

COUNCIL – AGENDA REPORT

Meeting Date: 7 March 2022

Subject: Boards and Committees Policy Review Project

Boards Routed Through: N/A

Date: N/A

Issue:

Council is being presented with the project scope of a review of Boards and Committees for information and direction.

Background:

The Council Organizational Meeting in October 2021 identified a gap in policy guidance for Council and the public regarding appointed boards and committees by the City Clerk. A cursory review of seven comparable municipalities (see Attachment 1 and 2) has determined that other municipalities have robust and defined policies to guide their boards and committees. Accordingly, Administration is initiating a comprehensive review of Council's Boards and Committees to improve the policies that guide these boards and committees.

The intended outcome is to develop bylaws and policies for Council's Boards and Committees that will be legislatively compliant that is clear and useful for stakeholders and citizens. Administration will ensure that the development of these new policies and bylaws does not create adverse impacts to existing bylaws, policies, or procedures.

The project deliverables are as follows:

1. Policy development and alignment for Council's Boards and Committees, which will include:
 - resolving any discrepancies between existing bylaws and board profiles;
 - documenting practices currently that are not in policy, such as the process to appoint boards and committee members from Council and external members; and
 - classifying the City's Boards and Committees for the ease of understanding the types of boards and committees for which Council makes appointments.

2. Proposing a Citizen Member Code of Conduct separate from an Elected Officials Code of Conduct.
3. Board and Committee member engagement to gather feedback on improvements to the governance of boards and committees based on questions as directed by Council.
4. Reviewing and revising the website content of the Board and Committees section on the City's website.

Council will be informed on a quarterly basis of the status of this project and will be asked to make decisions on policies as they are completed. The project close of this policy review is scheduled for June 2023 but may be extended upon additional scope of work requested by Council.

The resources to conduct this review will be supported by internal Legislative Services staff. No additional budget allocations are planned.

Alignment with South Saskatchewan Regional Plan and AirdrieONE:

This policy review project and revision aligns with the AirdrieONE governance principle aimed to continually improve opportunities to engage citizens in local government initiatives and decision-making.

Boards Routed Through:

N/A

Alternatives/Implications:

Alternative 1:

- That Council accepts this report for information.
- That Council directs Administration to prepare a Board and Committee Member engagement plan with a set of draft questions to ask board and committee members regarding improvements to boards and committees governance and report back to Council.

Implications:

The implication of proceeding with this project for Legislative Services means dedicated resources from Legislative Services will be working in collaboration with other departments currently supporting Council boards and committees.

Proceeding with this project provides a foundational review for a policy framework to support future boards and committee governance related topics, when so directed by Council.

Alternative 2:

- That Council request additional information.

Implications:

Administration would return to Council to address the request. However, not proceeding with this review and remaining status quo will lead to:

- a continued absence of clear policy guidance; and,
- the use of staff time to work through situations with Councillors and Board Members where policy gaps force reliance on institutional memory or immediate decisions without reference to standards/direction from Council.

Communications Plan:

An internal communications plan will be developed, taking into consideration communication methods to best inform, consult and update Council and current boards and committee members as part of the project plan.

Recommendation:

That Council:

1. accepts the report entitled "Boards and Committees Policy Review Project" for information; and
2. directs Administration to prepare a Board and Committee Member engagement plan with a set of draft questions to ask board and committee members regarding improvements to boards and committees governance and report back to Council.

Karen Jiang
Senior Legislative Officer

Presenter:	Karen Jiang
Department:	Legislative Services
Reviewed by:	Stephen Utz, Charlotte Satink, Tammy Belsham
Attachments:	#1: Municipal Best Practices – Boards and Committees #2: Municipal Best Practices - Classifications
Appointment:	N/A