

**PROPOSED LEGISLATIVE GOVERNANCE TASK FORCE TERMS OF REFERENCE
AMENDMENT**

EXECUTIVE SUMMARY

This report proposes an amendment to the Legislative Governance Task Force (LGTF) Terms of Reference to allow for a monthly scheduled meeting of the Task Force.

ADMINISTRATION RECOMMENDATION(S)

That the Legislative Governance Task Force recommends that the Priorities and Finance Committee recommends that Council adopt the proposed amendment to the LGTF Terms of Reference (Attachment 1).

**LEGISLATIVE GOVERNANCE TASK FORCE RECOMMENDATION, DATED
2014 MARCH 06:**

That the Priorities and Finance Committee recommends that Council adopt the proposed amendments to the Legislative Governance Task Force Terms of Reference (**Revised** Attachment 1).

Excerpt from the Minutes of the Legislative Governance Task Force, dated 2014 March 06

“2. That the amendments, and other textual amendments that may be required, be incorporated into Attachment 1 prior to being forwarded to the Priorities and Finance Committee.”

PREVIOUS COUNCIL DIRECTION / POLICY

At the 2013 November 4 Organizational Meeting of Council, Council amended the LGTF's Terms of Reference with respect to composition and term limit.

At the 2011 October 24 Special Meeting of Council, Council directed that the current membership of the LGTF be extended until the work of the Committee was complete.

At the 2011 January 24 Regular Meeting of Council, Council established the Legislative Governance Task Force of the Personnel and Accountability Committee (PAC).

BACKGROUND

As a Task Force of the Priorities and Finance Committee (PFC), the LGTF is responsible for making recommendations to improve legislative governance at the City of Calgary. The Task Force is focused on the following priorities:

1. Making Council more accessible and transparent to the public.
2. Making Council decisions more efficient.
3. Increasing Accountability.

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The current membership of the LGTF was established at the 2013 November 04 Organizational Meeting of Council. The LGTF consists of the following Members of Council, appointed for a one (1) year term, effective the date of the annual Organizational Meeting of Council:

- Mayor
- 1 Chair of the SCP on Community and Protective Services
- 1 Chair of the SPC on Planning and Urban Development
- 1 Chair of the SPC on Transportation and Transit
- 1 Chair of the SPC on Utilities and Corporate Services
- 1 Chair of the Audit Committee
- 1 Councillor-at-Large

The last meeting of the LGTF took place on 2013 May 23.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

At the 2013 February 28 meeting of the LGTF, Members were presented with a report proposing a Legislative Governance Task Force Work Plan for 2013, which identified updating the Terms of Reference for LGTF as possible work in 2013. On 2013 April 02, the Priorities and Finance Committee filed this report. While the LGTF composition and member term limits were amended at the 2013 Organizational Meeting of Council, the Terms of Reference have not been updated in their entirety.

Since its establishment, the LGTF met nine times and made significant advancements in completing its previous work plans. To continue improving governance at The City of Calgary, City Clerk's is presenting a proposed LGTF 2014 – 2017 Work Plan for LGTF's consideration and is seeking direction with respect to the scope of future governance initiatives. Subsequent to the approval of an LGTF 2014 – 2017 Work Plan, advancement in the work will be reliant on regular direction to Administration and regular consultation among Members of the LGTF.

The current LGTF Terms of Reference do not provide for a regular meeting of the LGTF, resulting in an inconsistent meeting schedule. To date, the LGTF met five times in 2011, two times in 2012 and two times in 2013. In the absence of regularly scheduled meetings, challenges arise with respect to scheduling future LGTF meetings and engaging members of the LGTF in consultations related to the work before the Task Force. To address these challenges, it is proposed that the current Terms of Reference be amended to allow for a monthly meeting of the LGTF (Attachment 1). Given that composition of the LGTF closely mirrors that of the PFC, and given that the City Manager and City Clerk attend the PFC meetings, it is proposed that the LGTF meet immediately following adjournment of the first PFC meeting of the month.

Stakeholder Engagement, Research and Communication

A review of the LGTF's Terms of Reference was conducted by City Clerk's Office, and indicated the absence of a regular meeting schedule.

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Strategic Alignment

This report has been reviewed for alignment with The City of Calgary's Triple Bottom Line (TBL) Policy Framework. No implications were identified as a result of this report.

Social, Environmental, Economic (External)

There are no social, environmental, economic (external) implications as a result of this report.

Financial Capacity

Current and Future Operating Budget:

There are no current and future operating 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

Subsequent to the approval of a LGTF 2014 – 2017 Work Plan, advancement in the work before the Task Force will be reliant on regular direction to Administration and regular consultation between Members of the LGTF. The absence of a regular meeting schedule creates the risk of delaying the delivery of an LGTF 2014 – 2017 Work Plan.

REASON(S) FOR RECOMMENDATION(S):

The current LGTF Terms of Reference do not provide for a regular meeting of the LGTF, leading to an inconsistent meeting schedule. Advancement in the work before the Task Force is reliant on regular direction to Administration and regular consultation among Members of the LGTF.

ATTACHMENT(S)

1. Proposed amendment to the LGTF Terms of Reference (**REVISED**)