

**City Manager's Office Report to
Priorities and Finance Committee
2020 June 09**

**ISC: UNRESTRICTED
PFC2020-0560**

2020 Bi-annual Review of Multiple Terms of Reference

EXECUTIVE SUMMARY

Council Policy *CP2016-03 Governance Appointments of Boards, Commissions, and Committees* requires a mandatory terms of reference review for qualifying Boards, Commissions and Committees (BCCs) with the initial review occurring in 2018 and subsequent reviews occurring every two years.

The review for 2020 was conducted during March, April and May. This report summarizes the review and contains the proposed amendments to the Terms of Reference for two BCCs: The Advisory Committee on Accessibility and the Calgary Transit Access Eligibility Appeal Board.

ADMINISTRATION RECOMMENDATION:

1. That the Priorities and Finance Committee recommend that Council:
 - a. Adopt the amended Terms of Reference for the Advisory Committee on Accessibility (Attachment 2);
 - b. Adopt the amended Terms of Reference for the Calgary Transit Access Eligibility Appeal Board (Attachment 3); and
2. That the Priorities and Finance Committee forward Report PFC2020-0560 as proposed Urgent Business to the 2020 June 15 Combined meeting of Council.

PREVIOUS COUNCIL DIRECTION / POLICY

Section 5.3.1 of Council Policy *CP2016-03 Governance and Appointments of Boards, Commissions and Committees* states that:

“A review of the mandate, composition and resourcing of a City BCC classified as “Advisory”, “Interest Group”, or “Review” (Schedule A) will be brought forward to Council by the City Clerk’s Office through the Priorities and Finance Committee every two years, with the first review occurring in 2018. The review will be done in collaboration between the City BCC’s Members, the City Clerk’s Office, Administration Resources, and other members of City Administration, as required.”

BACKGROUND

In accordance with Council’s previous direction, there are eight active BCCs which are classified as “Advisory”, “Interest Group”, or “Review”.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

In accordance with Council Policy CP2016-03, the following Advisory, Interest Group and Review BCCs were engaged to review and update the composition, mandate, and resources for their respective terms of reference.

- Advisory Committee on Accessibility (including the Access Design Sub-Committee)
- BiodiverCity Advisory Committee
- Calgary Aboriginal Urban Affairs Committee
- Calgary General Hospital Legacy Fund Review Committee
- Calgary Transit Access Eligibility Appeal Board
- Calgary Transit Public Safety Citizen Oversight Committee
- Social Wellbeing Advisory Committee

2020 Bi-annual Review of Multiple Terms of Reference

- Urban Design Review Panel

Review Outcome and Rationale (Attachment 1) is a summary of the results of the reviews. Of the eight BCCs which qualified to take part in the 2020 review, five chose not to update their terms of reference at this time. The UDRP proposed amendments will be brought to Council following the Planning and Urban Development Committee review. The remaining two BCCs, the Advisory Committee on Accessibility and the Calgary Transit Access Eligibility Appeal Board, are proposing amendments that fall within the following areas:

- Updates to authority;
- Clarified mandate;
- Expanded member roles and conduct;
- Changes to allow virtual meetings; and
- Changes in various sections to bring the terms of reference in line with current legislation or terminology.

Stakeholder Engagement, Research and Communication

On 2020 March 25, the City Clerk's Office held an information session for the Administration Resource staff and the Chairs of the respective BCCs. An information package was prepared for each BCC, which included the current Terms of Reference, a quick reference guide to preparing a terms of reference, and additional supporting information. Additional support was provided to the BCCs throughout the review process.

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 external economic impacts were identified.

Financial Capacity

Current and Future Operating Budget:

There are no current and future operating budget impact.

Current and Future Capital Budget:

There are no current and future capital budget impact

Risk Assessment

The risks for each BCC are included in the Rationale column in *Attachment 1 Review Outcome and Rationale*. There are no additional risks associated with this report.

REASON FOR RECOMMENDATIONS:

The 2020 review of Boards, Commissions and Committees terms of reference has been completed. This report supports two BCCs proposed changes to their terms of reference.

City Manager's Office Report to
Priorities and Finance Committee
2020 June 09

ISC: UNRESTRICTED
PFC2020-0560

2020 Bi-annual Review of Multiple Terms of Reference

ATTACHMENT(S)

1. Review Outcome and Rationale
2. Redlined Amended Terms of Reference – Advisory Committee on Accessibility
3. Redlined Amended Terms of Reference – Calgary Transit Access Eligibility Appeal Board