



## THE CITY OF CALGARY OFFICE OF THE MAYOR

PFC2015-0308

### Application to the City of Calgary Council Innovation Fund

**Date:** March 10, 2015

**Name of Project:** Legislative Governance Task Force Work Plan Implementation Project

**Sponsor:** Mayor Nenshi      **Phone Number:** 403-268-5622

**Address:** 700 Macleod Trail SE Calgary, Alberta

**Affected Business Unit(s) and/or Departments:** City Clerks, City Council, Council appointed Boards, Commissions and Committees

**Amount of Funds Requested:** \$350,000 over two years.

#### **Summary Description of Project (Max 1 page):**

Council has tasked the Legislative Governance Task Force (“**LGTF**”) and City Clerk’s with an ambitious work plan (see **LGTF2014-0933 Attachment 1** enclosed with this application) that includes two items that will require a large amount of work to complete: Item # 1. (Boards, Commissions and Committees) To develop an improved process for advertising and recruiting Citizen Member Boards, Commissions and Committees (“**BCCs**”) and amalgamate all Council policies related to BCCs; and Item #4. (Procedure Bylaw) Prepare revised amendments to Council Procedure Bylaw.

Given The City Clerk’s current budget, staff resources and work load, Mayor Nenshi and The City Clerk concur that in order to achieve the LGTF’s Work Plan objectives in the time frame given by Council, for both items, will require a dedicated Project Manager with a specific skill set, with experience in legislative procedures and the ability to access internal and external resources. As both items fit within the Terms of Reference of the Council Innovation Fund, Mayor Nenshi and The City Clerk’s propose that Council approve an allocation of \$350,000 from the Council Innovation Fund for a two year, two phase project to complete items #1 (Boards, Commissions and Committees) and #4 (Procedure Bylaw) on the LGTF Work Plan.

#### **Proposed Timeline (including proposed date of final report):**

Phase 1 – Q2 2015 to Q2 2016: The Project Manager would develop a new recruitment and appointment process for citizen appointments to the various internal and external BCCs that City Council appoints members to (does not include wholly-owned subsidiaries); Develop BCCs citizen member succession plans, training and performance matrixes, as well as orientation session for members; Engage internal and external BCC stakeholders to identify issues, collaboration opportunities and potential actions; The Project Manager will report back to Council with a proposal for consideration and implementation no later than the end of Q2 2016.

The deadline for applications to the City of Calgary Innovation Fund is the 15<sup>th</sup> of every month. Applications can be dropped off at the Mayor’s Office. All applications will be reviewed at the next Priorities and Finance Committee (PFC) meeting. PFC will then forward the proposal, along with a recommendation, to Council to be voted on at the next scheduled Council meeting.





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Phase 2 Procedure Bylaw – Q2 2016 to Q2 2017: In consultation with internal and external stakeholders, review the City of Calgary Procedure Bylaw 44M2006, and develop amendments incorporating the plain language principles wherever possible; Recommend required amendments resulting from Phase 1 work, changes to the Municipal Government Act and resulting City Charter outcomes; And recommend amendments to facilitate the more efficient conduct of meetings of City Council and its committees; Reporting back to Council with amendments for consideration and implementation no later than the end of Q2 2017.

Phase 1 of the project should be completed, with a new recruitment and appointment process for BCCs approved by Council and being fully implemented by City Clerk's no later than the end of Q2 of 2016 and Phase 2 should be completed, with amendments to the Procedure Bylaw 44M2006 proposed to and adopted by Council, no later than the end of Q2 2017. The Project Manager will submit a report back to the City Clerk, the Project Sponsor and the LGTF no later than four weeks from the date of the project phase being completed.

#### **How does this project meet the criteria of the fund as set out in the Terms of Reference for the Council Innovation Fund?**

This project meets the criteria of the Terms of Reference because the outcome of Phase 1 will be a new, more effective and innovative way of Council conducting BCC citizen member appointments and the completion of Phase 2, by updating the Procedure Bylaw, will contribute to achieving Council's Action Plan 2015-2018 objectives of a "Well-run City" and the Council approved work plan for the LGTF.

#### **What does success look like and how will it be measured?**

Success would be the adoption by Council and successful implementation by City Clerk's of a new appointment system for Council appointed BCCs and the successful adoption by Council of amendments to Procedure Bylaw 44M2006.

#### **Project Budget**

Year 1, Phase 1: \$ 175,000.00

Year 2, Phase 2: \$ 175,000.00

The budget will be used to pay for the wage and benefits of the Project Manager, pay for any required materials to develop and implement the project, pay for any internal city services required, and if necessary pay for any external consultant work. Council should note that Phase 2 (Procedure Bylaw) may require the services of an external consultant with an extensive parliamentary background. Any unused funds at the end of the two year project will be returned to the Council Innovation Fund.

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