**Minute No. 231**
**Report – Executive Policy Committee – February 17, 2021**

**Item No. 7 Updated Interim Council and Committees of Council Schedule of Meetings and Delegation of Authority**

COUNCIL DECISION:

Council concurred in the recommendation of the Executive Policy Committee and adopted the following:

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 August 31, 2021 (draft by-law attached as Appendix A).

2. That the interim Council and Committees of Council schedule of meetings, attached as Appendix B, for the period of April 26, 2021 through July 23, 2021, be approved.

3. That Council prorogue between July 24, 2021 and August 31, 2021.

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 August 31, 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 July 23, 2021, and that Council be notified of any such scheduling.

6. That authority over the scheduling of meetings of committees other than Council, Executive Policy Committee, Standing Policy Committee and Community Committees between July 24, 2021 and August 31, 2021, be delegated to the Mayor or a majority of Council members, similar to the Charter provision for the calling of a special meeting of Council.

7. That in accordance with the Development Procedures By-law 104/2020, temporary authority be delegated to the Director of Planning, Property & Development to approve all ’C’ conditional use and ‘C’ variance development applications until August 31, 2021.

**Report – Executive Policy Committee – February 17, 2021**

COUNCIL DECISION (continued):

8. That the relevant Council Policies be amended to provide that, until August 31, 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.

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

**Report – Executive Policy Committee – February 17, 2021**

DECISION MAKING HISTORY:

Moved by His Worship Mayor Bowman,

That the recommendation of the Executive Policy Committee be adopted by consent.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On February 17, 2021, the Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and submitted the matter to Council.

# 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 | N/A | M. Ruta,<br>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 September 30, 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 April 30, 2021.

Until such time as the Province of Manitoba changes its recommendation regarding social distancing, Council and its Committees will continue to be required to meet in the Council Chamber. The City Clerk's department continues to implement technical upgrades to the West and North Committee Room to allow for remote meetings should social distancing recommendations change.

This report seeks to amend By-law 41/2020 to allow for Council and its Committees to continue to meet remotely, approve an interim schedule of meetings and extend various delegations of authority previously approved by Council, until August 31, 2021.

**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 August 31, 2021 (draft by-law attached as Appendix A).

2. That the interim Council and Committees of Council schedule of meetings, attached as Appendix B, for the period of April 26, 2021 through July 23, 2021, be approved.

3. That Council prorogue between July 24, 2021 and August 31, 2021.

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 August 31, 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 July 23, 2021, and that Council be notified of any such scheduling.

6. That authority over the scheduling of meetings of committees other than Council, Executive Policy Committee, Standing Policy Committee and Community Committees between July 24, 2021 and August 31, 2021, be delegated to the Mayor or a majority of Council members, similar to the Charter provision for the calling of a special meeting of Council.

7. That in accordance with the Development Procedures By-law 104/2020, temporary authority be delegated to the Director of Planning, Property & Development to approve all ’C’ conditional use and ‘C’ variance development applications until August 31, 2021.

8. That the relevant Council Policies be amended to provide that, until August 31, 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.

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 and to delegate the authority for certain matters.

## 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 September 30, 2020 will be extended and the attached schedule of meetings will be in effect.

## HISTORY/DISCUSSION

Remote meetings of Council and its Committees began on April 20, 2020. Through January 30, 2021, the City Clerk's Department will have facilitated approximately 155 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 delegations.

Further to the technical and process improvements made in the Council Chamber, the Department has also modified the North and West Committee Rooms to facilitate remote assessment appeal hearings by the Board of Revision. To date, the Board has facilitated approximately 130 remote assessment appeal hearings.

Although the North and West Committee Rooms have been updated to accommodate remote meetings of the Board of Revision, additional changes may be required should social distancing recommendations from the Province of Manitoba be changed in a way that would permit committees to meet in these rooms. Current social distancing recommendations would only allow for a maximum of five people per committee room.

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.

**FINANCIAL IMPACT**

## Financial Impact Statement

**Date:** January 29, 2021

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

**COMMENTS:**

There are no financial implications associated with the recommendations in this report.

*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: February 1, 2021

Attachments:

Appendix A – Draft Amending By-law

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