

Law and Legislative Services Report to  
Organizational Meeting of Council  
2019 October 28

ISC: UNRESTRICTED  
C2019-1172

## **Administration Appointments to BCCs**

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### **EXECUTIVE SUMMARY**

This report presents Administration's nominees for appointment by Council to 20 internal and external Boards, Commissions and Committees (BCCs) at the 2019 Organizational Meeting of Council. The report also presents, for information, the continuing Administration membership on five internal and external BCCs.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council:

1. Appoint members of Administration to the Boards, Commissions and Committees contained in Attachment 1, for terms commencing 2019 October 28;
2. Nominate members of Administration for appointment to the external Boards, Commissions and Committees contained in Attachment 2; and
3. Receive into the corporate record the current Administration members that are continuing to serve on Boards, Commissions and Committees as contained in Attachment 3.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

At the 2016 April 26 Regular Meeting of Council, Council adopted policy CP2016-03 *Governance and Appointments of Boards, Commissions and Committees*.

### **BACKGROUND**

Section 1.3 of Council policy CP2016-03 provides that the "appointment of Members of Council and Administration to serve on BCCs promotes collaboration and collective decision-making with Public Members, ensuring that citizens, communities and customers of The City are better served". In accordance with section 5.7, appointment of Administration Members occurs as follows:

- 5.7.1 Council shall appoint Administration Members to BCCs as applicable. The City Manager shall provide Council with recommendations for appointments.
- 5.7.2 Administration Members shall be appointed to BCCs at the annual Organizational Meeting of Council.
- 5.7.3 The appointment term for Administration Members shall:
  - a) be until the next annual Organizational Meeting of Council, unless otherwise specified by a resolution of Council or a BCC's Governance Document(s); and
  - b) terminate immediately upon leaving the employment of The City of Calgary.

"Administration Member" means a City of Calgary employee who has been appointed by Council to a BCC, or their designate. An Administration Member of a Committee may or may not be a voting Member, depending on a BCCs Governance Documents.

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### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

Members of Administration serve on 25 BCCs with voting or non-voting (advisory) privileges, sharing information and knowledge in their fields of expertise with Public and Council members that contribute to sound recommendations. The appointment terms for Administration members vary depending on a BCC's individual Governance Documents. Administration's nominations for appointment by Council are being presented as follows:

- Attachment 1: For appointment by Council – Administration members selected for Council approval to City BCCs, in accordance with the individual BCC's Governance Document(s);
- Attachment 2: For nomination by Council to external BCCs – Administration members selected for Council nomination to External BCCs, in accordance with the individual BCC's Governance Document(s); and
- Attachment 3: Receive into the corporate record – Administration members continuing to serve on City BCCs as per previous Council appointment and Administration members serving on BCCs by virtue of their position at The City of Calgary.

The External BCCs listed in Attachment 2 will receive Council's nominations upon the conclusion of the Organizational meeting. However, each of these BCCs will consider Council's nominees within the appointment timeframe mandated by their individual Governance Document(s).

### **Stakeholder Engagement, Research and Communication**

Administration issued a request to City Departments and the City Manager's Office in 2019 September, seeking Administration's nominees for appointment to BCCs for the upcoming terms.

### **Strategic Alignment**

This report aligns with One Calgary's citizen priority: A Well-Run City (*One Calgary 2019-2022*).

### **Social, Environmental, Economic (External)**

No social, environmental or economic impacts were identified.

### **Financial Capacity**

#### ***Current and Future Operating Budget:***

There are no current and future operating budget impacts.

#### ***Current and Future Capital Budget:***

There are no current and future capital budget impacts.

### **Risk Assessment**

There may be risk for The City and/or City employees if an employee's role as a member of Administration conflicts or is perceived to conflict with the employee's duty as a board member of a partner or third party organization. The likelihood and impact of this risk is mitigated by reducing the number of members of Administration serving on the boards of The City's partners

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or other independent organizations. As well, the Council Investing in Partnerships Policy (CP2017-01) encourages The City's partners, to maintain good governance policies and practices including codes of conduct, conflicts of interest, board orientation and board education.

#### **REASON FOR RECOMMENDATIONS:**

In accordance with Council policy CP2016-03, Section 5.7.2, Council shall appoint Administration Members to BCCs at the annual Organizational Meeting of Council, and at other times the BCC requires.

#### **ATTACHMENTS**

1. Administration members selected for Council approval for City BCCs
2. Administration members selected for Council nomination to External BCCs
3. Administration members continuing to serve or serving by virtue of their position at The City of Calgary