Agenda – Executive Policy Committee – September 21, 2020

REPORTS

Item No. 20 Updated Interim Council and Committees of Council Schedule of Meetings and Delegation of Authority

WINNIPEG PUBLIC SERVICE RECOMMENDATION:

1. That the Meetings of Council by Communication Devices By-law No. 41/2020, be amended to allow for Council and its Committees to continue to meet by communication device until April 30, 2021 (draft by-law attached as Appendix A).

2. That all meetings of City Council, Executive Policy Committee, Standing Policy Committee, Community Committee, Appeal Committee, Board of Adjustment and any other Committee of Council or Sub-committee of Council, between November 1, 2020 and December 31, 2020, be cancelled.

3. That the interim Council and Committees of Council schedule of meetings, attached as Appendix B, for the period of October 27, 2020 through the end of April 2021, be approved.

4. That authority over the scheduling of additional meetings of Council, Executive Policy Committee, Standing Policy Committee and Community Committees not listed in Attachment A, be delegated to the Mayor or a majority of Council members, similar to Charter provision for the calling of a special meeting of Council, until April 30, 2021.

5. That the City Clerk be delegated authority over scheduling of meetings of committees other than Council, Executive Policy Committee, Standing Policy Committee and Community Committees, via communication devices, as is determined to be operationally feasible, until April 30, 2021, and that Council be notified of any such scheduling.

6. That in accordance with the Development Procedures By-law 160/2011, temporary authority be delegated to the Director of Planning, Property & Development to approve all ’C’ conditional use and ‘C’ variance development applications until April 30, 2021.

7. That the relevant Council Policies be amended to provide that, until April 30, 2021, the City Clerk be delegated authority to approve expenditures of Per Capita Grant funds, the Director of Community Services be authorized to approve expenditures of Community Incentive Grants, and the Director of Planning, Property and Development be authorized to approve expenditures of Land Dedication Reserve funding on condition that:

WINNIPEG PUBLIC SERVICE RECOMMENDATION (continued):

A. decisions respecting these expenditures must be made only after consultation with the relevant Ward Councillors; and

B. the applications must meet Council approved criteria.

8. That approval for the hiring of one temporary full-time equivalent Audio/Visual Technician, for a period of time determined by the City Clerk, in order to address increased demands due to COVID-19 and remote meetings, and that an additional $64,155 be approved for this and included in the 2021 City Clerk's Operating Budget.

9. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

ADMINISTRATIVE REPORT

Title: Updated Interim Council and Committees of Council Schedule of Meetings and Delegation of Authority

Critical Path: Executive Policy Committee – Council

AUTHORIZATION

Author	Department Head	CFO	CAO
A. Poitras	M. Lemoine, City Clerk	P. Olafson, Interim CFO	M. Ruta, Interim CAO

EXECUTIVE SUMMARY

In an effort to continue to serve the citizens of Winnipeg during the COVID-19 pandemic, City Council adopted By-law 41/2020, a by-law which permits Council and its Committees to meet remotely. Remote meetings allow for Council and its Committees to continue to function while adhering to the health and safety guidelines imposed by the Province of Manitoba.

On July 23, 2020, City Council adopted an interim Council and Committees of Council schedule of meetings, as well as various delegations of authority which are designed to reduce the need for certain items to be considered by committees. The interim schedule, delegations of authority and By-law 41/2020 enabling remote meetings all expire on October 31, 2020.

Due to social distancing recommendations from the Province of Manitoba, and the size and technical limitations of the Committee rooms available, Council and its Committees will continue to be restricted to meeting in the Council Chamber.

The operation of remote meetings requires a significant increase in staff involvement. For example, a typical Standing Policy Committee held in-person would simply be staffed by one Committee Clerk. For a Standing Policy Committee functioning remotely, we require five staff (Committee Clerk, Clerk to operate and manage Zoom, camera operator, Audio Visual Technician to monitor the video stream and audio/visual equipment and a microphone operator). In addition to increased staff requirements there have been significant changes required to our technical infrastructure to facilitate these meetings. Technical enhancements to improve the reliability and quality of meetings are ongoing and to this point have been funded utilizing existing funding sources.

This report seeks to amend By-law 41/2020, approve an interim schedule through April, 2021, extend various delegations of authority previously approved by Council and the approval of a temporary additional Audio/Visual Technician full-time equivalent position to assist with increased audio/visual needs related to COVID-19 and remote meetings.

RECOMMENDATIONS

1. That the Meetings of Council by Communication Devices By-law No. 41/2020, be amended to allow for Council and its Committees to continue to meet by communication device until April 30, 2021 (draft by-law attached as Appendix A).

2. That all meetings of City Council, Executive Policy Committee, Standing Policy Committee, Community Committee, Appeal Committee, Board of Adjustment and any other Committee of Council or Sub-committee of Council, between November 1, 2020 and December 31, 2020, be cancelled.

3. That the interim Council and Committees of Council schedule of meetings, attached as Appendix B, for the period of October 27, 2020 through the end of April 2021, be approved.

4. That authority over the scheduling of additional meetings of Council, Executive Policy Committee, Standing Policy Committee and Community Committees not listed in Attachment A, be delegated to the Mayor or a majority of Council members, similar to Charter provision for the calling of a special meeting of Council, until April 30, 2021.

5. That the City Clerk be delegated authority over scheduling of meetings of committees other than Council, Executive Policy Committee, Standing Policy Committee and Community Committees, via communication devices, as is determined to be operationally feasible, until April 30, 2021, and that Council be notified of any such scheduling.

6. That in accordance with the Development Procedures By-law 160/2011, temporary authority be delegated to the Director of Planning, Property & Development to approve all ’C’ conditional use and ‘C’ variance development applications until April 30, 2021.

7. That the relevant Council Policies be amended to provide that, until April 30, 2021, the City Clerk be delegated authority to approve expenditures of Per Capita Grant funds, the Director of Community Services be authorized to approve expenditures of Community Incentive Grants, and the Director of Planning, Property and Development be authorized to approve expenditures of Land Dedication Reserve funding on condition that:

   A. decisions respecting these expenditures must be made only after consultation with the relevant Ward Councillors; and

   B. the applications must meet Council approved criteria.

8. That approval for the hiring of one temporary full-time equivalent Audio/Visual Technician, for a period of time determined by the City Clerk, in order to address increased demands due to COVID-19 and remote meetings, and that an additional $64,155 be approved for this and included in the 2021 City Clerk’s Operating Budget.

9. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

Council approval is required to amend by-laws, adopt schedules of Council and Committee meetings, delegate the authority for certain matters and to approve an additional temporary full-time equivalent position within the City Clerk's Department.

IMPLICATIONS OF THE RECOMMENDATIONS

If the recommendations contained in this report are approved, the Meetings of Council by Communication Devices By-law 41/2020 will be amended, remote meetings will continue as are occurring currently, various delegations of authority approved on July 23, 2020 will be extended, the attached schedule of meetings will replace the previously approved annual schedule of meetings until April 30, 2021, and the City Clerk's Department operating budget will be increased to allow for the temporary hiring of an additional Audio/Visual technician to address increased demands due to COVID-19 and remote meetings.

HISTORY/DISCUSSION

Remote meetings of Council and its Committees began on April 20, 2020. Through September 30, 2020, the City Clerk's Department will have facilitated approximately 80 remote meetings of Council and its committees, including public hearings and appeal hearings, all of which have seen remote participation by Members of Council, the Winnipeg Public Service and nearly 200 delegations.

The facilitation of remote meetings has evolved since its implementation in April and the Department has made, and continues to make, a number of technical and process improvements to better serve Council and the citizens of Winnipeg. Some of these improvements include:

- Addition of monitors in the Council Chamber to view remote participants.
- Addition of workstations, including computers and microphones, to allow for more members to physically attend meetings while ensuring proper social distancing.
- Expanded service to allow delegations to participate via telephone, audio or video.
- Expanded service to allow for all meeting participants, including delegations to screen share during meetings.
- Involvement of the Emergency Operations Centre to facilitate the reopening of the Council Building to allow for in-person delegations.
- Use of a full-time camera operator to allow for full use of camera system.
- Use of a full-time Audio Visual Technician to monitor video stream and other A/V needs in the Council Chamber while meetings are underway.
- Use of a full-time remote meeting clerk to manage remote meeting participants.

Further to the technical and process improvements made in the Council Chamber, the Department has also modified the North Committee Room to allow for Board of Revision Assessment appeals to continue. These hearings began on June 22, 2020 and will continue throughout the fall. Hearings are facilitated utilizing Zoom in a similar fashion to what's being used for Council and Committee meetings. Throughout the summer and into the fall, improvements will be made to the West Committee Room to also allow for remote meetings,

however, due to the size of the committee rooms, only 5 participants can be socially distanced around the committee room tables, making these rooms unsuitable for most meetings of Council Committees.

The Department relies heavily on our existing Audio/Visual technicians for remote meetings and the demand for them is not simply limited to committee meetings. On top of the need for them to operate cameras, microphones and to monitor and troubleshoot any streaming issues that may arise during the course of committee meetings or Board of Revision hearings, these staff members are required to coordinate and setup audio/visual equipment for both on and off-site press conferences, edit/upload all committee meetings to YouTube, support members of Council and the Public Service with various audio/visual needs as required and to test and ensure equipment is functioning properly in between meetings and press conferences. In addition to committee meetings and Board of Revision hearings, the City Clerk's Department has facilitated approximately 30 press conferences since May 2020, both on and off-site.

Although the Department has been able to make technical improvements utilizing existing resources, as demands for meetings increase or if remote meetings become a permanent feature, additional funding will likely be required. Other ongoing costs such as remote meeting software subscription costs may require additional funding as well in the future. As outlined in the financial impact statement, the Department is able to absorb the costs of the temporary employee in 2020, but will require additional funding in future years for the hiring of the temporary audio-visual technician.

The Department will continue to engage Council to determine how remote meeting technology can be best used in the future once Provincial health orders are lifted and social distancing is no longer recommended. For example, should remote meeting procedures remain in all instances or should it be limited to state of emergencies, or limit remote participation perhaps only to delegations. The department will prepare a report to update Council of any changes required should the Province of Manitoba make changes or implement any new public health orders which affect any aspect of this report.

A new calendar for November 2020 to April 30, 2021, is attached for adoption. Similar to April through October 2020 schedules, all meetings are scheduled in the Council Chamber to allow for proper social distancing and all meetings are held during the day to ensure that proper support is available for remote meetings. Schedules are required in advance to ensure enough time to advertise, post and schedule public hearings and appeals. Requests for special meetings have been considered and approved but due to the limited availability of the Council Chamber and staff requirements, each request must be reviewed by the City Clerk prior to scheduling.

FINANCIAL IMPACT

Financial Impact Statement

Date: September 4, 2020

Project Name: Updated Interim Council and Committees of Council Schedule of Meetings and Delegation of Authority

First Year of Program **2020**

	2020	2021	2022	2023	2024
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ 10,563	$ 64,155	$ -	$ -	$ -
Less: Incremental Revenue/Recovery	-	-	-	-	-
Net Cost/(Benefit)	$ 10,563	$ 64,155	$ -	$ -	$ -
Less: Existing Budget Amounts	10,563	-	-	-	-
Net Budget Adjustment Required	$ -	$ 64,155	$ -	$ -	$ -

Additional Comments:

1. Direct costs above represent the salaries and benefits an Audio/Visual Technician (Librarian Computer) Grade 303 - Step 6 starting October 1, 2020 to December 31, 2021. The term may be extended as determined by the City Clerk.
2. Funding for 2020 can be accommodated within City Clerks 2020 Adopted Operating Budget. Additional budgetary funding is required for 2021.
3. The City Clerks Department FTE establishment will temporarily increase by 1.0.

Electronically signed by T. Yanchishyn

Tanis Yanchishyn
Manager of Finance (Campus)
Corporate Finance Department

CONSULTATION

Legal Services (as to legal issues)
Planning, Property and Development Department
Community Services Department

OURWINNIPEG POLICY ALIGNMENT

The recommendations contained in this report align with OurWinnipeg Direction 1: Provide efficient and focused civic administration and governance.

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

N/A

SUBMITTED BY

Department: City Clerk's
Prepared by: A. Poitras
Date: September 10, 2020

Attachments:

Appendix A – Draft Amending By-law

Appendix B – Interim Council and Committees of Council Schedule of Meetings