

Boards, Commissions and Committees Mandated Terms of Reference Review 2018

EXECUTIVE SUMMARY

Council Policy *CP2016-03 Governance and Appointments of Boards, Commissions, and Committees* requires a mandatory terms of reference review for specified Boards, Commissions and Committees (BCCs) with the initial review occurring in 2018 and subsequent reviews occurring every two years.

The review for 2018 was conducted during April, May and June. Of the six BCCs that took part in the review, three had no changes at this time and three updated their terms of reference. This report includes a summary of the review for 2018 and presents updated terms of reference for the three committees.

ADMINISTRATION RECOMMENDATIONS:

That Council:

1. Adopt the amended Terms of Reference for the Advisory Committee on Accessibility (Attachment 3);
2. Adopt the amended Terms of Reference for the Calgary Transit Access Eligibility Appeal Board (Attachment 6); and
3. Adopt the amended Terms of Reference for the Calgary Transit Public Safety Citizen Oversight Committee (Attachment 9).

PREVIOUS COUNCIL DIRECTION / POLICY

Section 5.3.1 of Council Policy *CP2016-03 Governance and Appointments of Boards, Commissions and Committees* states that:

“A review of the mandate, composition and resourcing of a City BCC classified as “Advisory”, “Interest Group”, or “Review” (Schedule A) will be brought forward to Council by the City Clerk’s Office through the Priorities and Finance Committee every two years, with the first review occurring in 2018. The review will be done in collaboration between the City BCC’s Members, the City Clerk’s Office, Administration Resources, and other members of City Administration, as required.”

BACKGROUND

In 2015 and 2016, the City Clerk’s Office undertook the execution of items contained in the Legislative Governance Task Force Work Plan 2014-2017. One of the deliverables was the drafting of Council Policy *CP2016-03 Governance and Appointments of Boards, Commissions and Committees*.

At the 2016 April 25 Regular Meeting of Council, Council adopted Council Policy *CP2016-03 Governance and Appointments of Boards, Commissions and Committees*.

To ensure the changes are made by Council prior to the BCC appointment process being advertised this report is sent directly to Council, instead of to the Priorities and Finance Committee as outlined in *CP2016-03*.

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INVESTIGATION: ALTERNATIVES AND ANALYSIS

On 2018 April 04, Administration initiated the 2018 BCC Terms of Reference Review with the goal of completing the reviews and having any amendments to the terms of reference approved by Council prior to the start of the 2018 BCC recruitment and advertising campaign. In accordance with Council Policy CP2016-03, the following Advisory, Interest Group and Review BCCs were engaged to review and update the composition, mandate, and resources for their respective terms of reference.

- Advisory Committee on Accessibility
- BiodiverCity Advisory Committee
- Calgary Aboriginal Urban Affairs Committee
- Public Art Board
- Calgary Transit Access Eligibility Appeal Board
- Calgary Transit Public Safety Citizen Oversight Committee

Attachment 1, Review Outcome and Rationale, is a summary of the results of the reviews. Of the six BCCs that took part in the review, three chose not to update their terms of reference at this time. Amongst the remaining BCCs, the changes proposed by the BCCs include:

- Increases in or changes to composition;
- Increases in term length;
- Changes in Administration resources; and
- Changes in various sections to bring the terms of reference in line with current legislation.

In addition to the proposed changes, the terms of reference were standardized to the current template. The standardization required some information to be moved, without any changes, as well as information added to the following sections:

- Subcommittees;
- Chair;
- Procedures; and
- Code of Conduct.

Stakeholder Engagement, Research and Communication

On 2018 April 04, Administration held an information session for the Administration Resource staff and the Chairs of the respective BCCs. An information package was prepared for each BCC, which included the current Terms of Reference, a quick reference guide to preparing a terms of reference, and additional supporting information. Additional support was provided to the BCCs upon request.

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)

No social, environmental, or external economic implications have been identified.

Financial Capacity

Current and Future Operating Budget:

None.

Current and Future Capital Budget:

None.

Risk Assessment

There are no risks associated with adopting the proposed terms of reference but there are minor risks relating to composition and quorum if proposed changes are not adopted. The risks for each BCC are included in the Rationale column in *Attachment 1 Review Outcome and Rationale*.

REASON FOR RECOMMENDATIONS:

The 2018 mandated review of BCC terms of reference has been completed. Three boards have made changes to their terms of reference that require approval and adoption by Council prior to the 2018 BCC recruitment and advertising campaign.

ATTACHMENTS

1. Review Outcome and Rationale
2. Current ToR - Advisory Committee on Accessibility
3. Amended ToR – Advisory Committee on Accessibility
4. Blacklined Amended ToR – Advisory Committee on Accessibility
5. Current ToR – Calgary Transit Access Eligibility Appeal Board
6. Amended ToR – Calgary Transit Access Eligibility Appeal Board
7. Blacklined Amended ToR – Calgary Transit Access Eligibility Appeal Board
8. Current ToR – Calgary Transit Public Safety Citizen Oversight Committee
9. Amended ToR – Calgary Transit Public Safety Citizen Oversight Committee
10. Blacklined Amended ToR – Calgary Transit Public Safety Citizen Oversight Committee