

## Leave of Absence Policy Amendments for Public Members of City Boards

### RECOMMENDATIONS:

That Council:

1. Adopt proposed amendments to the Council policy on *Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees* (CC045) outlined in Attachment 1; and
2. Adopt proposed amendments to the Council policy on *Governance and Appointments of Boards, Commissions and Committees* (CP2016-03) outlined in Attachment 2.

### HIGHLIGHTS

- This report proposes amendments to Council policies to allow leaves of absence for Public Members of Boards, Commissions and Committees (“BCCs”).
- What does this mean to Calgarians? Policy changes allowing leaves of absence mean Public Members can pause their terms of appointment for certain personal reasons and provides BCC Chairs with guidance on how to manage leaves of absence.
- Why does this matter? Providing greater flexibility to Public Members removes barriers to participation and aligns with The City of Calgary’s Gender Equity, Diversity and Inclusion Strategy.
- Strategic Alignment to Council’s Citizen Priorities: A well-run city
- Background and Previous Council Direction is included as Attachment 3.

### DISCUSSION

On 2022 July 05, Council directed engagement with BCCs on a leave of absence framework for Public Members appointed to BCCs (EC2022-0549). This engagement informed proposed Council policy amendments to the *Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees*, CC045 (“Code of Conduct policy”) (Attachment 1) and the Council policy on *Governance and Appointment of Boards, Commissions and Committees*, CP2016-03 (“Governance policy”) (Attachment 2).

Proposed amendments to the *Code of Conduct* policy allow Public Members to be absent from BCC meetings if they have been granted a leave of absence. Proposed amendments to the *Governance* policy provide a framework for Public Member leaves of absence, including:

- Establishing short-term and long-term leaves of absence
- Requiring application and approval for leaves of absence
- Allowing appointment of interim Public Members and related selection processes
- Identifying impacts of a leave of absence on a Public Member’s maximum length of service; and,
- Identifying impacts of leaves of absence on BCC resourcing and quorum.

A Public Member leave of absence notification form will be developed to enable BCC Chairs and Administration resources to manage requests consistently.

To minimize complexities associated with the varying governance frameworks of BCCs not established by Council, leaves of absence would only be available to Public Members appointed to BCCs established by Council, and which fall within the scope of the *Code of Conduct* policy. That policy excludes corporations, quasi-judicial boards, wholly owned subsidiaries, external BCCs, the Calgary Public Library Board and Business Improvement Areas.

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### 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

Engagement with BCC Chairs was conducted by the City Clerk's Office throughout August (Attachment 4). The feedback informed the proposed Council policy approach (Attachment 5.)

### IMPLICATIONS

#### Social

Leave of absence provisions for Public Members of BCCs align with the Council policy on *Social Wellbeing (CP2019-01)* by removing barriers to civic participation and promoting inclusion. Minor amendments were also made to reflect inclusive language in Council policies.

#### Environmental

Not Applicable.

#### Economic

Not Applicable.

#### Service and Financial Implications

No anticipated financial impact.

### RISK

Impacts to BCC membership will be mitigated by establishing adequate Reserve Lists are adopted and by seeking appointment of Interim Public Members as needed.

### ATTACHMENTS

1. Proposed Council policy on Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees CC045 – Blacklined version
2. Proposed Council policy on Governance and Appointments of Boards, Commissions and Committees CP2016-03 – Blacklined version
3. Previous Council Direction
4. Engagement Method and Results
5. Proposed Policy Approach to Addressing BCC Feedback/Suggestions
6. Presentation

Department Circulation

|                          |  |                        |
|--------------------------|--|------------------------|
| General Manager/Director | Department                             | Approve/Consult/Inform |
| Jill Floen               | Law, Legislative Services and Security | Approve                |
| Kate Martin              | Law, Legislative Services and Security | Approve                |