

## TERMS OF REFERENCE – LEGISLATIVE GOVERNANCE TASK FORCE

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### **I. Background**

These Terms of Reference provide for a Task Force of Council with the responsibility of making recommendations to Council to improve legislative governance at The City of Calgary.

The Task Force shall be focused on the following priorities:

1. Making Council more accessible and transparent to the public.
2. Making the Council decision-making process more efficient.
3. Increasing Accountability.

### **II. Purpose and Definition**

The primary purpose of the Legislative Governance Task Force is to provide appropriate recommendations with respect to The City of Calgary's legislative governance practices.

In this context, legislative governance is primarily the organizational framework for Council and its committees, and the related policies. (E.g. Municipal Government Act and The City of Calgary Procedure Bylaw).

### **III. Scope**

The following scope is proposed for the Legislative Governance Task Force. The Task Force will focus their study on the priorities outlined in the background, however they may adjust the scope as appropriate.

1. Complete a literature review and research of leading practices in legislative governance.
2. Review The City of Calgary's legislative governance practices and follow-up on the status of the recommendations of previous Legislative Governance Reviews.
3. Compare The City of Calgary's legislative governance practices to leading practices.
4. Identify and define any significant differences between The City of Calgary legislative governance practices and leading practices.
5. Develop a range of appropriate recommendations for Council.

#### **IV. Task Force Membership and Resources**

The Task Force shall consist of the following members of Council as appointed by Council:

- Mayor
- 1 Chair of the SCP on Community and Protective Services
- 1 Chair of the SPC on Planning and Urban Development
- 1 Chair of the SPC on Transportation and Transit
- 1 Chair of the SPC on Utilities and Corporate Services
- 1 Chair of the Audit Committee
- 1 Councillor-at-Large

Legislative Governance Task Force Members will be appointed for a one (1) year term.

#### **V. Task Force Meetings**

The Task Force shall meet monthly, on the day of the first Priorities and Finance Committee (PFC) meeting of the month, immediately following adjournment. Special meetings of the Legislative Governance Task Force may be called at the call of the Chair.

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Designated resources to the Task Force shall plan and conduct the work related to the Legislative Governance Task Force, at the direction of Council:

1. City Clerk
2. Other Administration Resources as required
3. External Consultants as required

#### **VI. Project Budget**

The work around Legislative Governance Issues shall be conducted primarily by internal resources.

In the event that external consulting resources are required, the Task Force will require that Council review and approve the project budget.

#### **AMENDMENTS**

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| 2013 November 4 | LGTF Member composition amendment; and<br>LGTF Members to be appointed for a one (1) year term.   |
| 2014 April 14   | LGTF is a Task Force of Council instead of PFC; and<br>LGTF shall meet monthly, on the day of the first PFC meeting of the month, immediately following adjournment. Special meetings of the LGTF may be called at the call of the Chair. |