

Administration Member Appointments to Boards, Commissions and Committees

RECOMMENDATIONS:

That Council:

1. Appoint Administration Members to the Boards, Commissions and Committees (BCCs) contained in Attachment 1, for terms commencing 2021 November 01 and ending as set out in Attachment 1;
2. Nominate the individuals listed in Attachment 2 for appointment as Administration members by Partner BCCs, for terms as set out in Attachment 2; and
3. Receive for information the Administration Member appointments to BCCs by virtue of their position with The City of Calgary, or those continuing their term, contained in Attachment 3.

HIGHLIGHTS

- In accordance with Council policy CP2016-03, *Governance and Appointments to Boards, Commissions and Committees (the Policy)*, Council shall appoint Administration Members to BCCs at the annual Organizational Meeting of Council, and at other times the BCCs requires. "Administration Member" means a City of Calgary employee who has been appointed by Council to a BCC, or who has been nominated by Council and subsequently appointed to a BCC by another entity.
- What does this mean to Calgarians? The appointment of Administration Members to serve on BCCs ensures that BCCs can benefit from Administration Members' knowledge in their fields of expertise.
- Why does this matter? Collaboration and collective decision-making ensure that citizens, communities and customers of The City of Calgary are better served.
- Administration Member recommendations are provided for:
 - Eighteen BCCs (Attachment 1) for appointment; and
 - Four Partner BCCs (Attachment 2) for nomination.
- Administration Member appointments by virtue of their position with The City of Calgary, or those continuing their term, are included in Attachment 3 for information.
- Strategic Alignment to Council's Citizen Priorities: A well-run city

DISCUSSION

In accordance with *the Policy*, 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.

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Administration Members serve on 29 BCCs with voting or non-voting (advisory) privileges, sharing information and knowledge in their fields of expertise with Public and Council Members. The appointment terms for Administration Members vary depending on a BCC's individual governance documents. Administration Member recommendations are being presented for the following purposes:

- Attachment 1: Individuals recommended by the City Manager for Council appointment as Administration Members to City BCCs, in accordance with the individual BCC's Governance Document(s);
- Attachment 2: Individuals recommended by the City Manager for Council nomination as Administration Members to Partner 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. No action is required by Council.

The Partner BCCs (Civic Partners) 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.

Administration Member appointments to Wholly-Owned Subsidiaries are not contained in this report. The City of Calgary is the sole Shareholder of these corporations and has the exclusive authority to elect directors and fill vacancies on the board of directors of these corporations. These appointments are contained in Report C2021-1383, *Council Member and Administration Member Appointments to Wholly Owned Subsidiary*.

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

The Executive Leadership Team has reviewed all recommended Administration Member appointments and nominations.

IMPLICATIONS

Social

Not Applicable.

Environmental

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Not Applicable.

Economic

Not Applicable.

Service and Financial Implications

No anticipated financial impact.

RISK

In the past, the City Solicitor and General Counsel has identified that a risk may arise for The City of Calgary 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 Administration Members 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. Individuals Recommended for Council Appointment as Administration Members
2. Individuals Recommended as Council Nominees to Partner BCCs for Appointment as Administration Members
3. Administration Appointments for Information Only

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform