



CITY POLICY

POLICY NUMBER: C476C

REFERENCE:

City Council 2005 11 01
City Council 2003 07 02
City Council 1999 09 14
City Policy C472
City Policy C478

ADOPTED BY:

City Council
2008 05 14

SUPERSEDES:

C476B

PREPARED BY: Office of the City Clerk,
Office of the City Manager

DATE: April 17, 2008

TITLE: Civic Agencies Reporting

Policy Statement:

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The purpose of this Policy is to establish basic standards and procedures for reporting by Civic Agencies to Council.

The purpose of this policy is to:

Standardize the reporting of Civic Agencies to City Council.

This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation or Union Agreement.



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1. PURPOSE, DEFINITIONS AND INTERPRETATION

1.1. The purpose of this policy is to establish basic standards and procedures for reporting by Civic Agencies to Council.

1.2.

1.2.1 In this policy:

- a) "Activity Report" means a report on the activities of a board required under section 5 of this Policy;
- b) "Appointment Report" means a report on new appointments and the re-appointment of incumbent members of a board required under section 6 of this Policy;
- c) "Civic Agency" means any board, committee, commission, panel, agency or corporation to which Council appoints one or more members;
- d) "City" means the municipal corporation of the City of Edmonton;
- e) "City Agency" means a Civic Agency that was established by Council;
- f) "Council" means the municipal Council of the City;
- g) "Department" means the Department responsible for providing support and facilities to a Civic Agency as described in Schedule 1 to this policy, or as described in the Bylaw establishing a Civic Agency.

1.2.2 Any reference to "Council" in this policy includes the standing committee of Council associated with an agency, as described in Schedule 1, unless Council is directly responsible for the agency.

2. SCOPE OF THIS POLICY

- 2.1. This policy does not affect the appointment of Councillors to Civic Agencies.
- 2.2. This policy only affects appointments by Council, not appointments by others.
- 2.3. Nothing in this policy affects reporting requirements for agencies that Council established before the date of this policy by any means other than a Bylaw.

3. UPDATES TO SCHEDULE

- 3.1. The City Clerk will update the schedule to this policy whenever Council establishes a new City Agency and whenever a Civic Agency is approved or disestablished.



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4. REPORTS

- 4.1. Council will receive reports from Civic Agencies either directly or through the standing committee associated with the agency.

5. ACTIVITY REPORTS

- 5.1. This section applies only to those Civic Agencies required to provide Activity Reports as indicated in Schedule 1.
- 5.2. All Activity Reports are public.
- 5.3. An Activity Report will provide the information outlined in Attachment 1.
- 5.4. Every City Agency must provide an Activity Report to Council by March 31 each year for the previous year ended December 31.

6. APPOINTMENT REPORTS

- 6.1. This section applies only to those Civic Agencies required to provide Appointment Reports as indicated in Schedule 1.
- 6.2. All Appointment Reports are private under section 18(1)(b) of Alberta Regulation 200/95 the *Freedom of Information and Protection of Privacy Regulation*
- 6.3. The Chair of each agency will prepare the Appointment Report, unless Council directs otherwise.
- 6.4. Every Civic Agency must provide an Appointment Report to Council through the Office of the City Clerk at the times directed by the Office of the City Clerk, unless Council directs otherwise.
- 6.5. Civic Agencies required to submit Appointment Reports will develop and review annually:
 - 6.5.1 a description of the role and duties of members and the Chair of the agency, which address the purpose of the agency;
 - 6.5.2 performance criteria for members and the Chair, which are then clearly communicated to them.
- 6.6. The performance criteria should include the information referred to in section 6.9.3 of this policy.
- 6.7. An Appointment Report will provide the information outlined in Attachment 2.



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- 6.8. Qualifications for members will be based upon the role and duties of members developed by the Civic Agencies.
- 6.9.
- 6.9.1 Where a member is eligible to be re-appointed, the Chair, unless otherwise directed by Council or the applicable Selection Committee for the Civic Agency, will evaluate the member based upon the description of role and duties and performance criteria referred to in section 6.5 above.
- a) The Chair must discuss the evaluation with the member being evaluated.
- 6.9.2 The Chair's recommendation as to whether or not the member should be re-appointed will be based upon the evaluation referred to in section 6.9.1.
- 6.9.3 Where members are eligible to be re-appointed, the Chair will include the form set out in Attachment 3 in his or her Appointment Report.
- 6.9.4 Where the Chair is considering not recommending a member for re-appointment, the Chair may:
- a) consult with a representative from the Office of the City Clerk, or
- b) ask the representative to attend the evaluation meeting or other meeting with the member.
- 6.10. Where an agency has a process in place that satisfies the intent of sections 6.5. to 6.9. of this policy, the agency may follow its own process.

7. SPECIAL REPORT BY MEMBERS OF CIVIC AGENCIES

- 7.1. one or more member of any Civic Agency may on his or her own initiative provide a report to Council on any matter relating to that Civic Agency.

Attachments

Attachment 1 – Elements of Activity Reports

Attachment 2 – Elements of Appointment Reports

Attachment 3 – Summary of Evaluation for Members Eligible for Re-appointment

Schedule 1 – Schedule of agencies, reports required, associated Committees of Council, and supporting or interfacing Departments and Branches

Elements of Activity Reports

Annual reporting on activities provides Civic Agencies with an opportunity to publicly highlight the good work that they are doing on behalf of City Council and the citizens of Edmonton.

Each agency may present the information in the manner they deem to best represent the essence of the Board; however at a minimum, Activity Reports should contain the following elements (optional elements outline information currently provided by at least one Civic Agency which others may wish to incorporate in their own reports):

Background of Agency: provide an overview of why the agency exists (mandate or function), including the composition of the board

Optional: provide a very brief background of board members

Introduction of the Review Period: provide an overview of how the year went, including the main successes and challenges

Specific Activities: provide information about what the agency did to fulfill its mandate, such as;

- Consultation/advice provided, including activity between Civic Agencies
- Specific issues reviewed/addressed
- Key presentations made to, or by, the board
- Key communications such as media attention, stakeholder meetings, public involvement, additional information available on the agency's web site
- Sub-Committees and the work they undertook
- Any other reporting required under the establishing bylaw; such as, results of advocacy efforts, financial reporting, etc.

Events: outline any conferences attended, open houses attended or held, awards, training sessions, orientation, etc.

Statistics: provide statistics that are relevant to the work the agency does, such as number of grants recommended or street names approved, as well as total number of hours all board members contributed for the year (meetings, meeting preparation, research, activities, presentations, conferences, etc.)

Optional: Outlook for next year; work plan indicating key issues the board will be working on (Note: Work plans are not presented for approval, but just for information as to the key issues the agency has identified as requiring review)

Elements of Appointment Reports

Annual reporting regarding appointments provides Civic Agencies with an opportunity to discuss membership issues and to put forward their requirements for new members.

Council Standing Committees select the majority of appointees. As Standing Committee membership changes each year, agencies are asked to provide some introductory information to ensure the Council Members making appointment and re-appointment recommendations have a good understanding of each agency so that the most suitable candidates can be identified.

Each agency may present the information in the manner they decide is the best way to represent the information; however, at a minimum Appointment Reports must contain the following elements (include the information shown as “optional” only if required):

Overview of Agency: Provide a short overview of why the agency exists (mandate or function), including the composition of the board.

Role of Members: Provide a short overview of the type of work members are expected to do, including:

- Basic skills required;
- An accurate amount of time required (board meetings, sub-committee work, etc.); and
- The dates and times of meetings.
- *Optional* – Role of Chair: If Council appoints the Chair; provide an overview of the role of the Chair.

Re-appointment Recommendations: Provide one or two sentences about each member eligible for re-appointment, including:

- Whether the member is being recommended for re-appointment;
- The reasons for the recommendation being put forward; and
- Attach the evaluation summary (Attachment 3 to City Policy C476C).

Attendance Record of All Members: Attach a table outlining the attendance record of all Members for board meetings.

- *Optional:* If it would be helpful to support the re-appointment recommendation, include attendance at other activities (such as sub-committee meetings).

Qualifications Desired for New Members: If the agency will require at least one new member, state the number of vacancies, and the qualifications required for new members, including:

- Qualifications all members must possess;
- The qualifications the individual(s) leaving the board possessed; and
- Specific qualifications recommended for each vacancy (the skills, background, etc., that will help round out the board or would help move the board forward).

Summary of Evaluation for Members Eligible for Re-appointment

As much as possible, there should be agreement between the evaluator and member.

Civic Agency: _____ Evaluation Criteria: (“A” = acceptable performance; “I” = improvement needed; “U” = unacceptable performance)	Year _____				
	Member Eligible for Re-appointment				
	[Name]	[Name]	[Name]	[Name]	[Name]
• attends regular and special board meetings and other events requiring board member attendance					
• is on time and prepared for each meeting, through the review of background materials and researching issues as required					
• follows through on tasks in an effective and timely manner, and willingly participates on sub-committees/task forces					
• has experience and perspective that is of benefit to the Board, and possesses the qualifications needed to participate					
• understands the Board’s mandate, roles and responsibilities, and the legal and ethical responsibilities as a board member					
• exhibits an open mind, makes decisions in an unbiased and fair manner, and avoids participation in issues in which may be perceived as conflict of interest					
• actively participates in meetings by listening, discussing, and presenting complete information in a respectful, articulate and constructive manner					
• is interested and willing to participate in development opportunities including workshops, information sessions, conferences, and taking on new roles					
• respects confidentiality requirements and supports decisions of the Board					
• demonstrates team player skills: self-control, professionalism, dependability, motivation, flexibility, and enthusiasm					
• <i>[insert other agency-specific criteria, if any]</i>					
Member recommended for re-appointment? (Y/N)*					

* If a member is not being recommended for re-appointment, the evaluator must include the reasons and what steps were taken to deal with those concerns.

C476 – Schedule 1 – Supporting Departments

Council Committees	Agency Classification	Activity Report	Appointment Report	Council Standing Committee	Department Providing Staff Support	Branch
Advisory Board on Services for Persons with Disabilities	Advisory	Yes	Yes	Community Services	Community Services	Community Strategies
Animal Control Advisory Board	Advisory	Yes	Yes	Community Services	Community Services	Community Standards
Assessment Review Boards	Quasi-Judicial	No	Yes	Executive	Corporate Services	City Clerk
Assessment Review Board Administrative Committee	QJ - Advisory	No	No	Executive	Corporate Services	City Clerk
Combative Sports Commission	Decision-Making	Yes	Yes	Community Services	Community Services	Community Standards
Community Services Advisory Board	Advisory	Yes	Yes	Community Services	Community Services	Neighborhood & Community Development
Edmonton Aboriginal Urban Affairs Committee	Advisory	Yes	Yes	Executive	Community Services	Community Strategies
Edmonton Design Committee	Advisory	Yes	Yes	Executive	Sustainable Development	Current Planning
Edmonton Historical Board	Advisory	Yes	Yes	Community Services	Community Services	Community Facility Services
Edmonton Homeless Commission	Decision-Making	Yes	No	Executive	Sustainable Development	Housing
Edmonton Salutes	Decision-Making	Yes	No	Executive	Office of the City Manager	Civic Events
Edmonton Transit System Advisory Board	Advisory	Yes	Yes	Transportation & Public Works	Transportation Services	Edmonton Transit
Naming Committee	Decision-Making	Yes	Yes	Executive	Sustainable Development	Current Planning
Residential Tenancy Advisory Committee	Advisory	Yes	Yes	Executive	Sustainable Development	Housing
Subdivision and Development Appeal Board	Quasi-judicial	No	Yes	Executive	Corporate Services	City Clerk
Vehicle for Hire Commission	Decision-Making	Yes	Yes	Community Services	Community Services	Community Standards
Youth Council	Advisory	Yes	No	Community Services	Community Services	Community Strategies

C476 – Schedule 1 – Supporting Departments

City Agencies (Agencies with own budget and staff resources)	Agency Classification	Activity Report	Appointment Report	Council Standing Committee	Interfacing Departments
BRZs [Alberta Avenue, Beverly, Chinatown & Little Italy, Downtown, Fort Road, Inglewood, Kingsway, North Edge, Northwest Industrial, Old Strathcona, Stony Plain, 124 Street]	BRZ	No	No	Executive	Sustainable Development
Edmonton Economic Development Corporation	Decision-Making	No	Yes	Council/Shareholders	City Manager's Office
Edmonton Police Commission	Decision-Making	No	Yes	Community Services/ Council (Appointments)	Corporate Services
Edmonton Public Library Board	Decision-Making	No	Yes	Community Services	City Manager's Office
EPCOR Utilities Inc.	Decision-Making	No	Yes	Council/Shareholders	City Manager's Office
Fort Edmonton Management Company	Decision-Making	No	No	Council/Shareholders	Community Services
Non-Profit Housing Corporation	Decision-Making	No	No	Council/Shareholders	Sustainable Development
External Agencies (All Agencies have own budget and staff resources)	Agency Classification	Activity Report	Appointment Report	Council Standing Committee	Interfacing Departments
Canadian Native Friendship Centre	Management	No	No	Mayor's Appointee	City Manager's Office
Capital Region Housing Corporation	Management	No	Yes	Executive	Sustainable Development
Edmonton Community Foundation	Funding	No	No	Mayor's Appointee	City Manager's Office
Edmonton Northlands	Management	No	No	Mayor/President Joint Appointees	City Manager's Office
Edmonton Regional Airports Authority	Management	No	Yes	Council	City Manager's Office
Edmonton Space and Science Foundation	Management	No	Yes	Community Services	Community Services
Greater Edmonton Foundation	Management	No	Yes	Executive	Sustainable Development
River Valley Alliance Advisory Committee	Intergovernmental	No	Yes	Transportation & Public Works	Sustainable Development
Snow Valley Ski Club Board	Management	No	Yes	Community Services	Community Services
TEC Edmonton	Management	No	No	Council	City Manager's Office
Utilities Consumer Advocate Board	Intergovernmental	No	No	Transportation & Public Works	City Manager's Office

Note: Boards that are not City Agencies or those that are stand-alone corporations, are shown as not requiring an Activity Report. Reporting requirements for those boards must be stated in their establishing documents or through an agreement between the organization and the City.