

**ESTABLISHMENT OF THE TERMS OF REFERENCE FOR THE SELECTION COMMITTEE  
FOR THE INTEGRITY COMMISSIONER**

---

**EXECUTIVE SUMMARY**

This report presents proposed Terms of Reference for the Selection Committee for the Integrity Commissioner.

**ADMINISTRATION RECOMMENDATION(S)**

That the Selection Committee for the Integrity Commissioner recommend that Council adopt the Terms of Reference for the Selection Committee for the Integrity Commissioner.

**RECOMMENDATION OF THE SELECTION COMMITTEE FOR THE INTEGRITY  
COMMISSIONER, DATED 2015 JUNE 30:**

---

That Council adopt the Terms of Reference for the Selection Committee for the Integrity Commissioner **after the following amendments:**

- **On Page 1 of 2, under the Section Mandate, delete the word “select” prior to the words “an Integrity Commissioner”, and substitute with the words “recommend to Council”; and**
- **On Page 1 of 2, under the Section Mandate, 6<sup>th</sup> bullet, add the words “a short list for” following the words “Recommend to Council”.**

**PREVIOUS COUNCIL DIRECTION / POLICY**

At the 2015 June 15 and 16 Combined Meeting of Council, Council appointed Mr. Bruce Day as a Citizen Member to the Selection Committee for the Integrity Commissioner.

At the 2015 April 27 Regular Meeting of Council, Council approved the initial terms of reference for the Integrity Commissioner, and directed that

“the City Manager and Director of Human Resources to retain an external firm to further explore competencies and compensation for Integrity Commissioners, develop a recommended recruitment process for the Integrity Commissioner (such process to include recommendations for the composition of a committee to recommend a short list of candidates to Council and recommendations in regard to the Integrity Commissioner’s term and whether the term should be renewable) and report the result of such analysis to Council through the Priorities & Finance Committee no later than 2015 July 27”.

At the 2015 April 27 Regular Meeting of Council, Council appointed Mayor Nenshi, Councillor Farrell and Councillor Pootmans to the Selection Committee for the Integrity Commissioner.

At the 2015 February 09 Combined Meeting of Council, Council approved in principle the establishment of an independent Integrity Commissioner position.

## **ESTABLISHMENT OF THE TERMS OF REFERENCE FOR THE SELECTION COMMITTEE FOR THE INTEGRITY COMMISSIONER**

---

### **BACKGROUND**

Section 9 of The City of Calgary Procedure Bylaw 44M2006, as amended ("The Procedure Bylaw"), provides that Council may establish Committees, pursuant to the *Municipal Government Act*, as are necessary or advisable for the orderly and efficient handling of the affairs of The City and shall establish the Terms of Reference and termination of a Committee.

The Procedure Bylaw defines Terms of Reference as "a statement of the purpose of a Committee approved by Council and shall include, but is not limited to, composition, duties, powers, functions and termination clause, if applicable".

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

Following Council's establishment of the Selection Committee for the Integrity Commissioner, and subsequent Councillor and Citizen appointments, the City Clerk's Office drafted proposed Terms of Reference for consideration (Attachment).

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

The City Clerk's Office researched Council's previous direction with respect to the establishment of an independent Integrity Commissioner position, the recruitment process and the establishment of the Selection Committee for the Integrity Commissioner.

### **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)**

No social, environmental, or external economic implications have been identified.

### **Financial Capacity**

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

There are no current and future operating budget impacts.

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

There are no current and future capital budget impacts.

### **Risk Assessment**

Failure to adopt a Terms of Reference would contravene The Procedure Bylaw, and create uncertainty with respect to the purpose and duties invested in the Selection Committee for the Integrity Commissioner. In turn, uncertainty of purpose and duties may delay the recruitment process and recommendation to Council on the appointment of the Integrity Commissioner.

**ESTABLISHMENT OF THE TERMS OF REFERENCE FOR THE SELECTION COMMITTEE  
FOR THE INTEGRITY COMMISSIONER**

---

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

The Procedure Bylaw provides that Council shall establish the Terms of Reference and termination of a Committee.

**ATTACHMENT(S)**

Proposed Terms of Reference for the Selection Committee for the Integrity Commissioner