

CONSIDERATION OF APPLICANTS FOR APPOINTMENT TO BOARDS, COMMISSIONS AND COMMITTEES

EXECUTIVE SUMMARY

This report presents applicants and shortlists to eight Advisory, Review and Interest Group Boards, Commissions and Committees in accordance with the Council policy on *Governance and Appointments of Boards, Commissions and Committees* (CP2016-03) to allow the Nominations Committee to consider and nominate applicants to Council for appointment at the 2016 Organizational Meeting of Council.

CITY CLERK'S RECOMMENDATION(S)

That the Nominations Committee recommend that Council:

1. Consider applications and shortlists, as contained in Attachment 1, for appointment to the following Advisory, Review and Interest Group Boards, Commissions and Committees:
 - Advisory Committee on Accessibility
 - BiodiverCity Advisory Committee
 - Calgary Aboriginal Urban Affairs Committee
 - Calgary Heritage Authority
 - Calgary Transit Access Eligibility Appeal Board
 - Protective Services Citizen Oversight Committee
 - Public Art Board
 - Taxi Limousine Advisory Committee
2. Direct that Report N2016-0745 remain confidential pursuant to Sections 17(1) and 19 of the *Freedom of Information and Protection of Privacy Act* until Council rises and reports on the matter; and
3. Direct that Attachment 1 remain confidential pursuant to Sections 17(1) and 19 of the *Freedom of Information and Protection of Privacy Act*.

RECOMMENDATION OF THE NOMINATION COMMITTEE, DATED 2016 SEPTEMBER 09:

That Council:

1. **Adopt the Report and the names of the recommended applicants**, as contained in Attachment 1, **as amended**, for appointment to the following Advisory, Review and Interest Group Boards, Commissions and Committees:
 - Advisory Committee on Accessibility
 - BiodiverCity Advisory Committee
 - Calgary Aboriginal Urban Affairs Committee
 - Calgary Heritage Authority
 - Calgary Transit Access Eligibility Appeal Board
 - Protective Services Citizen Oversight Committee
 - Public Art Board
 - Livery Transport Advisory Committee

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2. Direct that Report N2016-0745 remain confidential pursuant to Sections 17(1) and 19 of the *Freedom of Information and Protection of Privacy Act* until Council rises and reports on the matter; and
3. Direct that Attachment 1, **as amended**, remain confidential pursuant to Sections 17(1) and 19 of the *Freedom of Information and Protection of Privacy Act*.

PREVIOUS COUNCIL DIRECTION / POLICY

At the 2016 May 16 Regular Meeting of Council, Council established a Nominations Committee, and appointed Councillors Chabot, Woolley and Mayor Nenshi as Chair to serve on the Nominations Committee for a one-year term set to expire on 2017 May 16.

At the 2016 April 25 Regular Meeting of Council, Council adopted a Council policy on *Governance and Appointments of Boards, Commissions and Committees* (CP2016-03) and approved Implementation Phases – Legislative Governance Review Project.

BACKGROUND

The Council policy on *Governance and Appointments of Boards, Commissions and Committees* ("Council policy") provides that a Nominations Committee may be established annually by Council. The Terms of Reference for the Nominations Committee are detailed in Attachment 2. While the Council policy sees all Public Member applications being submitted to the Nominations Committee for review prior to the annual Organizational Meeting of Council, the Implementation Phase for the Legislative Governance Review Project (Attachment 3), approved by Council on 2016 April 25, provided that in "May 2016 Council may wish to establish a Nominations Committee to address appointments for Advisory/Review/Interest Group committees only". The Advisory, Review and Interest Group Boards, Commissions and Committees (BCCs) include:

- Advisory Committee on Accessibility,
- BiodiverCity Advisory Committee,
- Calgary Aboriginal Urban Affairs Committee,
- Calgary Heritage Authority,
- Calgary Transit Access Eligibility Appeal Board,
- Public Art Board,
- Protective Services Citizen Oversight Committee, and
- Taxi Limousine Advisory Committee.

The 2016 recruitment campaign for BCCs occurred between June 3 and June 30. The prescribed application form ("Public Member Submission"), required by the Implementation Phase for the Legislative Governance Review Project, was made available in pdf format only due to limitations in existing IT infrastructure and new recruitment timelines. The majority of applicants submitted a complete Public Member Submission form; however, the City Clerk's

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Office also received resumes and blank Public Member Submissions. As per the Council policy, all applications, regardless of their completion status, were provided to the BCC Chairs, Vice-Chairs and Administration Resources and are included in the materials prepared for the Nominations Committee's consideration.

Under the provisions of the Council policy, Public Members were permitted to make separate applications to two (2) BCCs with no preferences.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

The applications received by the City Clerk's Office during the 2016 recruitment campaign were provided to the Advisory, Review and Interest Group BCC Chairs on 2016 July 12. As required by the Council policy, the BCC Chair, Vice-Chair(s) and Administration Resources used the BCC qualifications and eligibility requirements to shortlist two applicants for each vacancy, and held interviews as required. The BCC shortlists, along with skills matrixes, were submitted to the City Clerk's Office on 2016 August 26 and are provided in Attachment 1.

In accordance with the Council policy,

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.

5.15.7 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.

Should the Nominations Committee wish to hear from the BCC Chairs, as provided in section 5.15.6 above, or conduct interviews with applicants, then the following dates are available for a meeting of the Nominations Committee ahead of the 2016 Organizational Meeting of Council:

- Friday, September 16th; and
- Friday, September 23rd.

Stakeholder Engagement, Research and Communication

Following Council's adoption of the Council policy on 2016 April 25, the City Clerk's Office held two information sessions with BCCs on the recruitment, advertisement and appointment processes.

The City Clerk's Office researched and developed a generic skills matrix for the purpose of assisting the BCC Chairs in selecting suitable applicants for appointment. Further, the City

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Clerk's Office created a customized skills matrix for each one of the eight Advisory, Review and Interest Group BCCs required to provide a BCC shortlist to the Nominations Committee.

Strategic Alignment

This report aligns with Council's priority of a well-run city: "Calgary's government is open, responsive, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need" (*Action Plan 2015-2018*).

Social, Environmental, Economic (External)

No social, environmental or economic impacts were identified.

Financial Capacity

Current and Future Operating Budget:

To carry out the 2016 recruitment campaign, the City Clerk's Office spent the allocated operating budget for BCC advertisement. Should the Nominations Committee request further advertising and recruitment, the City Clerk's Office will require additional funding.

Current and Future Capital Budget:

There are no current and future capital budget impacts.

Risk Assessment

Section 5.14.9 of the Council policy provides that the "Nominations Committee may determine that recruitment has not resulted in sufficient or suitable applicants and request additional advertising and recruitment". Should this situation arise, the City Clerk's Office will be required to develop and launch a subsequent advertisement and recruitment campaign. A subsequent recruitment and advertisement campaign would require additional funding and would defer appointments to a later date. Depending on the BCC, impacts to composition and quorum may occur and further affect the ability of a BCC to hold meetings.

REASON(S) FOR RECOMMENDATION(S):

The Council policy on *Governance and Appointments of Boards, Commissions and Committees* (CP2016-03) directs the City Clerk's Office to prepare a report with each Board's, Commission's and Committee's applicant shortlist and assigns the Nominations Committee the responsibility of considering and nominating to Council applicants for appointment to Boards, Commissions and Committees.

ATTACHMENT(S)

1. BCC Shortlists and Skills Matrixes, **as amended**;
2. Nominations Committee's Terms of Reference (Schedule B from the Council policy on *Governance and Appointments of Boards, Commissions and Committees*); and
3. Implementation Phase for the Legislative Governance Review Project.