



GOVERNANCE STANDING POLICY COMMITTEE BYLAW REPORT

Title Bylaw 6450-Amendment to Procedure Bylaw 6250

Meeting Date June 27, 2024

Submitted By Ryan Westerson , Legislative Services Manager

Summary

The City Clerk's Office is proposing an amendment to the [Procedure Bylaw 6250](#) on the basis of improving the annual recruitment to Council's Boards, Commissions and Committees. This improvement is based on feedback from Council and applicants, as well as a municipality comparison.

The suggested amendment provides for shorter recruitment timelines for the Boards, Commissions and Committees of Council.

Recommendation(s)

That the Governance Standing Policy Committee recommends City Council;

1. Provide first reading to Bylaw 6450 Amendment to Procedure Bylaw 6250 at the July 9, 2024 meeting of Council; and
2. Consider second and third reading to Bylaw 6450 Amendment to Procedure Bylaw 6250 at the July 23, 2024 meeting of Council.

Financial

None

Background and Prior Decisions

On [June 23, 2022](#) the City Clerk's Office presented to the Governance Standing Policy Committee on Council's Boards, Commissions and Committees Program, highlighting the past, present and future work the City Clerk's Office was conducting on the BCC Program. This included information from the [November 2019 Governance Review](#) which highlighted the need for the BCCs to mature and included the need for a diverse recruitment and advertising process.

On [July 11, 2023](#) City Council directed the City Clerk's Office to conduct a review of the current Boards, Commissions and Committees of the City of Lethbridge. As part of this review, the City

Clerk's Office has reviewed the processes involved in BCC recruitment, as well as taken into account the feedback gathered over the last two years. The rationale for bringing this bylaw in advance of the Boards, Commissions and Committees review is that the public service improvement that this change will provide should continue regardless of the outcomes of the BCC review.

The following serves as a summary of the feedback regarding the current Lethbridge BCC recruitment cycle:

- a. The current recruitment timeline is very long, spanning anywhere from 5-6 months (application submission to term beginning – June/July to January).
- b. The BCC recruitment campaign runs through the summer months into the beginning of September when many people are taking vacations, have moved away for the summer for work. This narrows the applicant pool, as many potential applicants are not consistently engaged in potential involvement during the summer months.
- c. It is not necessary for the appointment and ratification of Board, Commission and Committee members to occur during the Organizational meeting of Council. This is only currently mandated by the Procedure Bylaw, not the MGA.
- d. Applicants being considered for appointment have indicated that they either forgot about applying for a BCC or did not think they were even considered for the BCC they applied for due to the length of time from application to short-listing and interviews. Oftentimes, these applicants have indicated that their plans have changed are unable to leave their name for consideration.
- e. Council members have indicated the many scheduling conflicts that occur during the early fall, which poses challenges to conducting a review of applicants with the Chair and Vice-Chair of the BCCs.

The proposed amendment would see current references to appointments of Public Members occurring at the Organizational Meeting be removed from the [Procedure Bylaw 6250](#) and replaced with the appointments of Public Members to occur at the December meeting of City Council. Currently, recruitment begins in June/July to meet the appointment timelines of the Organizational Meeting ([*14 days after the third Monday of October*](#)).

The amendment to [Procedure Bylaw 6250](#) will allow the City Clerk's Office to better align the BCC recruitment and appointment process with timelines that may maximize the awareness, responsiveness and satisfaction with the BCC Program.

By having recruitment occur in the early fall, members of the community are beginning to get back into the day-to-day life of school, work, and planning for the upcoming months into the new year. The suggested new recruitment timeline would be as follows:

- a. Initial recruitment campaign to begin the first week of September continuing until approximately mid-end October,
- b. Review, shortlisting and interviews of potential candidates to be completed from approximately end of October to mid-November, and
- c. Appointment of successful candidates to occur at the December regular meeting of City Council.
- d. Terms of appointment would begin effective January 1.

Engagement

The City Clerk's Office has gathered feedback over the last 2 cycles of recruitment via Board, Commission and Committee satisfaction survey, the departing members survey as well as verbal feedback from members of BCCs and City Council.

Recommendation and Option(s) Analysis

The following options are:

- City Council to approve the suggested amendments to Procedure Bylaw 6250,
- City Council to direct the City Clerk's Office return with other or further amendments to Procedure Bylaw 6250, or
- City Council to defeat the suggested amendments to Procedure Bylaw 6250 and continue as is.

Attachment(s)

1. Bylaw 6450 – Amendment to Procedure Bylaw 6250
2. Redline Version – Bylaw 6250 – showing proposed amendments
3. BCC Toolkit

Link(s)

1. [June 23, 2022 Governance Standing Policy Committee Meeting](#)
2. [July 11, 2023 City Council Meeting](#)
3. [Procedure Bylaw 6250](#)
4. [Citizen Member Code of Conduct](#)

Approvals

Department Director: Bonnie Hilford

City Manager: Lloyd Brierley