

**Amendment to Council Policy on Governance and Appointments of Boards,
Commissions and Committees**

RECOMMENDATION:

That Council adopt the proposed amendments to the Council Policy on Governance and Appointments of Boards, Commissions and Committees, CP2016-03 (Attachment 2).

HIGHLIGHTS

- By adopting the 2021 Council Calendar, Council confirmed its desire for the Nominations Committee (“the Committee”) to review citizen applications and recommend appointments to various Boards, Commissions and Committees (BCCs”). This report proposes an amendment to the Council Policy on *Governance and Appointments of Boards, Commissions and Committees*, CP2016-03 (“the Policy”) to clarify the appointment processes in relation to an election year.
- What does this mean to Calgarians? Amending the Policy to allow for the Committee to conduct business in an election year ensures that citizen applications are reviewed in a manner consistent with the process in non-election years.
- Why does this matter? Amending the Committee’s terms of reference achieves the Committee’s mandate to assist Council’s decision process during the annual Organizational Meeting, and provides consistency in the appointment process.
- Strategic Alignment to Council’s Citizen Priorities: A well-run city
- Background and Previous Council Direction is included as Attachment 1.

DISCUSSION

In non-election years, the Committee meets prior to the Organizational Meeting to consider applications and short lists for citizen appointments to BCCs. It then makes recommendations to Council for consideration at the Organizational Meeting. In election years, the Committee’s terms of reference, contained in the Policy, state that the Committee may not meet in the months of September or October, and further, that the applications and shortlists be submitted directly to Council.

Council adopted the 2021 Council Calendar in 2020 October and included a meeting of the Committee on 2021 November 9. This was done to ensure Council could focus on Council-member appointments at the Organizational meeting – including appointments to a Nominations Committee, which could meet shortly thereafter to consider citizen-member appointments and shortlists. The recommendations of the Committee would then be forwarded to Council for consideration at the 2021 November 15 Combined meeting of Council.

The following amendments (Attachment 2) to the Policy are proposed to align the Policy to Council’s direction from the 2020 Organizational Meeting of Council:

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- Clarify the Committee's role by adding "*and will meet at least once a year to review citizen applications and provide recommendations to Council for appointments to various Boards, Commissions and Committees*";
- Limit the restrictions to holding a Committee meeting to the period between Nomination Day and Election Day; and
- Remove the sentence "All applications and BCC short lists will be submitted directly to the Organizational Meeting of Council for consideration and appointment".

Holding the Committee meeting on 2021 November 9 will delay the appointment of citizen members to various BCCs by two weeks. All BCCs and Civic Partners have been engaged and any effects of the delay have been investigated. In most cases, there will be little effect on the conduct of the BCC's business, as section 5.10.4 of the Policy states that Members serve until a successor is appointed. In addition, governance gaps would only exist if a BCC required a meeting during the two week period between 2021 November 1 and November 15, and where quorum would be affected. BCCs which have a mixed member composition (Council or Administration) who will be appointed November 1, and Citizen members who will be appointed November 15) have been advised and may stagger or delay their onboarding/orientation activities. Resource staff who support impacted BCCs have been offered assistance by the City Clerk's Office.

While governance issues are not anticipated, in the event a governance gap is discovered, citizen member appointments may be made at the Organizational Meeting on 2021 November 1, or members may be extended. The City Clerk's Office is working with all impacted BCCs to finalize the best approach.

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

Administration has engaged impacted BCCs and is standing ready to offer assistance where needed.

IMPLICATIONS

Social

Not Applicable.

Environmental

Not Applicable.

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Economic

Not Applicable.

Service and Financial Implications

No anticipated financial impact.

RISK

If the amendment of the Policy is not adopted, there is misalignment between Council Policy and Council Calendar, requiring that the 2021 Council Calendar be amended to remove the Nominations Committee meeting scheduled for 2021 November 09. In this case, the citizens' applications would be forwarded directly to the Organizational Meeting of Council on 2021 November 01, which shifts the work of applicant and shortlist assessment from the Committee to all Members of Council.

ATTACHMENTS

1. Previous Council Direction, Background
2. Proposed amended Council policy CP2016-03

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
None		