

## **ADMINISTRATION APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES**

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### **EXECUTIVE SUMMARY**

This report presents Administration's nominees for appointment by Council to internal and external Boards, Commissions and Committees at the 2015 Organizational Meeting of Council. The report also presents for information current Administration membership on internal and external Boards, Commissions and Committees by virtue of positions held at The City of Calgary.

### **ADMINISTRATION RECOMMENDATION(S)**

That Council:

1. Appoint Administration's nominees to Boards, Commissions and Committees; and
2. Receive for information current Administration members on Boards, Commissions and Committees by position.

### **BACKGROUND**

The Council policy on the *Appointment of Members of Council, Administration and Citizens to Agencies and Establishment of Council Agencies (CC003)* was adopted by Council to establish the process for the appointment of Members of Council, Administration and Citizens to Boards, Commissions and Committees (BCCs). Members of Administration are appointed in accordance with the individual BCC's Terms of Reference, and in accordance with Council policy, every appointment to a BCC is made by resolution of Council. The City Manager's recommendations for Administration appointments to BCCs are presented to Council by the City Clerk's Office.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

Section 24 of The City of Calgary Procedure Bylaw, 44M2006, as amended ("The Procedure Bylaw") provides that "[a]ll Council appointments to Committees shall be reviewed annually at the Organizational Meeting, unless otherwise specified in this Bylaw or the Committee's Terms of Reference". Since taking over the responsibility for presenting Administration's nominees to Council, the City Clerk's Office has been conducting a review of past appointment practices and individual BCC's Terms of Reference. This review demonstrated that historically all Administration appointments were made for a one-year term at the annual Organizational Meeting of Council, regardless of the length of term specified within individual BCC Terms of Reference. Further, members of Administration were annually re-appointed to those BCCs where Administration membership is mandated within BCC's Terms of Reference by virtue of Administration's position at The City of Calgary.

In order to bring the Administration appointment process in alignment with The Procedure Bylaw and individual BCC's Terms of Reference, the City Clerk's Office is presenting Administration membership at the 2015 Organizational Meeting of Council as follows:

- For appointment – Administration's nominees to BCCs, in accordance with the individual BCC's Terms of Reference, including the mandated term length where specified (Attachment 1); and
- For information – Administration members currently serving on BCCs by virtue of their position at The City of Calgary (Attachment 2).

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In addition to creating alignment, this approach will be more efficient as Administration's nominations for many of the BCCs will no longer be required to be solicited, co-ordinated and presented to Council on an annual basis at the Organizational Meeting of Council.

### **Stakeholder Engagement, Research and Communication**

The City Clerk's Office issued a request to City Departments, City Manager's Office and Human Resources for Administration's nominees. The City Clerk's Office consulted with the Law Department with respect to the risk assessment section of this report.

### **Strategic Alignment**

This report aligns with Council's priority of a well-run city: "Calgary's government is open, responsive, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need" (Action Plan 2015-2018).

### **Social, Environmental, Economic (External)**

There are no social, environmental and economic impacts as a result of this report.

### **Financial Capacity**

#### **Current and Future Operating Budget:**

There are no current and future operational budget impacts as a result of this report.

#### **Current and Future Capital Budget:**

There are no current and future capital budget impacts as a result of this report.

### **Risk Assessment**

The City Clerk's Office consulted with the Law Department regarding risk impacts. As in previous years, the City Solicitor advised that there is a risk to The City resulting from City employees being placed in a conflict of interest or other difficult situation when asked to serve on Boards of directors of external organizations. Where City employees serve as directors, they must act in the best interest of the organization, even if that is in conflict with their view of the best interest of The City. While the likelihood and impact of such risk occurring is being mitigated over time given that, in accordance with the Civic Partner Accountability Framework, Council has reduced the number of City employees appointed to such Boards, this risk to The City and its employees remains in situations where City employees continue to be so appointed.

### **REASON(S) FOR RECOMMENDATION:**

Council is required to make Administration appointments to Boards, Commissions and Committees.

### **ATTACHMENT(S)**

1. Administration Nominees to Boards, Commissions and Committees – For Appointment; and
2. Administration Members on Boards, Commissions and Committees by Position at The City of Calgary.