

**City Clerk's Office Report to
Organizational Meeting of Council
2020 October 26**

**ISC: UNRESTRICTED
C2020-1046
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Boards, Commissions and Committees Administration Member Appointments

RECOMMENDATIONS:

That Council:

1. Appoint members of Administration to the Boards, Commissions and Committees contained in Attachment 1, for terms commencing 2020 October 26; and
2. Nominate members of Administration for appointment to Civic Partners, contained in Attachment 2.

HIGHLIGHTS

- In accordance with Council policy CP2016-03, Section 5.7.2, Council shall appoint Administration Members to Boards, Commissions and Committees (BCCs) at the annual Organizational Meeting of Council, and at other times the BCCs requires.
- What does this mean to Calgarians? The appointment of Members of Council and Administration to serve on BCCs promotes collaboration and collective decision-making with Public Members.
- Why does this matter? Collaboration and collective decision-making ensure that citizens, communities and customers of The City are better served.
- Administration Nominees are provided for:
 - Seven BCCs (Attachment 1) for appointment
 - Six Civic Partners (Attachment 2) for nomination of appointment
- Administration appointments by virtue of their position, or those in the middle of a set term, are included in Attachment 3 for information.
- At the 2016 April 26 Regular Meeting of Council, Council adopted policy CP2016-03 *Governance and Appointments of Boards, Commissions and Committees*.
- Strategic Alignment to Council's Citizen Priorities: A well-run city

DISCUSSION

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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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: For information – 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 documents.

The Executive Leadership Team has reviewed all appointments and nominations.

STAKEHOLDER ENGAGEMENT AND COMMUNICATION (EXTERNAL)

- ☐ Public Engagement was undertaken
- ☒ Public Communication or Engagement was not required
- ☐ Public/Stakeholders were informed
- ☐ Stakeholder dialogue/relations were undertaken

IMPLICATIONS

Social

Not applicable

Environmental

Not applicable

Economic

Not applicable

Service and Financial Implications

No anticipated financial impact

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RISK

The City Solicitor and General Counsel has identified this risk in the past and continues to identify that a risk may arise for The City if an employee's role as a member of Administration conflicts, or is perceived to conflict, with their duties as a board member of a partner or other third-party organization (Conflict of Interest Policy HR-LR004). 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 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."

ATTACHMENTS

1. Administration Nominees for Council Approval
2. Administration Nominated to Civic Partners
3. Administration Appointments for Information Only

Department Circulation

General Manager	Department	Approve/Consult/Inform