

ADMINISTRATION APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

EXECUTIVE SUMMARY

This report presents Administration's nominees for appointment by Council to internal and external Boards, Commissions and Committees at the 2016 Organizational Meeting of Council. The report also presents for information the continuing Administration membership on internal and external Boards, Commissions and Committees.

CITY CLERK'S RECOMMENDATION(S)

That Council:

1. Appoint Administration's nominees to Boards, Commissions and Committees (Attachment 1); and
2. Receive for information current Administration members serving on Boards, Commissions and Committees (Attachment 2).

PREVIOUS COUNCIL DIRECTION / POLICY

The Council policy on *Governance and Appointments of Boards, Commissions and Committees* ("Council policy") was adopted by Council to establish a process for the appointment of Members of Council, Administration and Public Members to Boards, Commissions and Committees (BCCs). Section 1.3 of the Council policy provides that the "appointment of Members of Council and Administration to serve on BCCs promotes collaboration and collective decision-making with Public Members, ensuring that citizens, communities and customers of The City are better served". In accordance with section 5.7, appointment of Administration Members occurs as follows:

- 5.7.1 Council shall appoint Administration Members to BCCs as applicable. The City Manager shall provide Council with recommendations for appointments.
- 5.7.2 Administration Members shall be appointed to BCCs at the annual Organizational Meeting of Council.
- 5.7.3 The appointment term for Administration Members shall:
 - a) be until the next annual Organizational Meeting of Council, unless otherwise specified by a resolution of Council or a BCC's Governance Document(s); and
 - b) terminate immediately upon leaving the employment of The City of Calgary.
- 5.7.4 In the case of a mid-term Administration Member vacancy, the City Clerk's Office will contact the applicable General Manager for a nomination and bring a report forward for Council to make an appointment.

BACKGROUND

Section 24 of The City of Calgary Procedure Bylaw, 44M2006, as amended, provides that "[a]ll Council appointments to Committees shall be reviewed annually at the Organizational Meeting, unless otherwise specified in this Bylaw or the Committee's Terms of Reference". The City

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Manager's recommendations for Administration appointments by Council to BCCs are presented at the annual Organizational Meeting of Council by the City Clerk's Office.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

Given that the appointment terms for Administration members vary depending on the BCC's individual Governance Document(s), the City Clerk's Office is presenting Administration's nominations and membership to Council as follows:

- *for appointment by Council*– Administration's nominees to BCCs, in accordance with the individual BCC's Governance Document(s) (Attachment 1); and
- *for information* – Administration members continuing on BCCs as per previous Council appointment and Administration members serving on BCCs by virtue of their position at The City of Calgary (Attachment 2).

Following the new Council policy coming into force, the City Clerk's Office has been engaging and collaborating with Administration regarding existing BCCs and their alignment with the provisions of the new Council policy. The nextCITY Advisory Committee ("nextCITY") was the first Committee to undergo a comprehensive review by Administration and the City Clerk's Office for alignment with the Council policy and to ensure that nextCITY is operating under an appropriate and effective Terms of Reference. Administration presented proposed Terms of Reference, establishing nextCITY as a Council Committee, at the 2016 September 28 Meeting of nextCITY. Following a thorough review of the proposed Terms of Reference and discussion surrounding the intent and mandate of nextCITY, nextCITY decided that the most appropriate governance model is an Administration Committee rather than a Council Committee. Accordingly, nextCITY has been removed from the City Clerk's Office proposed annual Administration nominee and appointment processes.

Following today's Council's Organizational Meeting, the Planning & Development General Manager plans to send to all Council Members an email, advising as to draft 2016-2017 nextCITY meeting dates (four committee meetings per year are planned), and requesting feedback as to each Council Member's interest in participating in nextCITY meetings.

Stakeholder Engagement, Research and Communication

The City Clerk's Office issued a request to City Departments and the City Manager's Office for Administration's nominees for appointment to BCCs for the upcoming terms. The City Clerk's Office consulted with the Law Department and Community Services with respect to the risk assessment section of this report. A report on Administration's nominees and members serving on BCCs was presented to the Administrative Leadership Team on 2016 October 04.

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*).

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Social, Environmental, Economic (External)

There are no social, environmental and economic impacts as a result of this report.

Financial Capacity

Current and Future Operating Budget:

There are no current and future operational budget impacts as a result of this report.

Current and Future Capital Budget:

There are no current and future capital budget impacts as a result of this report.

Risk Assessment

The City Clerk's Office consulted with the Law Department and Community Services regarding risk impacts. As in previous years, the City Solicitor advised that there is a risk to The City resulting from City employees being placed in a conflict of interest or other difficult situation when asked to serve on Boards of directors of external organizations. Where City employees serve as directors, they must act in the best interest of the organization, even if that is in conflict with their view of the best interest of The City. While the likelihood and impact of such risk occurring is being mitigated over time given that, in accordance with the *Autonomous Bodies Policy and Framework* (CSPS035), Council has reduced the number of City employees appointed to such Boards, this risk to The City and its employees remains in situations where City employees continue to be so appointed. Community Services advised that Administration is working toward bringing an update to the *Autonomous Bodies Policy and Framework* (CSPS035) which continues to support this objective. The proposed Council policy is expected to be brought to Council for approval in Q4 2016.

REASON(S) FOR RECOMMENDATION:

In accordance with Council policy on *Governance and Appointments of Boards, Commissions and Committees*, Council shall appoint Administration members to Boards, Commissions and Committees, as applicable, at the annual Organizational Meeting of Council.

ATTACHMENT(S)

1. Administration Nominees to Boards, Commissions and Committees - For Appointment; and
2. Continuing Administration Members and Administration Members Appointed by Positions to Boards, Commissions and Committees – For Information.