

BCC Mandated Terms of Reference Review

Summary of Review Outcomes and Rationale

BCC	Review Outcome and Rationale
Advisory Committee on Accessibility	<p>The Advisory Committee on Accessibility (ACA) offer the following recommended amendments and rationale to its terms of reference document:</p> <p>Mandate</p> <p>Added reference to the Terms of Reference alignment to corporate accessibility and social wellbeing policy principles, and minor changes to update accessibility references to current terminology.</p> <p>Composition</p> <p>Revised to remove approval by ACA of Council's membership appointments, in alignment with Council Policy on Governance and Appointments to Boards, Commissions and Committees. Minor changes to update to current terminology.</p> <p>Positions</p> <p>New section added to clarify the selection method of Chair and Vice-Chair.</p> <p>Sub-committees</p> <p>Addition of this section clarifies ACA's authority to establish sub-committees.</p> <p>Term</p> <p></p> <p>Procedures</p> <p>New section added to provide clarity on the applicability of the Procedure Bylaw in meeting proceedings. ACA proposes that the Committee have the authority to adopt additional procedures by resolution, as well as clarifying the ability of the Committee to develop internal processes and standards which support achieving their mandate. Additional meeting procedures, adopted by resolution, should be developed in consultation with the City Clerk in order to ensure that conflict between this terms of reference and additional resolutions is mitigated.</p> <p>Roles and Conduct</p> <p>New section added to include guidance on conduct and expectations of Members. Accountability for attendance at meetings has also been added.</p>
BiodiverCity Advisory Committee	The BiodiverCity Advisory Committee completed a review and had no updates to its terms of reference at this time. This committee was established in 2015 and the Terms of Reference were last updated on 2017 May 08.
Calgary Aboriginal Urban Affairs Committee	The Calgary Aboriginal Urban Affairs Committee chose not to review its terms of reference at this time. The committee will review and may bring forward changes in 2021 upon completion of a scheduled governance review. The terms for this committee were last amended on 2019 October 28.

BCC	Review Outcome and Rationale
Calgary General Hospital Legacy Fund Review Committee	The Calgary General Hospital Legacy Fund Review Committee chose not to review its terms of reference at this time. The committee will review and may bring forward changes in 2021. This committee was established in 2016 and the Terms of Reference were last updated on 2017 May 08.
Calgary Transit Access Eligibility Appeal Board	<p>The Calgary Transit Access Eligibility Appeal Board offer the following recommended amendments and rationale to its terms of reference document:</p> <p>Authority</p> <p>Updated to include the applicability of the Procedure Bylaw in meeting proceedings.</p> <p>Mandate</p> <p>Updated to clarify the basis for appeal decisions, and what factors of the appeal are within the scope of the Board's consideration.</p> <p>Resourcing</p> <p>Minor update to terminology.</p> <p>Meetings</p> <p>Updated to allow for virtual appeal meetings – both in response to current (pandemic) distancing guidelines, and for future resilience.</p> <p>Updated to allow the capture of video during virtual meetings, for transitory retention, to aid the capture of board decisions. There is no intent to share the video outside of its use to assist with preparing meeting minutes. The minutes remain the official source of decisions of the body, and Committee resource staff will ensure that appropriate measures are in place to guide video retention and purge in order to limit any risk.</p> <p>Roles and Conduct</p> <p>Section broadened to include guidance on roles, conduct and expectations of Members. Accountability for attendance at meetings has been added.</p>
Calgary Transit Public Safety Citizen Oversight Committee	The Calgary Transit Public Safety Citizen Oversight Committee chose not to review its terms of reference at this time. This committee was established in 2001 and the Terms of Reference were last updated on 2019 July 22.
Social Wellbeing Advisory Committee	The Social Wellbeing Advisory chose not to review its terms of reference at this time. This committee was established in 2018 and the Terms of Reference were last updated on 2018 July 30.
Urban Design Review Panel	The Urban Design Review Panel was established in 2004, and is bringing forward 2020 terms of reference updates separately in accordance with Council's direction.

