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3.1 (g) "City Board, Commission and Committee" means a BCC or other body established by The City of Calgary Council under the <i>Municipal Government Act</i> , RSA 2000, c M-26, or as required or allowed by other statutes. This does not include a Business Revitalization Zone or City of Calgary Wholly-Owned Subsidiary.	3.1 (g) "City Board, Commission and Committee" means a BCC or other body established by The City of Calgary Council under the <i>Municipal Government Act</i> , RSA 2000, c M-26, or as required or allowed by other statutes. This does not include a <u>Business Revitalization Zone Business Improvement Area</u> or City of Calgary Wholly-Owned Subsidiary.	Business Revitalization Zone became the Business Improvement Area; The <i>Municipal Government Act</i> ("MGA"), RSA 2000 c. M-26.
3.1 (i) "Council Committee" means a Committee established by Council which reports directly to Council or a sub-Committee of a Committee as established in <i>The Procedure Bylaw</i> .	3.1 (i) "Council Committee" means a <u>Committee established by Council which reports directly to Council or a sub-Committee of a Committee as established in The Procedure Bylaw Standing Policy Committee, Standing Specialized Committee and the Priorities and Finance Committee.</u>	The current definition of "Council Committee" creates ambiguity with respect to which City Boards, Commissions and Committees (BCCs) fall into this definition, and whether certain sections of this Council policy apply to City BCCs. The City Clerk's Office recommends a narrower definition of a "Council Committee" for the purposes of this Council policy for clarity and consistency.
3.1 (q) "Non-Binding Nomination" means a Public Member nomination submitted to Council by a specific group as outlined in a BCC's terms of reference. Council may or may not appoint the nominee.	3.1 (q) "Non-Binding Nomination" means a Public Member nomination submitted to Council by a specific group as outlined in a BCC's <u>terms of reference Governance Document(s)</u> . Council may or may not appoint the nominee.	The "Non-Binding Nomination" can be outlined in a BCC's policy or bylaw, in addition to the terms of reference. Further, the current Council policy defines "Governance Document" as a document that outlines a BCC's structure and includes items such as eligibility criteria, composition, mandate and term length. This defined term is not consistently used throughout the Council policy. The City Clerk's Office recommends a consistent use of terminology in the Council policy.
4.1 This Council policy does not supersede or replace legislation or bylaws.	4.1 This Council policy does not supersede or replace legislation, <u>ministerial orders</u> or bylaws. <u>This Council policy does not take precedence in the circumstance where Council has approved Governance Document(s) specific to a particular City BCC.</u>	The current Council policy is silent on ministerial orders. Further, Administration raised questions with respect to the hierarchy of the Council policy in relation to existing Council approved Governance Documents. The City Clerk's Office recommends clarifying the applicability of this Council policy where Council has previously provided specific direction within Council approved Governance Documents.

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4.2 (a) Business Revitalization Zone; or	4.2 (a) Business Revitalization Zone Improvement Area ; or	Business Revitalization Zone became the Business Improvement Area; The <i>Municipal Government Act</i> ("MGA"), RSA 2000 c. M-26.
5.1.3 Upon the establishment of a new City BCC, Council shall approve the BCC's terms of reference or bylaw that includes:	5.1.3 Upon the establishment of a new City BCC, Council shall approve the City BCC's terms-of-reference-or-bylaw Governance Document(s) that includes:	The current Council policy defines "Governance Document" as a document that outlines a BCC's structure and includes items such as eligibility criteria, composition, mandate and term length. A Governance Document may include legislation, a bylaw, a policy, a ministerial order or a terms of reference. This defined term is not consistently used throughout the Council policy.
5.1.3 (g) Any specific recruitment or appointment requirements;	5.1.3 (g) Any specific recruitment or appointment requirements, <u>including a source of funding, if applicable</u> ;	The operating budget for the annual advertising and recruitment campaign for BCCs is approximately \$17, 000. Should the specific recruitment or appointment requirements be out of scope of the City Clerk's Office operating budget, the provisions of this Council policy may not be met. It is recommended that at the time of approving a City BCC's Governance Document(s), which provide for specific recruitment requirements, that Council include a source of funding, if applicable.
5.1.4 Qualifications for Public Members as addressed in section 5.1.3(e) must describe the skills specific to each BCC. Public Members to collectively cover the range of required Qualifications, with individual Public Members bringing a variety of perspectives, interests, or skills. Public Members are not expected to have the same knowledge as Administration.	5.1.4 Qualifications for Public Members as addressed in section 5.1.3(e) must describe the skills specific to each City BCC. Public Members are to collectively cover the range of required Qualifications, with individual Public Members bringing a variety of perspectives, interests, or skills. Public Members are not expected to have the same knowledge as Administration.	Section 5.1 applies only to City BCCs, not external BCCs. An amendment is recommended for greater clarity and consistency.
5.1.5 A new BCC's terms of reference must be adopted by Council before any Member is recruited and appointed to the BCC.	5.1.5 A new BCC's terms-of-reference Governance Document(s) must be adopted by Council before any Member is recruited and appointed to the City BCC.	The current Council policy defines "Governance Document" as a document that outlines a BCC's structure and includes items such as eligibility criteria, composition, mandate and term length. A Governance Document may include legislation, a bylaw, a policy, a ministerial order or a terms of

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n/a	5.1.6 <u>Where a City BCC is established by Council, or where an existing City BCC's Governance Document(s) were amended by Council, following the initiation of the recruitment campaign, resulting vacancies requiring filling in accordance with section 5.11 may not be filled at that year's Organizational Meeting.</u>	reference. This defined term is not consistently used throughout the Council policy. If the vacancy created is only an increase in number from that which was advertised at the time of recruitment, it is feasible that it can be filled with no additional costs (depending on the number of eligible applications); however, if additional vacancies are new membership categories with specific eligibility requirements, the City Clerk's Office will not be in position to present the Nominations Committee, and Council, with eligible applicants and will need to execute a subsequent advertisement and recruitment campaign. Based on the 2016 experience with respect to the Livery Transport Advisory Committee, additional funding to execute a subsequent advertising and recruitment campaign outside of the Organizational Meeting process was required to solicit applications for newly created membership positions on this Committee. In 2016, the additional advertising and recruiting campaign costs were covered by the BCC Legislative Governance Review Project; however, this funding will not be available in future years.
5.2.1 (e) Comply with the sections that pertain to Committees in <i>The Procedure Bylaw</i> unless other procedures have been adopted by the BCC;	5.2.1 (e) Comply with the sections that pertain to Committees in <i>The Procedure Bylaw</i> unless other procedures have been adopted by the City BCC;	Section 5.2 applies only to City BCCs, not external BCCs. An amendment is recommended for greater clarity and consistency within the Council policy.
5.3.1 A review of the mandate, composition and resourcing of a City BCC classified as "Advisory", "Interest Group", or "Review" (Schedule A) will be brought forward to Council by the City Clerk's Office through the Priorities and Finance Committee in May every two years. The review will be done in collaboration between the City	5.3.1 A review of the mandate, composition and resourcing of a City BCC classified as "Advisory", "Interest Group", or "Review" (Schedule A) will be brought forward to Council by the City Clerk's Office through the Priorities and Finance Committee in May every two years, with the first review occurring in 2018 . The review will be done in	The Implementation Phases of the Legislative Governance Review Project, adopted by Council in conjunction with the current Council policy, provide that the City Clerk's Office is to carry out a June recruitment campaign. A review of BCCs in May potentially conflicts with the June campaign. It is recommended to remove the May

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BCC's Members, the City Clerk's Office and Administration Resources.	collaboration between the City BCC's Members, the City Clerk's Office, and Administration Resources, and other members of City Administration, as required.	timeline to provide the opportunity to review the mandate, composition and resourcing in a way that any changes to the fore mentioned categories can be incorporated into the June campaign. In addition, feedback from stakeholders highlighted other members of Administration are well positioned to be engaged and contribute to the review of BCCs.
5.4.1 (b) Participate in the BCC recruitment and appointment process;	5.4.1 (b) Participate in the City BCC recruitment and appointment process;	Section 5.4 applies only to City BCCs, not external BCCs. An amendment is recommended for greater clarity and consistency.
5.4.1 (e) Speak on behalf of a BCC when required by Council;	5.4.1 (e) Speak on behalf of a City BCC when required by Council;	Section 5.4 applies only to City BCCs, not external BCCs. An amendment is recommended for greater clarity and consistency.
5.6.1 Council Members shall be appointed to BCCs at the annual Organizational Meeting of Council.	5.6.1 Council Members shall be appointed to BCCs at the annual Organizational Meeting of Council, and at other times the BCC requires.	The current Council policy does not allow for appointments to occur at other times through out the year, outside of the Organizational Meeting of Council processes, due to: - resignations, - amendments to Governance Documents, or - establishment of new or ad hoc Selection Committees by Council (eg. Selection Committee for the Leadership of the Subdivision and Development Appeal Board).
5.7.2 Administration Members shall be appointed to BCCs at the annual Organizational Meeting of Council.	5.7.2 Administration Members shall be appointed to BCCs at the annual Organizational Meeting of Council, and at other times the BCC requires.	The current Council policy does not allow for appointments to occur at other times through out the year, outside of the Organizational Meeting of Council annual processes, due to: - resignations, - amendments to Governance Documents, or - establishment of new or ad hoc BCCs.
5.8.1 In general, Public Members shall be appointed to BCCs at the annual Organizational	5.8.1 In general , Public Members shall be appointed to BCCs at the annual Organizational	The current Council policy does not allow for appointments to occur at other times through out

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Meeting of Council.	Meeting of Council, <u>and at other times the BCC requires.</u>	the year, outside of the Organizational Meeting of Council processes, due to: - resignations, - amendments to Governance Documents, or - establishment of new or ad hoc BCCs.
5.10.1 A Public Member's term will be: a) As outlined in a BCC's Governance Document(s); or b) If terms are not outlined in a Governance Document(s), for a one or two year term to allow for staggering.	5.10.1 A Public Member's term will be: a) As outlined in a BCC's Governance Document(s); or b) If terms are not outlined in a Governance Document(s), for a one or two year term to allow for staggering; <u>or</u> c) <u>For completion of a term, unless otherwise outlined in a BCC's Governance Document(s).</u>	The current Council policy is silent on the matter of term length with respect to mid-term vacancies. An amendment is recommended for greater clarity.
5.10.3 A Public Member may serve up to a maximum of six consecutive years on a BCC, unless otherwise outlined in a BCC's Governance Document(s).	5.10.3 A Public Member may serve up to a maximum of six consecutive years on a <u>City BCC</u> , unless otherwise outlined in a <u>City BCC's</u> Governance Document(s). <u>The years served on a City BCC prior to the coming into force of this Council policy on 2016 April 25 are to be counted in the calculation of the Public Member's length of service.</u>	Section 5.10 applies only to City BCCs, not external BCCs. Furthermore, City Council cannot impose a term limit on those external BCCs over which it does not exercise authority (only holds authority to appointment one or more members). The City Clerk's Office recommends adding "City" to section 5.10.3 to provide clarification with respect to applicability of this Council policy. The current Council policy is silent on the matter of when the term limit came into force. Specifically, were terms served by Public Members prior to Council adopting the Council policy in 2016 to be counted towards the term maximum, or did the terms served calculation begin starting in 2016. During the Nominations Committee Meeting, Members expressed the need to correct this implementation gap and align section 5.10.3 with the original intent, which was to count the years of service prior to the coming into force of this Council policy towards the term maximum.

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5.10.4 Despite sections 5.10.1 to 5.10.3, a Public Member serves until their successor is appointed. The service of a Public Member beyond the appointed term shall not count toward the calculation of the limit on length of service as set out in section 5.10.3 if that extension is less than half the length of a term.	5.10.4 Despite sections 5.10.1 to 5.10.3, a Public Member serves on a City BCC until their successor is appointed. The service of a Public Member beyond the appointed term shall not count toward the calculation of the limit on length of service as set out in section 5.10.3 if that extension is less than half the length of a term.	City Council cannot impose this provision over those external BCCs over which it does not exercise authority (only holds authority to appointment one or more Members). It is recommended to add “on a City BCC” to section 5.10.4 to provide greater clarity with respect to the applicability of this Council policy.
5.10.5 When an appointment is made to fill a vacancy during the last half of a term, the balance of the term shall not count toward the maximum length of service on the BCC for the Public Member. However, any partial service longer than half of the appointment term will be counted as a full term toward the maximum length of service.	5.10.5 When an appointment is made to fill a vacancy during the last half of a term, the balance of the term shall not count toward the maximum length of service on the City BCC for the Public Member. However, any partial service longer than half of the appointment term will be counted as a full term toward the maximum length of service.	It is recommended to add “City” to section 5.10.5 to provide greater clarity with respect to the applicability of this Council policy.
5.10.6 Despite section 5.10.3, a Public Member may serve more than six consecutive years by a Two-Thirds Vote of Council.	5.10.6 Despite section 5.10.3, a Public Member may serve on a City BCC more than six consecutive years by a Two-Thirds Vote of Council.	It is recommended to add “on a City BCC” to section 5.10.6 to provide greater clarity with respect to the applicability of this Council policy.
5.11.9 Qualifications that are in addition to those found in a BCC’s terms of reference that are needed to support a BCC’s most current work plan, as identified by a BCC Chair, may be used in the recruitment and appointment of applicants.	5.11.9 Qualifications that are in addition to those found in a BCC’s terms-of-reference-Governance Document(s) that are needed to support a BCC’s most current work plan, as identified by a BCC Chair, may be used in the recruitment and appointment of applicants.	The current Council policy defines “Governance Document” as a document that outlines a BCC’s structure and includes items such as eligibility criteria, composition, mandate and term length. A Governance Document may include legislation, a bylaw, a policy, a ministerial order or a terms of reference. This defined term is not consistently used throughout the Council policy.
5.11.13 Council may by resolution approve the services of a search consultant with any advertised recruitment process to enhance the applicant pool and assist with the application intake, screening and short-listing process. In its approval of approval Council will ensure the inclusion of approval for funding to cover the costs of the search consultant services.	5.11.13 Council may by resolution approve the services of a search consultant with any advertised recruitment process to enhance the applicant pool and assist with the application intake, screening and short-listing process. In its approval, Council will ensure the inclusion of approval of approve funding to cover the costs of the search consultant’s services.	An amendment is recommended for readability.
5.11.14 Upon Council’s adoption of a new	5.11.14 Upon Council’s adoption of a new City	The current Council policy defines “Governance

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BCC's terms of reference, Council shall direct whether or not an immediate recruitment and advertising campaign for the new BCC will be undertaken by the City Clerk's Office or if it is to be included in the next annual recruitment and advertising campaign.	BCC's terms of reference <u>Governance Document(s)</u> , or <u>amendment to an existing City BCC's Governance Document(s)</u> , Council shall direct whether or not an immediate recruitment and advertising campaign for the new <u>City</u> BCC will be undertaken by the City Clerk's Office or if it is to be included in the next annual recruitment and advertising campaign.	Document" as a document that outlines a BCC's structure and includes items such as eligibility criteria, composition, mandate and term length. A Governance Document may include legislation, a bylaw, a policy, a ministerial order or a terms of reference. This defined term is not consistently used throughout the Council policy.
n/a	5.11.15 <u>When Council directs the City Clerk's Office to undertake an immediate recruitment and advertisement campaign, outside of the City Clerk's annual recruitment and advertising campaign, Council shall identify a source of funding for the City Clerk's Office.</u>	The operating budget for the annual advertising and recruitment campaign is approximately \$17,000. Should Council direct the City Clerk to undertake immediate recruitment and advertisement campaign, additional funding to supplement the operating funds available for the annual advertisement and recruitment campaign may be required.
5.12.2 (d) Submitting the names and contact information of all applicants to the City Clerk's Office; and	5.12.2 (d) Submitting the names and contact information of all applicants to the City Clerk's Office <u>for the purpose of notification in accordance with section 5.17;</u> and	An amendment is recommended to provide greater clarity for BCCs outside of the City Clerk's Office processes with respect to why this information is required.
5.13.1 Applicants are encouraged to apply through the electronic application form on The City's website. Hardcopy application forms will be available on The City's website or at the City Clerk's Office. A hardcopy application may be submitted by email, fax or mail, or in person.	5.13.1 Applicants are encouraged to apply through the electronic application form on The City's website. Hardcopy application forms will be available on The City's website or at the City Clerk's Office. A hardcopy application may be submitted by email, fax or mail, or in person.	Sending and receiving personal information via fax poses some security concerns and risks.
5.13.2 Applicants applying for more than one BCC must submit a separate application form for each BCC. Applicants may apply for up to two BCCs.	5.13.2 <u>Applicants applying for more than one BCC must submit a separate application form for each BCC.</u> Applicants may apply for up to two BCCs, using a single application form.	Using a single application form will enhance the user's application experience on the current BCC website, and may result in increasing the numbers of eligible applications.
5.14.1 A Nominations Committee may be established by Council.	5.14.1 A Nominations Committee may be <u>will be</u> established by Council.	The City Clerk's Office received positive feedback from Members of Council with respect to the establishment and mandate of the Nominations Committee. It is proposed that the Nominations Committee is formalized into the regular annual appointment process at the

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5.14.2 When established, the Nominations Committee is responsible for nominating applicants to Council for appointment. Council shall make all appointments to BCCs.	5.14.2 When established, the The Nominations Committee is responsible for nominating applicants to Council for appointment. Council shall make all appointments to BCCs.	Organizational Meeting of Council for efficiency. It is recommended that a Nominations Committee is established, and included in the annual Organizational Meeting of Council appointment process.
5.14.3 In May of each year, the City Clerk's Office shall prepare a report seeking direction from Council on the establishment of a Nominations Committee. In preparing the report, the City Clerk's Office will canvass Councilors on their interest in being appointed to the Nominations Committee. If a Nominations Committee is established, those Councilors interested in being appointed shall be considered by Council when making appointments to the Nominations Committee.	Section deleted as per section 5.14.1 above.	It is recommended that a Nominations Committee is established, and included in the annual Organizational Meeting of Council appointment process, eliminating the need to seek Council's direction on an annual basis with respect to establishment. Furthermore, the certainty of the existence of the Nominations Committee from year to year will facilitate the City Clerk's Office engagement with BCCs for preparation of an upcoming advertising and recruiting campaign, and associated deliverables and timeline.
5.14.4 At the time Council establishes a Nominations Committee under section 5.14.3, Council may choose an alternative appointment process other than outlined in sections 5.15 and/or 5.16 to allow for a BCC's applications or short lists to be submitted directly to Council for consideration.	Section deleted.	It is recommended that a Nominations Committee is established, and included in the annual Organizational Meeting of Council appointment process, eliminating the need to seek Council's direction on an annual basis with respect to establishment.
5.14.5 A Nominations Committee shall not be established in the year of a General Election as <i>The Procedure Bylaw</i> directs that Council Committees shall not meet between nomination day and the annual Organizational Meeting of Council following the General Election.	<u>5.14.5 5.14.3 A Nominations Committee shall not be established in the year of a General Election as <i>The Procedure Bylaw</i> directs that Council and Council Committees shall not meet between nomination day and the annual Organizational Meeting of Council following the General Election. In a year of a General Election, the Nominations Committee will not meet in the months of September and October. All applications and BCC short lists will be submitted directly to the Organizational Meeting of Council for consideration and appointment.</u>	Nomination day occurs in September and the Organizational Meeting of Council is traditionally held in October. Accordingly, there is an opportunity for the Nominations Committee to meet during the remaining ten months of the year. For consistency in the appointment practices, especially as related to mid-year vacancies and appointments, it is recommended that the Nominations Committee continue in the year of a General Election; however, not hold regular Meetings in the months of September and October due the provisions within the <i>Procedure Bylaw</i> , and to the short timeline that

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5.14.9 The Nominations Committee may determine that recruitment has not resulted in sufficient or suitable applications and request additional advertising and recruitment.	<u>5.14.9 5.14.7</u> The Nominations Committee may determine that recruitment has not resulted in sufficient or suitable applications and request additional advertising and recruitment. <u>The Nominations Committee will recommend to Council that funding be approved for additional advertisement and recruitment.</u>	would be imposed on the BCCs to review applications, complete interviews and submit recommendations. The operating budget for the annual advertising and recruitment campaign is approximately \$17,000 annually. Should the Nominations Committee request additional advertising and recruitment, additional funding to supplement the operating funds available for the annual advertisement and recruitment campaign may be required.
5.14.10 If a Nominations Committee has not been established by Council, the responsibilities of the Nominations Committee, as outlined in sections 5.14-5.16, shall be conducted by Council at its annual Organizational Meeting.	<u>5.14.40- 8 If in the year of a General Election, when a the Nominations Committee will not hold Meetings in the months of September and October, has not been established,</u> the responsibilities assigned to the Nominations Committee in section 5.14-5.16 shall be conducted by Council.	Amendment required in light of proposed amendment in sections 5.14.1 and 5.14.3.
5.15.5 The Chair will submit the applicant short list to the City Clerk's Office one month before the annual Organizational Meeting of Council. The City Clerk's Office will provide a report to the Nominations Committee with each BCC's applicant short list.	5.15.5 The Chair will submit the applicant short list to the City Clerk's Office <u>one month before the annual Organizational Meeting of Council in accordance with the timeframe established by the City Clerk's Office.</u> The City Clerk's Office will provide a report to the Nominations Committee with each BCC's applicant short list.	Given that the submission date is determined by the date of the Nominations Committee's Meeting, it is recommended that the set timeline be replaced with "timeframe as established by the City Clerk's Office".
5.15.6 The Nominations Committee will consider the applicant short lists and make recommendations to Council on which applicants should be appointed. The Nominations Committee may or may not recommend the applicants short listed by the BCC and may refer back to the complete pool of applications. A Chair may be asked to attend a Nominations Committee meeting to provide advice on their applicant short list.	5.15.6 The Nominations Committee will consider the applicant short lists and make recommendations to Council on which applicants should be appointed. The Nominations Committee may or may not recommend the applicants short listed by the BCC and may refer back to the complete pool of applications. A Chair may be asked to attend a Nominations Committee meeting to provide advice on their applicant short list. <u>If the Nominations Committee, or Council, refers back to the complete pool of applicants, then:</u>	Under the provisions of the new Council policy, some BCCs conducted interviews of applicants to determine their eligibility, qualifications, suitability and ability to meet the BCC's time commitment as part of the short listing and recommendation process. When the Nominations Committee, or Council, refers back to the complete pool of applications and does not hold interviews to determine suitability based on the above listed set of criteria, an inconsistent selection processes is created for a BCC.

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	<u>(a) the Nominations Committee must interview the applicant(s) in the case that the BCC's short listing selection process included an interview component prior to making a recommendation for appointment; or</u> <u>(b) the selected applicant(s) must be referred to the BCC Chair, or to a Selection Committee consisting of Members of Council, for completion of an interview in the case that the BCCs short listing selection process included an interview component. The BCC Chair will submit a recommendation to the City Clerk's Office for presentation to the Council.</u>	To facilitate this practice, the City Clerk's Office will enhance the BCC short list form used in 2016 to capture information related to interviews.
5.15.7 The Nominations Committee may recommend a Reserve List for each BCC to Council. The number of applicants on the Reserve List shall be at the discretion of the Nominations Committee. An applicant may be on more than one Reserve List but will be removed from all Reserve Lists if the applicant is appointed to a BCC to fill a mid term vacancy.	5.15.7 The Nominations Committee may shall recommend a Reserve List for each BCC to Council, if a sufficient number of applications was received. The number of applicants on the Reserve List shall be at the discretion of the Nominations Committee. An applicant may be on more than one Reserve List but will be removed from all Reserve Lists if the applicant is appointed to a BCC to fill a mid term vacancy.	While the Nominations Committee utilized the new Council policy provision regarding the Reserve List, it did so inconsistently. It is recommended that the practice of the Reserve List continue, and further that the Reserve List become a mandatory, rather than optional, provision. The intent of a Reserve List is to facilitate the appointment of Public Members in the circumstance of a mid-year vacancy. A Reserve List will facilitate a more timely appointment of new Public Members to BCCs.
5.15.8 The City Clerk's Office will prepare a report with the Nominations Committee's appointment and Reserve List recommendations which will be submitted to the annual Organizational Meeting of Council.	Section deleted	This Council policy provision is not necessary. The Nominations Committee recommendations were included within the original City Clerk's Office Report to the Nominations Committee prior to proceeding to the Organizational Meeting of Council.
5.15.10 A BCC that is exempt under section 5.12 is responsible for submitting a report to the City Clerk's Office with recommendations for appointments. The BCC report shall be submitted in accordance with the format and timeframe set by the City Clerk's Office to ensure readiness for	5.15.10 5.15.9 A BCC that is exempt under section 5.12 is responsible for submitting a report to the City Clerk's Office with recommendations for appointments. The BCC shall recommend two applicants for each vacancy. The BCC's report shall be submitted in accordance with the format	The City Clerk's Office receives questions from BCCs regarding the appropriate number of recommended applicants a BCC should submit for Council's consideration. An opportunity exists to formalize Council's expectation, as well as align with the provisions Council already adopted

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the annual Organizational Meeting of Council.	and timeframe set by the City Clerk's Office to ensure readiness for the annual Organizational Meeting of Council.	within this Council policy for City BCCs (section 5.15.4). It is recommended that the Council policy be amended to include the requirement that BCCs recommend two applicants per each vacancy.
5.16.6 The Nominations Committee may recommend a Reserve List for each BCC to Council. The number of applicants on the Reserve List shall be at the discretion of the Nominations Committee. An applicant may be on more than one Reserve List but will be removed from all Reserve Lists if the applicant is appointed to a BCC to fill a mid term vacancy.	5.16.6 The Nominations Committee may shall recommend a Reserve List for each BCC to Council, if a sufficient number of applications was received . The number of applicants on the Reserve List shall be at the discretion of the Nominations Committee. An applicant may be on more than one Reserve List but will be removed from all Reserve Lists if the applicant is appointed to a BCC to fill a mid term vacancy.	While the Nominations Committee utilized the new Council policy provision regarding the Reserve List, it did so inconsistently. It is recommended that the practice of the Reserve List, and further recommends that the Reserve List become a mandatory, rather than optional, provision. The intent of a Reserve List is to facilitate the appointment of Public Members in the circumstance of a mid-year vacancy. A Reserve List will facilitate a more timely appointment of new Public Members to BCCs.
5.16.9 A BCC that is exempt under 5.12 is responsible for submitting a report to the City Clerk's Office with recommendations for appointments. The BCC report shall be submitted in accordance with the format and timeframe set by the City Clerk's Office to ensure readiness for the annual Organizational Meeting of Council.	5.16.9 A BCC that is exempt under 5.12 is responsible for submitting a report to the City Clerk's Office with recommendations for appointments. The BCC shall recommend two applicants for each vacancy. The BCC report shall be submitted in accordance with the format and timeframe set by the City Clerk's Office to ensure readiness for the annual Organizational Meeting of Council.	The City Clerk's Office receives questions from BCCs regarding the appropriate number of recommended applicants for Council's consideration. An opportunity exists to formalize Council's expectation, as well as align with the provisions Council already adopted within in this Council policy for City BCCs (section 5.15.4). It is recommended that the Council policy be amended to include the requirement that BCCs recommend two applicants per each vacancy.
5.18.3 Upon notification of a vacancy, the City Clerk's Office shall contact the Reserve List applicants to determine if the applicants are still interested and available to serve as a Public Member. The resulting Reserve List will be submitted to the Nominations Committee and may be used to fill the vacancy.	5.18.3 Upon notification of a vacancy, the City Clerk's Office shall contact the Reserve List applicants to determine if the applicants are still interested and available to serve as a Public Member. The resulting Reserve List will be submitted to the Nominations Committee Council and may be used to fill the vacancy.	For efficiency, the City Clerk's Office recommends that in those circumstances where the Nominations Committee established a Reserve List, the resulting Reserve List be submitted to Council directly rather than to the Nominations Committee first prior to Council. This approach will facilitate a more expedient appointment of a new Public Member to a BCC.

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15.18.5 The Nominations Committee shall determine if the vacancy is to be filled for the balance of the term. If a vacancy is to be filled, it shall be filled within 60 days from the date the Nominations Committee is notified that the vacancy has occurred.	15.18.5 The Nominations Committee shall determine if the vacancy is to be filled for the balance of the term. <u>The Nominations Committee will recommend to Council which applicants to appoint. If there are no eligible applicants remaining from the previous City Clerk's recruitment campaign, the Nominations Committee may recommend to Council that a new recruitment and advertising campaign be conducted to fill the vacancy. The Nominations Committee will recommend to Council that funding be approved for additional advertising and recruiting.</u> If a vacancy is to be filled, it shall be filled within 60 days from the date the Nominations Committee is notified that the vacancy has occurred.	If there are no eligible applications remaining, and should the Nominations Committee request additional advertising and recruitment, additional funding to supplement the operating funds available for the annual advertisement and recruitment campaign may be required.
5.18.6 The Nominations Committee may nominate Reserve List applicants to Council for appointment or determine that a new recruitment and advertising campaign be conducted to fill the vacancy. The Nominations Committee will recommend to Council which applicants to appoint.	Section deleted	Section 5.18.6 of the current Council policy is incorporated within proposed amendments detailed in section 5.18.5 above.
5.18.8 If a Nominations Committee has not been established, the responsibilities assigned to the Nominations Committee in section 5.18 shall be conducted by Council.	5.18.7 If In the year of a General Election, when a the Nominations Committee will not hold Meetings in the months of September and October, has not been established, the responsibilities assigned to the Nominations Committee in section 5.18 shall be conducted by Council.	Amendment required in light of proposed amendment in sections 5.14.1 and 5.14.3.
Schedule A		
Nominations Committee Terms of Reference		
2.Establishment In May of each year, the City Clerk's Office shall prepare a report seeking direction from Council on	2.Establishment In May of each year, the City Clerk's Office shall prepare a report seeking direction from Council	The City Clerk's Office received positive feedback from Members of Council with respect to the establishment and mandate of the Nominations Committee. It is

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the establishment of a Nominations Committee. In preparing the report, the City Clerk's Office will canvass Councilors on their interest in being appointed to the Nominations Committee. If a Nominations Committee is established, those Councilors interested in being appointed shall be considered by Council when making appointments to the Nominations Committee. A Nominations Committee shall not be established in the year of a General Election as <i>The Procedure Bylaw</i> directs that Council and Council Committees shall not meet between nomination day and the Organizational Meeting of Council following the General Election.	on the establishment of a Nominations Committee. In preparing the report, the City Clerk's Office will canvass Councilors on their interest in being appointed to the Nominations Committee. If a Nominations Committee is established, those Councilors interested in being appointed shall be considered by Council when making appointments to the Nominations Committee. <u>The Nominations Committee was established by City Council on 2016 May 16 (C2016-0381).</u> <u>A Nominations Committee shall not be established in the year of a General Election as <i>The Procedure Bylaw</i> directs that Council and Council Committees shall not meet between nomination day and the Organizational Meeting of Council following the General Election.</u>	recommended that the Nominations Committee be formalized into the regular annual appointment process at the Organizational Meeting of Council. Moving the Nominations Committee into the established appointment practice will create efficiencies for both the City Clerk's Office and Members of Council as it will eliminate the need to canvass for interest outside of the regular established processes, as well as the need to prepare and present a report to Council seeking direction on establishment.
4. Terms Councilors are appointed to the Nominations Committee for a one year term.	4. Terms Councilors are appointed to the Nominations Committee <u>at the annual Organizational Meeting of Council, or at other times required by the Nominations Committee, for a one year term expiring on the day of the Organizational Meeting.</u>	Under the provisions of the current Council policy, the Nominations Committee is to be established in May, with appointments taking effect in May. The appointment of Members of Council in May is outside of the regular annual appointment process that occurs at the Organizational Meeting. To reduce the multiple appointment practices throughout the year, it is recommended to move the appointment process into the Organizational Meeting of Council. The proposed amendment also takes into account mid-year vacancies, and provides that Councilors can be appointed at other times required by the Nominations Committee. In light of the proposed amendments, 2017 will be a transition year. It is recommended that the terms of the current Members of the Nominations Committee, Councilors Chabot and Woolley, be extended for an additional

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		two (2) months until 2017 July 31 to allow for appointment of mid-year vacancies between 2017 May and 2017 July. This extension of terms will also facilitate a consistent appointment practice for mid-term appointments for those BCCs that fell under the Nominations Committee process in 2016.
	7. Meetings <u>The Nominations Committee will meet as required to carry out its mandate. Meetings of the Nominations Committee will be called or cancelled at the call of the Chair. Notice of Meetings will occur in accordance with The City of Calgary Procedure Bylaw 44M2006, as amended.</u> <u>In a year of a General Election, the Nominations Committee will not meet in the months of September and October. All applications and BCC short lists will be submitted directly to the Organizational Meeting of Council for consideration and appointment.</u>	The current Council policy is silent on the method of calling Meetings, and uncertainty exists with respect to how Meetings are called. Nomination day occurs in September and the Organizational Meeting of Council is traditionally held in October. Accordingly, there is an opportunity for the Nominations Committee to meet during the remaining ten months of the year. For consistency in the appointment practices, especially as related to mid-year vacancies and appointments, it is recommended that the Nominations Committee continue in the year of a General Election; however, not hold regular Meetings in the months of September and October due to the provisions within the <i>Procedure Bylaw</i>, and short timeline that would be imposed on the BCCs to review applications, complete interviews and submit recommendations to the City Clerk's Office.