

Consideration of Short Lists Submitted by Boards, Commissions and Committees for Public Member Appointments

EXECUTIVE SUMMARY

This report presents Public Member short lists and reserve lists for twelve Boards, Commissions and Committees (BCCs) including Advisory, Review, Interest Group, Oversight and Administrative Tribunals for appointment by Council at the 2018 Organizational Meeting of Council.

ADMINISTRATION RECOMMENDATIONS:

That the Nominations Committee recommend that Council, at the 2018 October 22 Organizational Meeting of Council:

1. Consider the Public Member short lists, reserve lists and applications contained in Attachments 1 to 11 for appointment to the following Boards, Commissions and Committees.
 - a. Advisory Committee on Accessibility
 - b. BiodiverCity Advisory Committee
 - c. Calgary Aboriginal Urban Affairs Committee
 - d. Calgary Heritage Authority
 - e. Calgary Parking Authority
 - f. Calgary Transit Access Eligibility Appeal Board
 - g. Calgary Transit Public Safety Citizen Oversight Committee
 - h. Public Art Board
 - i. Subdivision and Development Appeal Board
 - j. Licence and Community Standards Appeal Board
 - k. Urban Design Review Panel
2. Consider the applicants for the Social Wellbeing Advisory Committee contained in Attachment 12 for appointment of five Public Members based on the Social Wellbeing Advisory Committee's Skills Matrix.
3. Release report N2018-1036 as a public document and direct Attachments 1 - 12 to report N2018-1036 remain confidential pursuant to Sections 17 and 19 of the *Freedom of Information and Protection of Privacy Act*.

RECOMMENDATIONS OF THE NOMINATIONS COMMITTEE, 2018 OCTOBER 10:

1. That Council approve Administration Recommendations 1 and 2, **as amended in Addendum 1**;
2. **That Council approve the Nominations Committee Recommendation contained in Addendum 2**; and
3. That Council release report N2018-1036 as a public document, and direct that Attachments 1 – 12, all other confidential selection materials and the Addendums to report N2018-1036 remain confidential pursuant to Sections 17 and 19 of the Freedom of Information and Protection of Privacy Act.

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PREVIOUS COUNCIL DIRECTION / POLICY

At the 2018 April 23 Regular Meeting of Council, Council directed Administration, through the City Clerk's Office, to include recruitment for the Subdivision and Development Appeal Board and the Licence and Community Standards Appeal Board in its annual BCC recruitment campaign. At the same meeting, Council reconsidered its June campaign decision of 2016 April 26 brought forth in report LGT2016-0244 and directed Administration to conduct its annual BCC advertisement and recruitment campaign in August and September for 2018 and forward.

At the 2016 April 26 Regular Meeting of Council, Council adopted policy CP2016-03 *Governance and Appointments of Boards, Commissions and Committees* and approved Attachment 6, *Implementation Phases – Legislative Governance Review Project*, of report LGT2016-0244.

BACKGROUND

The Role of BCC Chairs and Vice-Chairs

Council policy CP2016-03, *Governance Appointments to Boards, Commissions and Committees*, provides that all Public Member applications to Advisory, Review and Interest Group, and Administrative Tribunal BCCs received by Administration are to be forwarded to the BCC Chairs. Section 5.15.4 of the Council policy provides that "The Chair, Vice-Chair(s) and Administration Resources will use the BCC Qualifications and Eligibility requirements to short list two applications for each vacancy. Interviews may be conducted."

Further, section 5.15.5 of CP2016-03 stipulates that the Chair of the BCC will submit the applicant short list to Administration in accordance with the timeframe established by the Administration. Administration will provide a report to the Nominations Committee with each BCC's applicant short list.

The Role of the Nominations Committee

Section 5.15.6 of Council policy 2016-03 provides that "The Nominations Committee will consider the applicant short lists and make recommendations to Council on which applicants should be appointed. The Nominations Committee may or may not recommend the applicants short listed by the BCC and may refer back to the complete pool of applications."

Selection of Public Members for a Reserve List

Section 5.15.7 of Council policy 2016-03 specifies that the Nominations Committee "shall recommend a Reserve List for each BCC to Council if a sufficient number of applications was received. The number of applicants on the Reserve List shall be at the discretion of the Nominations Committee." The Reserve List is used to fill vacancies that may occur when an appointed member resigns before the expiration of their term.

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INVESTIGATION: ALTERNATIVES AND ANALYSIS

The 2018 recruitment campaign for BCCs occurred between 2018 August 16 and September 14. As required by Council policy CP2016-03, the BCC Chair, Vice-Chair(s) and Administration Resources of Advisory, Review and Interest Group BCCs were provided with Public Member applications on 2018 September 18 and applied the BCC Qualifications and Eligibility requirements to short list at least two applicants for each vacancy as well as a Reserve List.

Social Wellbeing Advisory Committee

The Terms of Reference for the Social Wellbeing Advisory Committee was approved by Council at the 2018 July 30 Combined Meeting of Council. This is a new committee whose membership will be appointed for the first time at the Organizational Meeting of Council on 2018 October 22. Because the Committee does not have a Chair or Vice Chair to provide a short list, the Nominations Committee will review all applicants for the Committee and make recommendations to Council.

Stakeholder Engagement, Research and Communication

On 2018 June 25, ahead of the annual BCC advertisement and recruitment campaign, Administration held an information session with Advisory, Review, Interest Group, and Administrative Tribunal BCCs to bring awareness of the recruiting, advertising, short listing, and appointment processes, as well as provide an opportunity for discussions with those BCCs. At that time, the Skills Matrix template was distributed to all attending BCCs. The BCCs returned the completed matrices to Administration by 2018 August 01.

On 2018 September 18, Administration sent the application packages to the BCCs. The BCC short lists and reserve lists were returned to Administration by 2018 October 01 (Attachments 1 – 12).

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)

No social, environmental or economic impacts were identified.

Financial Capacity

Current and Future Operating Budget:

There are no current and future operating budget impacts.

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Current and Future Capital Budget:

There are no current and future capital budget impacts.

Risk Assessment

There are no significant risks associated with the Report's recommendations.

REASON FOR RECOMMENDATIONS:

Council policy CP2016-03 directs Administration to provide the short lists and reserve lists received from Advisory, Review, Interest Group, and Administrative Tribunal BCCs, along with the Public Member applications, to the Nominations Committee for its review and recommendation to Council.

ATTACHMENTS

- Addendum 1a: Advisory Committee on Accessibility – Short List
- Addendum 1b: BiodiverCity Advisory Committee –Short List
- Addendum 1c: Calgary Aboriginal Urban Affairs Committee – Short List
- Addendum 1d: Calgary Heritage Authority –Short List
- Addendum 1e: Calgary Parking Authority –Short List
- Addendum 1f: Calgary Transit Access Eligibility Appeal Board –Short List
- Addendum 1g: Calgary Transit Public Safety Citizen Oversight Committee –Short List
- Addendum 1h: Public Art Board – Short List,
- Addendum 1i: Subdivision and Development Appeal Board –Short List
- Addendum 1j: Licence and Community Standards Appeal Board – Short List
- Addendum 1k: Urban Design Review Panel – Short List
- Addendum 1l: Social Wellbeing Advisory Committee – Skills Matrix
- Addendum 2: Additional Nominations Committee Recommendation