

**Law and Legislative Services Report to
Priorities and Finance Committee
2018 April 10**

**ISC: UNRESTRICTED
PFC2018-0444
Page 1 of 4**

Proposed Amendments to the Council Policy on Governance and Appointments of Boards, Commissions and Committees (CP2016-03)

EXECUTIVE SUMMARY

This report recommends proposed amendments to the Council policy on *Governance and Appointments of Boards, Commissions and Committees*, CP2016-03, to:

- Align the Quasi-Judicial Boards (“QJBs”) with the City Clerk’s Office annual Boards, Commissions and Committees (“BCCs”) recruitment and appointment process presented to the annual Organizational Meeting of Council; and
- Establish an ongoing annual BCC Recognition Event for outgoing Public Members.

This report also recommends a reconsideration of the time frame of the annual BCC advertisement and recruitment campaign from June back to August/September.

ADMINISTRATION RECOMMENDATIONS:

That the Priorities and Finance Committee recommend that Council:

1. a) Direct the City Clerk’s Office to include the Licence and Community Standards Appeal Board and the Subdivision and Development Appeal Board in its annual BCC advertisement and recruitment campaign commencing in 2018 for appointments presented to the annual Organizational Meeting, with terms effective 2019 January 01;
- b) Direct the City Clerk’s Office to include the Assessment Review Board in its annual BCC advertisement and recruitment campaign commencing in 2019 for appointments presented at the annual Organizational Meeting, with terms effective 2020 January 01.
- c) Direct the City Clerk’s Office (Protocol) to continue hosting an annual BCC Recognition Event for outgoing Public Members; and
- d) i) Reconsider its “June campaign” decision of 2016 April 25, of report LGT2016-0244 to advertise and recruit vacant BCC positions in June; and
- ii) Direct the City Clerk’s Office to conduct its annual BCC advertisement and recruitment campaign in August/September of each year commencing in 2018;
2. Adopt the proposed amendments to the Council policy on *Governance and Appointments of Boards, Commissions and Committees*, CP2016-03, as outlined in Attachment 1.

PREVIOUS COUNCIL DIRECTION / POLICY

On 2018 March 21, Council adopted the recommendations of report PFC2018-0108, *Calgary Assessment Review Board Bylaw*, and gave three readings to bylaw 15M2018, directing the Board’s appointments be presented to the annual Organizational Meeting of Council commencing in 2019.

On 2016 April 25, Council adopted the Council policy on *Governance and Appointments of Boards, Commissions and Committees* (CP2016-03), which instituted new processes for recruitment, application and appointments to BCCs. Council approved the respective report, LGT2016-0244 *Legislative Governance Review Project Update and Council policy, Governance and Appointments of Boards, Commissions and Committees* and “Implementation Phases – Legislative Governance Review Project”.

Proposed Amendments to the Council Policy on Governance and Appointments of Boards, Commissions and Committees (CP2016-03)

BACKGROUND

BCC and QJB Current Public Member Recruitment Processes

The City Clerk's Office through its Legislative Services and QJB divisions conducts three separate advertisement and recruitment campaigns throughout the year for public members with separate appointment processes and timelines. Each campaign requires advertising with a separate budget and results in applications presented to Council at different times using different formats. All of the QJBs currently use a manual application intake process, whereas the BCCs utilize an online intake process with eligibility criteria that applicants can self-select.

The Calgary Assessment Review Board Bylaw 15M2018, adopted by Council at its Strategic Meeting held on 2018 March 21, directs ARB member appointments be made at the annual Organizational Meeting of Council with terms matching the calendar year, promoting a single-coordinated advertisement and recruitment campaign and a unified appointment process.

June BCC Recruitment Campaign

For the last two years, the recruitment and advertising campaign for BCC public members occurred in the month of June, with planning of the campaign occurring in May. A June recruitment campaign resulted in the following:

- Less applications submitted compared to recent years with a late summer campaign;
- A four to five-month period between the time a citizen applies and the time the appointment is announced by Council, resulting in an increased number of applicants declining their appointments;
- BCC Chairs receiving the applications in July, requiring them to evaluate and possibly interview applicants during summer break, which has proved to be challenging. Additionally, some BCCs do not hold meetings over the summer months; and
- Vacancies or terms of reference/bylaw amendments adopted by Council that affected the composition of the board, the term or the eligibility requirements occurring in May, June or July were not included in the main campaign, resulting in unexpected costs and efforts associated with a second recruitment campaign.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

Consolidating the QJB Recruitment with the BCC Recruitment

Having one consolidated recruitment would result in efficiencies for Council and Administration, as well as offer a more streamlined process for the public:

Advantages for the public:

- avoid confusion by having one advertisement, recruitment campaign and appointment cycle for all BCCs, including the QJBs;
- ability for applications to the QJBs to be submitted online which includes self-selected eligibility criteria;
- single contact for any questions on appointment process; and
- a broader spectrum of committees for which applicants might apply at one time.

Proposed Amendments to the Council Policy on Governance and Appointments of Boards, Commissions and Committees (CP2016-03)

Advantages for Members of Council:

- consistency with the material presented to facilitate the appointment of public members;
- appointments performed solely at the annual Organizational Meeting of Council, with the exception of appointments required as a result of mid-term resignations; and
- by consolidating the information, public members may not be appointed to more than one BCC (per Council policy CP2016-03, section 5.13.4).

Advantages for Administration:

- all applications channeled through one division would eliminate duplication of planning and communication;
- advertising cost reductions achieved from removing duplicate advertisements required by the three separate recruitment processes;
- applications utilizing the same online intake process and format;
- consistency in the validation of applications; and
- QJB applicant's eligibility will no longer require manual review and notation.

Marketing efforts for the QJB's recruitment would continue to be tailored to attract the skills required. As well, the role of the Chair in recommending appointments would also continue as per sections 5.4.1.b and 5.15.4 of the BCC Council policy.

Late Summer Recruitment Campaign

Historically, there have been more applications, on average, submitted in late summer campaigns compared to June campaigns. A late summer recruitment campaign also results in a shorter period between the time a citizen applies to a BCC and the time the appointment is announced by Council.

A recruitment campaign commencing during the Council/Committee meeting August break, allows the City Clerk's Office to include and/or act upon any vacancy or any terms of reference/bylaw amendment adopted by Council that may affect the composition of the board, the term or the eligibility requirements occurring in May, June or July.

Minor Housekeeping Policy Amendments

In addition to the policy amendments noted previously in this report, the proposed Council policy (attachment 1) also includes the following minor housekeeping amendments:

- the addition of new BCCs recently established by Council;
- the deletion of disbanded BCCs;
- the revision of the BCC description for Administrative Tribunals;
- BCC name revisions; and
- BCC classification revisions that were categorized incorrectly

Stakeholder Engagement, Research and Communication

The Legislative Services division engaged with the QJB division to document the current state advertisement and recruitment processes and potential future state alternatives.

Proposed Amendments to the Council Policy on Governance and Appointments of Boards, Commissions and Committees (CP2016-03)

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)

Public members provide their expertise and guidance to Council on important civic issues. Volunteering on one of the City's BCCs provides public members with the opportunity to:

- provide a meaningful contribution to the community;
- share their knowledge, skills and abilities as well as develop skills and gain experience;
- meet new people and become connected in the community; and
- learn more about how The City of Calgary works.

Financial Capacity

Current and Future Operating Budget:

The operating budget for advertising and recruitment of the three QJBs would be transferred from the QJB division to the Legislative Services division of the City Clerk's Office.

Current and Future Capital Budget:

None.

Risk Assessment

If the proposed amendment to the Council policy is not adopted by Council at its 2018 April 23 Regular Meeting, the City Clerk's Office must proceed with the preparation and launch of the June advertisement and recruitment campaign for the BCCs, without the inclusion of the Licence and Community Standards Appeal Board and the Subdivision and Development Appeal Board. Consequently, the QJBs recruitment campaign would occur later in the fall, resulting in duplication of costs and efforts for The City.

REASONS FOR RECOMMENDATIONS:

Adopting the recommendations in this report will produce efficiencies for the Boards, Committees and Commissions (BCCs) and improve the application process for Calgarians wishing to sit as a public member.

Adopting recommendation 1(c) will ensure that outgoing Public Members' service is recognized through an annual BCC Recognition Event.

ATTACHMENT

1. Proposed amendments to Council policy on *Governance and Appointments of Boards, Commissions and Committees* (CP2016-03)