

2022 Review of Boards, Commissions and Committees Terms of Reference

RECOMMENDATIONS:

That the Executive Committee forward Report EC2022-0684 to the 2022 July 26 Combined Meeting of Council, and recommend that Council:

1. Receive the 2022 terms of reference review update (Attachment 1) for the Corporate Record;
2. Adopt the amended terms of reference for the Anti-Racism Action Committee (Attachment 2);
3. Adopt the amended terms of reference for the Social Wellbeing Advisory Committee (Attachment 3); and
4. Authorize the City Clerk to make amendments to any existing terms of reference for Boards, Commissions or Committees to reflect references to City departments, business units and administration positions following the 2022 August 1 implementation of the Organizational Realignment.

RECOMMENDATIONS OF THE EXECUTIVE COMMITTEE, 2022 JULY 20:

That Council:

1. Receive the 2022 terms of reference review update (Attachment 1) for the Corporate Record;
2. Adopt the amended terms of reference for the Anti-Racism Action Committee (Attachment 2);
3. Adopt the amended terms of reference for the Social Wellbeing Advisory Committee (Attachment 3); and
4. Authorize the City Clerk to make amendments to any existing terms of reference for Boards, Commissions or Committees to reflect references to City departments, business units and administration positions following the 2022 August 1 implementation of the Organizational Realignment.

HIGHLIGHTS

- The Council policy on *Governance and Appointments of Boards, Commissions and Committees*, (CP2016-03) requires a bi-annual review of the mandate, composition and resourcing of all City of Calgary ("City") Boards, Commissions and Committees ("BCCs") classified as "Advisory", "Interest Group", or "Review".
- This report fulfills the requirement that the City Clerk's Office report on the outcome of that review (Attachment 1) and provides a list of the BCCs who will bring an amendment to their terms of reference to Council, and their anticipated timeline.
- What does this mean to Calgarians? Regular review of BCC terms of reference ensures that governing documents are aligned with Council's objectives and priorities.
- Why does this matter? Current terms of reference aligned with Council objectives and priorities support good governance and ensure that the BCCs have the tools required to deliver on their respective mandates.
- Strategic Alignment to Council's Guiding Principles: Strengthen Relationships with Calgarians
- Background and Previous Council Direction is included as Attachment 4.

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DISCUSSION

Council policy CP2016-03 requires that a review of the mandate, composition, and resourcing of City BCCs classified as “Advisory”, “Interest Group”, or “Review” be conducted every two years. The review is conducted collaboratively by BCCs, the City Clerk’s Office, and Administration.

The “Advisory”, “Interest Group” and “Review” BCCs were invited to review and, if necessary, update their respective terms of reference with respect to composition, mandate, and resources. The 2022 terms of reference review was conducted from 2022 February to 2022 May, and achieved the following outcomes (Attachment 1):

- i. 15 BCCs reviewed their terms of reference to determine what, if any, action was required.
- ii. Four BCCs recently presented terms of reference amendments to Council.
- iii. Two BCCs provided minor revisions to their terms of reference to be presented for Council’s consideration with this report (Attachments 2 and 3).
- iv. Five BCCs advised that no amendments were required for this review cycle.
- v. Four BCCs communicated their intent to bring proposed amendments within this review cycle.
- vi. The Mall Programming Fund Management Committee has not completed its terms of reference assessment for this cycle due to interruption of operations during the pandemic. An assessment may be made during the 2022-2023 review cycle.

Anti-Racism Action Committee

Amendments proposed by the Anti-Racism Action Committee for their terms of reference are included with this report. The Anti-Racism Action Committee’s terms of reference were amended by Council on 2022 March 29, but further amendments are desired by the Anti-Racism Action Committee at this time. Attachment 2 presents the existing terms of reference with desired changes highlighted throughout, for Council’s approval.

Further details and rationales for proposed amendments to the Anti-Racism Action Committee terms of reference are provided in Attachment 5.

Social Wellbeing Advisory Committee

Proposed amendments to the Social Wellbeing Advisory Committee’s terms of reference are presented in Attachment 3, reflecting the Social Wellbeing Advisory Committee’s recommendations to ensure it has the correct mandate, responsibilities, and membership.

Further details and rationales for proposed amendments to the Social Wellbeing Advisory Committee terms of reference are provided in Attachment 5.

Other BCCs Not Included in the Scope of the 2022 Terms of Reference Review

Although the scope of the 2022 Review of BCC terms of reference includes only “Advisory”, “Interest Group”, or “Review” BCCs, the City Clerk’s Office is working to identify terms of reference that include details about departments, business units and Administration positions which do not align with the Organizational Realignment future state. This work is ongoing. The City Clerk’s Office is requesting that Council authorize the City Clerk to update BCC terms of reference (in advance of making Administration appointments to BCCs at the 2022 October 25 Organizational Meeting of Council), to reflect the new department, business unit and

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Administration position names following the 2022 August 1 implementation of the Organizational Realignment.

In addition, one of the recent amendments to the *Municipal Government Act* made by the *Red Tape Reduction Statutes Amendment Act, 2022* establishes a new requirement that Council Committees be established by bylaw. The City Clerk's Office is working closely with the Law Department to determine the scope of work and resources that will be required to bring The City's BCCs into compliance with this new legislative requirement, and when related reporting and bylaws can be brought forward for Council's consideration.

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

On 2022 February 23 and 25, the City Clerk's Office held information sessions for the Administration Resource staff and the Chairs of "Advisory", "Interest Group", and "Review" BCCs to inform them of the requirement to review their terms of reference. An information package was distributed to each BCC, which included the presentation, the work plan and timeline. Additional support was provided to the BCCs between 2022 March and 2022 May.

IMPLICATIONS

Social

None identified.

Environmental

None identified.

Economic

None identified.

Service and Financial Implications

No anticipated financial impact

RISK

A standardized process and regular review of BCC terms of reference documents ensures their ongoing alignment with Council's objectives and priorities, and best practices.

In the event the proposed amendments to the terms of reference are not adopted by Council on 2022 July 26, the City Clerk's Office will not be able to incorporate amended composition,

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Executive Committee
2022 July 20**

**ISC: UNRESTRICTED
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qualifications and terms in the annual BCC recruitment campaign that will be launched on 2022 August 12, and a subsequent recruitment campaign will be required.

ATTACHMENTS

1. 2022 terms of reference review update
2. Anti-Racism Action Committee – proposed terms of reference
3. Social Wellbeing Advisory Committee – proposed terms of reference
4. Background and Previous Council Direction
5. Rationale for Amendments to Terms of Reference

Department Circulation

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