

### **I. Background**

These Terms of Reference provide for a Task Force of the Priorities and Finance Committee (PFC) the responsibility of making recommendations to PFC to improve legislature governance at the City of Calgary.

The Task Force shall be focused on the following priorities:

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

With respect to governance, in recent years The City has implemented many governance practices in line with leading practices, based on the latest Corporate Governance Guidelines of the Canadian Securities Administrators, to the extent they may be applicable to municipalities.

### **II. Purpose and Definition**

The primary purpose of the Special Study is to provide appropriate recommendations with respect to The City of Calgary's legislative governance practices.

In this context, legislative governance is primarily the organizational framework for Council and its committees, and the related policies. (E.g. Municipal Government Act and The City of Calgary Procedures Bylaw).

### **III. Scope**

The following scope is proposed for the special study. The Task Force will focus the study on the priorities outlined in the background, however they may adjust the scope as appropriate as the special study proceeds.

1. Complete a literature review and research of leading practices in legislative governance.
2. Review The City of Calgary's legislative governance practices and follow-up on the status of the recommendations of previous Legislative Governance Reviews.
3. Compare The City of Calgary's legislative governance practices to leading practices.
4. Identify and define any significant differences between The City of Calgary legislative governance practices and leading practices.
5. Develop a range of appropriate recommendations for PFC and Council.



#### **IV. Task Force Membership and Resources**

The Task Force shall consist of the following members of Council as appointed by 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

Legislative Governance Task Force Members will be appointed for a one (1) year term.

#### **V. Task Force Meetings**

The Task Force shall meet monthly, on the day of the first PFC meeting of the month, immediately following adjournment. Special meetings of the Legislative Governance Task Force may be called at the call of the Chair.

#### **TERMS OF REFERENCE – SPECIAL STUDY OF LEGISLATIVE GOVERNANCE ISSUES**

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Designated resources to the Task Force shall plan and conduct the work related to the Special Study, at the direction of the Task Force:

1. City Clerk
2. Other Administration Resources as required
3. External Consultants as required

#### **VI. Project Budget**

The Special Study of Legislative Governance Issues shall be conducted primarily by the Task Force's internal resources.

In the event that external consulting resources are required, the Task Force will request that PFC review and approve the project budget.

#### **VII. Status Reports**

The Task Force shall provide regular status reports to PFC of its activities.

#### **AMENDMENTS**

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2013 November 4      LGTF Member composition amendment; and  
LGTF Members to be appointed for a one (1) year term.