

## Priorities and Finance Committee History and Mandate

### **Early Agenda Setting**

Supported by Procedure Bylaws 1486 (passed May 6, 1913), 5720 (passed September 5, 1961) and 9199 (passed September 9, 1974) the Mayor is designated responsible for collecting and compiling the Agenda for Council meetings from the Board of Commissioners forwarding to the City Clerk for dissemination. Under the current Procedure Bylaw, section 37, the Mayor and the City Clerk set the Council agenda in advance.

### **Nominating & Agenda Committee (NAC)**

The NAC was created in 1984 and ran through to 1999. 53M94, 13M2000

Mandate: The NAC is responsible for providing direction on the administration of the City of Calgary with a view to strengthening management and administrative practices, providing policy guidance to the City of Calgary on all matters of a financial nature (excluding annual budgetary approval for Business Units not reporting to the Committee) or administrative nature, as well as corporate strategic planning and policies that have long term impact on the corporation, and developing recommendations on issues relating to economic/business development.

Composition: Mayor (Chair) or Deputy Mayor (in Mayor's absence) Chairs of Standing Policy Committees or Vice-Chairs (in Chair's absence) Chair Audit Committee

### **Accountability, Priorities and Agenda Committee (APAC)**

In 2003 APAC was formed to provide personnel and oversight functions, bimonthly agenda setting meetings and conduct regular accountability sessions with the then Executive Leadership Team (ELT). The disbanding of the Intergovernmental Affairs Committee was an additional component to the forming of APAC. To support the committee Administration developed reporting procedures that were to enhance accountability and communication between management levels.

Composition: Mayor or Deputy Mayor and the Chair of each SPC, with the Vice-chairs as alternates (Bylaw 30M2003)

### **Priorities and Accountability Committee (PAC)**

Procedure Bylaw 44M2006, PAC has the following powers, duties and functions:

- (1) receiving reports on senior personnel matters from the City Manager;
- (2) authorizing non-standard formal presentations or recognitions at a Regular Meeting of Council;
- (3) approving the use of Council Chambers for Meetings, other than Meetings of Council;
- (4) receiving communications from the Mayor and City Clerk which cannot be disposed of through the administrative process;
- (5) recommending naming of City-owned facilities such as parks and arenas upon receipt of a report from the Naming Committee;

- (6) recommending appointments to Committees when vacancies occur throughout the year following Council's organizational Meeting;
- (7) providing performance evaluations and ongoing monitoring of the City Manager as required by the Municipal Government Act;
- (8) holding Accountability Sessions;
- (9) reviewing and making recommendations about corporate structure, corporate personnel issues and corporate policy;
- (10) preparing initial budget guidelines in consultation with Administration and referring the guidelines to the SPC on Finance and Corporate Services;
- (11) acting as a policy co-ordinator between the City Manager and the SPCs;
- (12) receiving updates on files from the Administrative Leadership Team and providing oversight with respect to implementation of Council policy;
- (13) providing interpretation of Council policy for Administration;
- (14) planning and ratifying agendas for strategic planning sessions of Council;
- (15) maintaining a process for the regular review and reporting of Council's legislative governance practices and proposed legislative amendments related to governance; and
- (16) providing recommendations to Council on Aldermanic Office Co-ordinating Committee ("AOCC") reports.

Composition: PAC consists of the Mayor or Deputy Mayor and the Chair of each SPC, with the Vice-Chairs as alternates. (Bylaw 44M2006)

### **Priorities and Finance Committee (PFC)**

Mandate 2011:

PFC has the following powers, duties and functions:

- (1) recommending appointments to Committees when vacancies occur throughout the year following Council's organizational Meeting;
- (2) coordinating the mandate of SPCs in respect of Council's community sustainability strategy;
- (3) recommending the naming of City-owned facilities such as parks and arenas upon receipt of a report from the Naming Committee;

- (4) receiving communications from the Mayor and City Clerk that cannot be disposed of through the administrative process;
- (5) receiving reports on senior personnel matters from the City Manager;
- (6) providing quarterly performance evaluations and ongoing monitoring of the City Manager as required by the *Municipal Government Act*;
- (7) reviewing and making recommendations about corporate structure, corporate personnel issues, and corporate policy;
- (8) acting as a policy coordinator between the City Manager and the SPCs;
- (9) receiving updates on files from the Administrative Leadership Team, providing oversight with respect to implementation of Council policy, and providing interpretation of Council policy for Administration;
- (10) maintaining a process for regular review and reporting of Council's legislative governance practices and proposing legislative amendments related to governance;
- (11) providing recommendations to Council on Aldermanic Office Coordinating Committee ("AOCC") reports;
- (12) coordinating projects initiated by elected officials that require significant administrative resources;
- (13) coordinating the recruitment and appointment process for the City Manager, for recommendation to Council;
- (14) receiving Administration responses to Administrative Inquiries;
- (15) overseeing financial planning and reporting;  
providing advice to the Mayor on Council Agendas.

**Reference: Bylaw 44M2006, as amended (60M2011)**

Current mandate:

The PFC has the following powers, duties and functions:

- A. overseeing the City's property assessment and taxation processes;
- B. overseeing financial planning and reporting;
- C. coordinating projects initiated by elected officials that require significant administrative resources;
- D. directing notices of motion by elected official to Council or Council Committees for consideration'
- E. coordinating cross-Departmental strategies, initiatives and projects;  
i) acting as a policy coordinator between the City Manager and the SPCs;

- ii) receiving updates on urgent matters from the Administrative Leadership Team;
  - iii) providing oversight with respect to implementation and review of Council policy; and
  - iv) providing interpretation of Council policy for Administration;
- F. overseeing Council's community sustainability strategy;
- G. receiving communications from the Mayor and City Clerk that cannot be resolved through the administrative process;
- H. coordinating the recruitment and appointment process for the City Manager for recommendation to Council and providing quarterly performance evaluations and ongoing monitoring of the City Manager as required by the MGA, s. 205.1.
- I. recommending:
  - i) the establishment, governance and disbandment of City BCCs; and
  - ii) Councillor and Administration appointments to BCCs when vacancies occur throughout the year following Council's Organizational meeting;
- J. maintaining a process for regular review and reporting of Council's legislative governance practices and proposing legislative amendments related to governance;
- K. overseeing Council's accessibility, transparency and accountability to the public; and
- L. other duties or functions as assigned to PFC by Council.

Composition: PFC consists of the Mayor (Chair), the Chairs of the SPCs, the Chair of Audit Committee, and 1 Councillor-at-Large (Vice-Chair)

**Reference: Bylaw 35M2017**