

NOV 07 2016

ITEM: *Urgent Business In Camera*
C2016-0899
CITY CLERK'S DEPARTMENT

ISC: UNRESTRICTED
C2016-0899
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City Clerk's Office Report to
Combined Meeting of Council
2016 November 07

COUNCIL CALENDAR TASK FORCE TERMS OF REFERENCE AND APPOINTMENTS

EXECUTIVE SUMMARY

Following adoption of the Q1 2017 Council Calendar for the months of January to March, Council established a Task Force on the remaining months of 2017 to provide input to Workflow and Scheduling. This report provides the appointments and proposed Terms of Reference for the Task Force in accordance with the Procedure Bylaw 44M2006, as amended.

ADMINISTRATION RECOMMENDATION(S)

That Council:

1. Adopt the Proposed Terms of Reference contained in Attachment 1.
2. Appoint the Members of the Council Calendar Task Force as contained in Attachment 2.
3. Direct that Attachment 2 remain confidential pursuant to Sections 19 (1) of the *Freedom of Information and Protection of Privacy Act*, until Council makes a decision

PREVIOUS COUNCIL DIRECTION / POLICY

Council adopted a Motion Arising, moved by Councillor Colley- Urquhart and seconded by Councillor Pincott, at the 2016 October 24 Organizational Meeting of Council, directing that Council:

1. *"Establish a Task Force on the 2017 Council Calendar Workflow and Scheduling for a report directly to Council no later than 2016 December, with recommendations for the months 2017 April to December; and*
2. *Direct that the City Clerk's Office solicit Members of Council for interest on serving on a Task Force on the 2017 Council Calendar Workflow and Scheduling."*

BACKGROUND

The *Municipal Government Act* and the *Procedure Bylaw 44M2006, as amended*, provide the support for Council to establish Council Committees to satisfy its mandate. The Council Policy, *"Governance and Appointments of Boards, Commissions and Committees (CP2016-03)."*, presents the direction with respect to the appointment process and requirement for adoption of Committee Terms of Reference.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

A proposed Terms of Reference is provided for Council's consideration in Attachment 1. The composition contained in the Terms of Reference is reflective of a poll conducted by the City Clerk's Office to solicit interest in serving on the Council Calendar Task Force. The proposed members for consideration are contained in Attachment 2.

In addition to the composition of membership proposed for Members of Council, administrative representation of the City Clerk and the General Manager of Planning & Development (including designate) is contained in the proposed Terms of Reference. Significant collaboration between the City Clerk's Business Unit and Planning & Development Department yielded a proposed improved and integrated schedule for Council Public Hearings and Calgary Planning Commission. This collaboration considered such factors as applicant timing considerations, application volume at any one public hearing meeting and specific emphasis on managing volumes before and after "extended breaks" between public hearing meetings. The proposed Terms of Reference reflects the best resources to provide advice for the continued

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consideration of these factors and identification of impacts that may occur with the suggested changes contemplated by the Task Force.

Stakeholder Engagement, Research and Communication

City Clerk's engaged Members of Council in their participation in the Task Force and will continue to engage key administrative resources that provide input to the development of the Council Calendar.

Strategic Alignment

The establishment of Committees to assist Council in satisfying its mandate 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)

None

Financial Capacity

Current and Future Operating Budget:

None

Current and Future Capital Budget:

None

Risk Assessment

Failure to appoint members and adopt the Terms of Reference delays the meeting of the Task Force and potentially jeopardizes the requested December timing to return to Council with a proposal for the 2017 Council Calendar April to December.

REASON FOR RECOMMENDATION:

Urgent consideration of the appointment to and Term of Reference of the Council Calendar Task Force is required in order that work can begin as soon as possible to deliver results to Council by December.

ATTACHMENTS

1. Proposed Terms of Reference for the Council Calendar Task Force.
2. Members for Consideration to the Council Calendar Task Force.