

**City Manager's Office Report to
Nominations Committee
2022 June 6**

**ISC: UNRESTRICTED
N2022-0395
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Enhanced Public Member Appointment Short List Form

RECOMMENDATIONS:

That the Nominations Committee recommend that Council:

1. Receive for the Corporate Record the enhanced Board, Commission and Committee Short List Form contained in Attachment 1; and
2. Direct Administration to continue to develop strategies and tools to support consistent review, selection, recommendation, and appointment of public members by the Nominations Committee and Council.

RECOMMENDATION OF THE NOMINATIONS COMMITTEE, 2022 JUNE 6:

That Council:

1. Receive for the Corporate Record the enhanced Board, Commission and Committee Short List Form contained in Attachment 1; and
2. Direct Administration to continue to develop strategies and tools to support consistent review, selection, recommendation, and appointment of public members by the Nominations Committee and Council.

HIGHLIGHTS

- On 2021 November 15, Council directed Administration to develop enhanced tools to support the review, selection, and recommendation of public members for appointment to Boards, Commissions and Committees (“BCCs”) by the Nominations Committee and Council. This report provides Administration’s recommended enhancements to the Short List Form to improve the consistency and type of information provided to Nominations Committee and Council by BCC Chairs (Attachment 1).
- What does this mean to Calgarians? Enhancing the Short List Form provided to Nominations Committee and Council ensures that BCC Chairs can recommend public member appointments for consideration in a consistent and transparent manner.
- Why does this matter? Providing consistent information about the process of screening and recommending public member applicants contributes to informed recommendations by Nominations Committee, appointments by Council, and an improved appointment process for all Calgarians applying to serve.
- Strategic Alignment to Council’s Citizen Priorities: A well-run city
- Background and Previous Council Direction is included as Attachment 2.

DISCUSSION

Up to 20 BCCs may have vacancies for public member positions in any given year. Each BCC determines its own selection process that the Chair, Vice-Chair(s) and/or Administration resource staff will use to screen public member applications received during the annual recruitment campaign based on qualifications and competencies unique to that BCC. The Chair and Vice-Chair of the BCC recommend candidates to the Nominations Committee and Council to fill vacancies for term lengths prescribed within the BCC’s governance documents.

Enhanced Public Member Appointment Short List Form

BCC Chairs have submitted a detailed Short List to Nominations Committee and Council outlining their recommended candidates to fill vacancies. However, the amount of information provided about the selection methodology, and information unique to each BCC has varied.

On 2021 November 15, Council directed Administration to develop enhanced tools to support recommendation of public members by the Nominations Committee and appointment by Council, including but not limited to enhancements to the Short List Form to include: recommendations on term length and Reserve List candidates; indication of selection methods; consistent identification of incumbents, and rationale for their re-appointment or non-appointment (Attachment 2).

To achieve Council's direction, Administration created an enhanced customized Short List Form for each BCC (Attachment 1), which would include the following baseline information:

Term length and Reserve List candidates:

- The Short List Form is customized to each BCC's governance document(s), with checkboxes to recommend desired term length if variable term lengths are permissible.
- A dedicated area is provided to recommend Reserve List candidates as well as the size of the Reserve List pool for each public member category.

Clear indication of selection methods:

- The Short List Form will identify the desired qualifications and competencies on which screening was based, the number of candidates who advanced to final screening, and final screening tools employed.

Consistent identification of incumbent applicants and rationale for appointment or for non-appointment of incumbent applicants:

- The Short List Form will allow for the Chair to identify all incumbents who re-applied and to provide selection criteria and a recommend/do-not-recommend rationale for each.

Other enhancements:

- The Short List Form will include an area for the Chair to share additional context relevant for their recommended candidate selection (i.e. future governance reviews, requests to appoint public members beyond the maximum number of years, succession and retention of public members, or any additional relevant information).
- The Chair or a member of the selection panel may be available for questions of clarification during the Nominations Committee or Council meeting.

The Short List Form would be implemented ahead of the 2022 Organizational Meeting of Council to facilitate the recommendation for appointment of public members by the Nominations Committee on 2022 October 11. The City Clerk's Office will continue its commitment to continuous improvement of screening/selection processes in response to industry best practices, feedback from BCC Chairs and participants in the selection process, and feedback from Nominations Committee and Council.

STAKEHOLDER ENGAGEMENT AND COMMUNICATION (EXTERNAL)

- Public Engagement was undertaken

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

Information sessions to provide an overview of Council's direction were held for Administration resource staff and BCC Chairs on 2022 February 23 and 24.

Human Resources senior recruiters were consulted on best practices in screening applicants. Human Resources confirmed that the enhancements to the Short List Form align with best practices.

Further information sessions will be held with BCC Chairs and Administration resource staff to provide support and guidance on the implementation of the enhanced Short List Form.

IMPLICATIONS

Social

Not Applicable

Environmental

Not Applicable

Economic

Not Applicable

Service and Financial Implications

No anticipated financial impact.

RISK

No anticipated risks.

ATTACHMENTS

1. Short List Form Using Proposed Enhancement Approach
2. Previous Council Direction, Background

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
David Duckworth	City Manager's Office	Approve
Jill Floen	City Solicitor and General Counsel	Inform