be approved.

----- **CARRIED**

ACTION: Nicole Mitton is to bring back the final Engagement Plan to the June OEG Committee meeting.

d) Cannabis Legalization CIC Process – Nicole Mitton, Manager, Strategic/Community Initiative and Aleta Neufeld, City Clerk

Nicole Mitton, Manager, Strategic/Community Initiative, reviewed the proposed schedule, panel and process for the Cannabis Legalization CIC Meeting. The meeting will be held on May 28th in

Council Chambers between 6 p.m. – 9 p.m. The focus of the CIC is to learn and educate the public.

She explained that there will be panel experts that will share the legal and regulatory framework that municipalities must adhere to. Councillor Crowson stated that it would be informative to have Alberta Health Services in attendance for public consumption regulations. Ms. Mitton advised the Lethbridge Police Service will not be attending the meeting.

The group discussed getting the questions online from the public, organizing the questions according to topic/panelists and then sharing the questions with the presenters on May 23rd. Ms. Mitton suggested getting the information and presentations from the presenters prior to the meeting.

Gerald Gauthier, Communications Consultant, will be preparing speaking notes for the Chair and the advertisements for newspaper, website and social media.

OEG discussed the budget and costs associated with booking the panelists implementing communication strategy and advertising.

B. A. Crowson/J. H. Carlson

Resolved that the proposed budget in the amount of \$3500 be approved.

----- **CARRIED**

e) Committee Round Table Discussion

OEG had a brief discussion regarding the City Council Policy, CC10 and the remuneration associated with Deputy Mayor, Acting Mayor and Mayor. Councillor Crowson, Councillor Carlson and Ms. Neufeld discussed full time/part time hours for Council.

Ms. Neufeld shared that at a recent conference Gwendolyn Stewart-Palmer, Shores Jardine did a presentation on *Policies in the Municipal Context*. The presentation was very informative and educational and inquired on whether OEG may be interested in hosting an education session for Council and Administration. Ms. Neufeld to explore options and bring back a proposal.

4. UNFINISHED BUSINESS:

- a)** Presentation on Citizen Assembly on Ward System - Jeff Coffman, Councillor
- b)** Procedure Bylaw Process - Aleta Neufeld, City Clerk
- c)** Review CC10 Remuneration - Jeff Carlson, Councillor

5. ADJOURN:

B.A. Crowson:

THAT the meeting be adjourned until Thursday, June 7th, 2018.

----- **CARRIED**

6. NEXT MEETINGS:

Thursday, June 7, 2018, 11:30 a.m. – 1:30 p.m.

Thursday, July 5, 2018, 11:30 a.m. – 1:30 p.m.

Thursday, August 2, 2018, 11:30 a.m. – 1:30 p.m.

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

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, July 5, 2018** in Council Chambers at 11:30 a.m. with the following attendance:

PRESENT:

Councillor A.M. Campbell, Chair
Councillor J.H. Carlson
Councillor J.A. Coffman

OTHERS:

K. Hopkins, City Manager
J. Meli, Director, City Manager's Office
D. Sarsfield, Deputy City Clerk
C. Lastiwka, Compensation Consultant
R. Westerson, Legislative Services Assistant

ABSENT:

Councillor B.A. Crowson, Vice Chair

1. APPROVAL OF MINUTES:

J.H. Carlson

THAT the minutes of the June 7, 2018 meeting be approved.

----- CARRIED

2. APPROVAL OF AGENDA:

J.A. Coffman:

THAT the agenda for July 5, 2018 meeting be approved.

----- CARRIED

J.A. Coffman:

THAT we do now meet in-camera.

----- CARRIED

3. IN-CAMERA DISCUSSION:

- a) **Elected Officials Unvouchered Expense Allowance Rule Change – Chris Lastiwka, Compensation Consultant and Kathy Hopkins, City Manager**

J. H. Carlson:

THAT we do now return to the public meeting.

----- **CARRIED**

J.H. Carlson:

THAT, the committee recommends that City Council make adjustments to their salary effective January 1, 2019 as per Policy CC10 – City Council Remuneration and Benefits, once the market comparable data is received in December 2018; and

FURTHER THAT City Council undertake the following in 2019:

- A review of Policy CC10 – City Council Remuneration and Benefits;
- A review of market comparators;
- Consideration towards a new salary/wage study; and
- Consideration of an RRSP contribution/Transition allowance.

----- **CARRIED**

ACTION: *An issues briefing be prepared for the July 23, 2018 meeting of City Council.*

4. AGENDA ITEMS:

b) Cannabis Legalization May 28 Expert Panel Forum Report – Jody Meli, Director, City Manager’s Office

Jody Meli, Director, City Manager’s Office, discussed the engagement report compiled for the May 28, 2018 Cannabis Legalization Forum and how future engagement events will see the development of similar reports.

Moving forward, these reports will include a report on the engagement activity and an analysis of the topic and discussion/feedback pertaining to the topic.

c) Council Work Plan Review – Jody Meli, Director, City Manager’s Office

Kathy Hopkins, City Manager, and Jody Meli, Director, City Manager’s Office, provided an overview of a proposed bucketing for the different Council Committees and their respective workloads. This proposal had six Standing Policy Committees that would meet once a month for a longer period.

David Sarsfield, Deputy City Clerk, will prepare a survey of other municipalities Standing Policy Committee Agendas, as well as the agendas of Lethbridge’s former Standing Policy Committees, and return these back to the next committee meeting.

The following motion was presented:

J.A. Coffman:

THAT a draft report be completed and forwarded to City Council for consideration for reviewing the current Council Committee structure.

----- **CARRIED**

ACTION: *The report be forwarded to City Council.*

5. UNFINISHED BUSINESS:

- a) Procedure Bylaw Process – Aleta Neufeld, City Clerk
- b) Major Events Grant Policy Review - Jody Meli, Director, City Manager’s Office

6. NEW BUSINESS:

7. ADJOURN:

THAT the meeting be adjourned until Thursday, July 5, 2018.

UPCOMING MEETINGS:

- Thursday, September 6, 2018, 11:30 a.m. – 1:30 p.m.
- 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 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, Legislatives 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, October 4, 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:

J. Meli, Director, City Manager's Office
B. Burke, Legislative Services Manager
N. Mitton, Community & Strategic Initiatives Manager
G. Gauthier, Communications Consultant
S. Silsbe, Recording Secretary

1. APPROVAL OF MINUTES:

B. A. Crowson:

THAT the minutes of the August 2, 2018 meeting be approved.

----- CARRIED

2. APPROVAL OF AGENDA:

J.A. Coffman:

THAT the agenda for October 4, 2018 meeting be approved.

----- CARRIED

3. AGENDA ITEMS:

a) 2019 - 2022 Operating Budget Engagement Activities Status Update – Nicole Mitton, Community & Strategic Initiatives Manager

Jody Meli, Director, City Manager's Office, asked the committee what the next steps were for the October 23rd Operating Budget Engagement Open House and what was the best way to share the information collected with Council from previous engagement activities.

Nicole Mitton, Community and Strategic Initiatives Manager, said she is very pleased with the success of the online tool "Get Involved". She said the feedback from the community was that the preference of engagement is through social media and the "Get Involved" tool online. Ms. Mitton gave an overview of what was valuable as well as common feedback from the community during the activities.

Ms. Mitton discussed the details of the Operating Budget Open House scheduled for October 23rd. OEG Committee members agreed that Council would be in attendance. They asked questions regarding what to expect and confirmed that Council would have access to all data collected as well as budget information prior to the Open House.

The Committee discussed having a Council + Community “Open Mic” session on Monday, November 5th and the details surrounding timing and facilitation. They agreed that it would be beneficial to hear from the community both on Operating Budget and service levels.

The Committee agreed to meet again in December 2018 or January 2019 to discuss the learnings from Engagement Plan activities as a whole.

Action Items:

- Ms. Mitton to distribute a summary of what to expect leading into October 23rd to Councillor Campbell. She will also provide by October 9th to Councillor Campbell a final report that involves static displays comments and link to budget allocator information from the Operating Budget Engagement activities.
- Councillor Campbell to email summary provided by Ms. Mitton to all of Council on behalf of OEG on what to expect leading into the October 23rd Open House.
- Ms. Mitton to provide to Hailey Pinksen, City Treasurer, information regarding October 23rd Open House (date and event) to be included in Operating Budget presentation at the October 22nd City Council Meeting.
- Ms. Mitton to work with Council on messaging to inform the community that Council will be in attendance at the October 23rd Open House.
- Ms. Mitton to add City Council contact information and instruction piece to static displays at October 23rd Open House.
- Ms. Meli and Ms. Mitton to provide a brief overview to all of Council on the process prior to the Open House on October 23rd.
- Ms. Mitton to coordinate with Council an Open Mic session for community to get involved in talking directly to Council. She will also complete a community feedback report on activities relating to the Operating Budget and send to Council prior to November 5th Open Mic session.

b) Strategic Plan Priorities Review – Jody Meli, Director, City Manager's Office

Jody Meli, Director, City Manager's Office, said that the budget meeting scheduled for October 9th with Council and the City Manager will be based on the Strategic Plan. The focus is on the Strategic Plan and Council initiatives.

The group discussed the option of scheduling a check-in facilitated work shop to figure out what the priorities are. Councillor Carlson and Councillor Coffman agreed that it should be facilitated by someone internally and was involved in the previous process. The group discussed timing and tentatively scheduled an off-site Annual Strategic Plan check-in to

be held in February 2019. Councillor Campbell suggested they should have further discussions regarding scheduling February 2019 dates at the October 9th meeting.

c) Professional Development on Budget Process – Jody Meli, Director, City Manager’s Office

Jody Meli, Director, City Manager’s Office, said that she has reached out to Hailey Pinksen, City Treasurer, to discuss what opportunities are available to Council as a refresher for Budget Deliberations week. Ms. Pinksen offered to sit down with each member of Council to review the week of budget meetings and what to expect.

Councillor Carlson asked if it would be beneficial to examine the processes of other municipalities. Ms. Meli said that Ms. Pinksen may have some information on what the best practices are and how they meet Council’s needs and that it may be part of the review.

Action Item: Council members to reach out Ms. Pinksen if they prefer a meeting to go through what typically happens during Budget Deliberations week and what other municipalities processes are.

d) Standing Committee Structure Agenda

Jody Meli, Director, City Manager’s Office, provided a handout on 5 committees with respect to the terms of references, transition strategies and what could be incorporated. She spoke on Council participation and recommended that members of OEG engage in a conversation with the rest of Council to determine next steps.

Councillor Carlson suggested that 4 members of Council be on each Committee with an alternate and that this should not preclude members of Council from sitting on outside bodies. Councillor Crowson suggested to take the information collected on Standing Committees to those committees to examine their roles.

Ms. Meli said that if Council decided to do a Governance Review that Committee Structure would form part of that. Ms. Meli suggested not to get too far ahead with respect to Committee Structure if they were going to move forward with the Governance Review. The group agreed that they should continue doing structural work on Standing Committee Structure but Governance Review is the first priority.

e) Council Work Plan Review – Jody Meli, Director, City Manager’s Office

Jody Meli, Director, City Manager’s Office asked committee members about the Work Plan Review and how to assign it out. After the October 9th Strategic Plan Review, priorities may be determined to assist in the Work Plan.

f) Governance Review

Jody Meli, Director, City Manager’s Office, provided a briefing sheet on Governance Review regarding what might be included. She recommended that Council examine thoroughly then submit a Request for Proposal to a third party. Councillor Coffman said that George Cuff’s “Good Governance by George” will be a cost, but is valuable at the same time.

Councillor Carlson suggested that the Governance Review be done in the first quarter of 2019.

Ms. Meli said that the next step is to receive direction from the rest of Council and then look at budget allocation. Ms. Meli asked the Committee if this should be led by the OEG Committee or a sub-committee.

J.A. Coffman / B.A. Crowson

THAT the Open and Effective Government Committee propose to City Council to establish an undertaking on a Governance Review.

----- **CARRIED**

Action Items:

- Councillor Coffman will bring an Official Business Resolution forward from OEG at a future City Council meeting. Ms. Meli to assist Councillor Coffman with the framework for the resolution.
- Ms. Meli to send a link to OEG members on Edmonton's Governance Review Report.

g) Council Updates

Councillor Carlson asked Shalise Silsbe, Recording Secretary, to make bullet points regarding important items discussed throughout the meeting under Council Updates. These items will be shared with the rest of Council by the Chair of the Committee to update them on items discussed during the committee meetings. Bev Burke, Legislative Services Coordinator, informed OEG that City Clerk's Office has asked all Committees that "Council Updates" be added to their Agendas. The Recording Secretary will provide to City Clerk's Office to be included on the Agenda for City Council meetings.

Action Item: The Chair of each Committee will inform their Recording Secretary to submit Council Updates to the City Clerk's Office.

h) Committee Round Table Discussion

4. UNFINISHED BUSINESS:

a) Procedure Bylaw Process – Aleta Neufeld, City Clerk

Councillor Coffman spoke on the progress of the Procedure Bylaw and how the team is incorporating elements from other municipalities. He added that they are modernizing the language and making it a user friendly document.

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

Jody Meli, Director, City Manager's Office, asked for direction from OEG on timing. She asked OEG if the policy is addressing what it was intended for. Councillor Coffman said

that it's important to be part of the budget conversation and shouldn't be about a grant but more for a specific event plan for the community. He asked Ms. Meli if the review could be scheduled prior to budget week or the November 1st OEG meeting.

There were discussions around incorporating an automatic sunset clause for policy review prior to budget cycle in order to reflect back on what worked or didn't work.

Action Items:

- Ms. Meli to start the framework on reviewing the Major Events Grant Policy prior to November 1st OEG meeting or before budget week with Council.
- Ms. Meli to investigate if the funds for the Major Events Grant Policy comes out of the Base Budget and if it is in place for the 4-year period.
- Ms. Meli to follow up with William Slenders, Executive Director, Lethbridge Destination Management Organization, to find out what their Strategic Plan is on attracting major events to Lethbridge.

c) Information Session on Policy Development Update – Aleta Neufeld, City Clerk

5. NEW BUSINESS:

6. ADJOURN:

THAT the meeting be adjourned until Thursday, November 1, 2018.

UPCOMING MEETINGS:

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, November 1, 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 R. K. Parker

OTHERS:

J. Meli, Director, City Manager's Office
A. Neufeld, City Clerk
N. Mitton, Community & Strategic Initiatives Manager
G. Gauthier, Communications Consultant
S. Silsbe, Recording Secretary

ABSENT:

Councillor J.A. Coffman

1. APPROVAL OF MINUTES:

B. A. Crowson:

THAT the minutes of the October 4, 2018 meeting be approved.

----- CARRIED

2. APPROVAL OF AGENDA:

B. A. Crowson:

THAT the agenda for November 1, 2018 meeting be approved, as amended.

----- CARRIED

3. AGENDA ITEMS:

a) 2019 - 2022 Operating Budget Engagement Activities Status Update – Nicole Mitton, Community & Strategic Initiatives Manager

Nicole Mitton, Community and Strategic Initiatives Manager, reviewed with OEG the 2019-2022 Operating Budget What We Heard Report. The committee set aside \$35,000, the annual licensing for the software cost \$15,000 and the hard costs for printing boards, etc. was roughly \$4,500. The committee agreed to debrief the lessons learned from the communication and engagement activities at the December OEG Committee Meeting. The group agreed Vice-Chair Councillor Belinda Crowson would provide the report to the rest of Council on November 5th. Link to reports can be found here:

Action Items:

- Ms. Mitton to attend the OEG Committee meeting in December 2018 to discuss the committee's thoughts on the related engagement and communications activities.
- Councillor Belinda Crowson will present information from the What We Heard Report to Council at the November 5th meeting.

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

Jody Meli, Director, City Manager's Office, reviewed the information that was included with the OEG agenda. Ms. Meli informed the committee that Lori Harasem, Recreation and Culture Development Manager, has compiled additional information on what's working and not working in regards to grants for events from an administration perspective. Council may want to discuss the amount budgeted to determine if appropriate. The group discussed the policy and the importance of events for the community. Ms. Meli suggested gaining additional feedback around the policy prior to budget deliberations.

Action Items:

- Ms. Neufeld to work with Councillor Campbell on adding item to Council Agenda to provide this information to the rest of Council.
- Councillor Campbell to gather information from the rest of Council on whether the policy and budget is working and what to do going forward.

c) Governance Review

Jody Meli, Director, City Manager's Office, talked about the process that Edmonton followed for their Governance Review and asked the group what they preferred going forward. The group came to a decision to have the review done by an external resource. Ms. Meli provided information for a resolution to be brought forward for the November 13th City Council meeting under Official Business on the agenda.

Action Item:

- Ms. Meli to follow up with Councillor Coffman on drafting the resolution in an RFD format that will be presented to Council on November 13th regarding OEG Committee taking the lead on the Governance Review.
- Ms. Meli to conduct research to establish an estimated cost on an external company to perform a Governance Review prior to the November 13th meeting.

d) Committee Updates to Council

e) Committee Round Table Discussion

4. UNFINISHED BUSINESS:

a) Information Session on Policy Development Update – Aleta Neufeld, City Clerk

Ms. Neufeld shared that she has information to share with the committee and will bring this forward at a future meeting.

b) Council Work Plan Review – Jody Meli, Director, City Manager’s Office

Jody Meli, Director, City Manager’s Office, suggested to the committee that working in a workshop format would be ideal. Ms. Meli said they need to look at all the actions in the Strategic Plan and how they can be assigned to committees. She recommended to wait until after budget deliberations are complete.

Action Item: Ms. Meli to schedule a meeting in early January 2019 to continue Council Work Plan Review in a workshop format.

c) Procedure Bylaw Process – Aleta Neufeld, City Clerk

Aleta Neufeld, City Clerk, informed the committee that they continue to meet and are making progress. Ms. Neufeld will have a draft copy complete by end of December 2018 in which she will share with Council. Councillor Crowson added that they have modernized the language and made the document more user friendly.

5. NEW BUSINESS:

a) Shaw Rotation Interviews with Council – Jody Meli, Director, City Manager’s Office

Jody Meli, Director, City Manager’s Office, was contacted by Ryan Cradduck from Shaw TV regarding ways to get engaged with Council and wanting to schedule interviews with Council members in rotation similar to what has happened in the past. These interviews will be a half hour long and will be directed by the Councillor on their choice of discussion topic. They will be scheduled every 2 weeks following a City Council meeting. The group agreed that these interviews should start after November 13th.

Action Items:

- Councillor Campbell will discuss this topic during a City Council meeting to let the rest of Council know as information during Committee Updates.
- Jody Meli will touch base with Ryan Cradduck from Shaw TV on what date to start the interviews.
- Shalise Silsbe, Acting Councillor’s Assistant, will schedule these meetings every 2 weeks with participating Council members and Mr. Cradduck.

6. IN-CAMERA DISCUSSION:

A.M. Campbell:

THAT we now meet in-camera.

----- CARRIED

- a) **Elected Officials Unvouchered Expense Allowance Rule Change Update –
Jody Meli, Director, City Manager’s Office**

A.M. Campbell:

THAT we now return to public meeting.

----- CARRIED

7. ADJOURN:

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

UPCOMING MEETINGS:

MINUTES of the **OPEN AND EFFECTIVE GOVERNMENT COMMITTEE** held on **Thursday, December 6, 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 R. K. Parker

OTHERS:

J. Meli, Director, City Manager's Office
A. Neufeld, City Clerk
N. Mitton, Community & Strategic Initiatives Manager
S. Silsbe, Recording Secretary

ABSENT:

Councillor J.A. Coffman

1. APPROVAL OF MINUTES:

B.A. Crowson:

THAT the minutes of the November 1, 2018 meeting be approved.

----- CARRIED

2. APPROVAL OF AGENDA:

B. A. Crowson:

THAT the agenda for December 6, 2018 meeting be approved, as amended.

----- CARRIED

3. AGENDA ITEMS:

a) 2019 - 2022 Operating Budget Engagement Activities Update – Nicole Mitton, Community & Strategic Initiatives Manager

Nicole Mitton, Community & Strategic Initiatives Manager, inquired on the Committee's recommendations for the future, and any items that they thought should be kept, reduced or changed. Ms. Mitton reviewed the costs associated with the activities and the level of effort. Councillor Crowson and Councillor Parker were impressed with what was done to reach the public as ways to communicate with the public changes frequently. Ms. Meli suggested that Communications message to the community on what the strategy is going forward.

Ms. Mitton reviewed the Get Involved site online and the fees associated with renewing it.

Action Items:

- *Ms. Meli to work with that Communications to support the message POST budget approval on what the benefits of the decisions made are for residents.*
- *Ms. Meli and Ms. Mitton to have a discussion with OEG members on how they would like to continue to have ways for Council to engage with the public (ongoing strategy vs one-time purpose of a budget process).*
- *Ms. Mitton to keep Council updated on performance metrics and scheduling a discussion on strategy and funding for future use in April 2019.*

b) Information Session on Policy Development Update – Aleta Neufeld, City Clerk

Aleta Neufeld, City Clerk, gathered information from Gwendolyn Stewart-Palmer, Partner of Shores Jardin LLP, on scheduling a half day seminar/information session with Council to provide education on policy development. Ms. Neufeld gave an overview of what potential fees would be for scheduling a session, as well as costs associated with travel. She asked if this is something that's of interest to Council, then she would discuss dates and bring back to OEG in the new year.

Jody Meli and Councillor Campbell thought that the strategic plan should come first prior to the information session. The group discussed completing these tasks within the first 4 months of 2019.

Action Items:

- *Ms. Meli to discuss dates with Council on completing the strategic plan some time in February 2019.*
- *Ms. Neufeld to discuss potential dates with Ms. Stewart-Palmer, preferably an off Monday, and review with Ms. Meli to see how it will align with the strategic plan scheduling.*

c) Committee Updates to Council

d) Committee Round Table Discussion

Ms. Crowson asked about the Governance Review and where we are at with scheduling. Ms. Meli informed the group that Graeme Woods, Manager of Corporate Strategic Initiative is currently conducting some research on Governance Reviews. Ms. Meli said that they are gathering information. It is important to make sure that all of Council agrees with the scope of the project in January 2019.

Action Item:

- *Ms. Meli to bring back an update on the Governance Review at the next OEG meeting in January.*

4. UNFINISHED BUSINESS:

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

Deferred to February 2019 OEG Meeting.

- b) Procedure Bylaw Process – Aleta Neufeld, City Clerk

Deferred to January 2019 OEG Meeting.

5. NEW BUSINESS:

- a) Finance Committee Resolutions Referred to OEG Committee Update – Councillor Crowson

Councillor Crowson asked OEG if they should compose a list of all of the resolutions that were referred to the Committee and discuss at the next meeting. OEG agreed that this should be a part of the Council Updates for the January 7th Council meeting.

6. ADJOURN:

THAT the meeting be adjourned until Thursday, January 10, 2019.

7. UPCOMING MEETINGS:

- January 10, 2019 (11:30 a.m. – 1:30 p.m.)
- February 7, 2019 (11:30 a.m. – 1:30 p.m.)
- March 7, 2019 (11:30 a.m. – 1:30 p.m.)