

Calgary



Orientation to Serving on Anti-Racism Action Committee

November 17, 2020





Legislative Authorities & Governance Documents

- **Provincial Legislation**
 - *Municipal Government Act*
- **Bylaws**
 - Procedure Bylaw 35M2017
 - Bylaws specific to one Board, Commission or Committee
- **Council policies**
 - *Appointments and Governance of Boards, Commissions and Committees (CP2016-03)*
 - *Code of Conduct for Citizen Members Appointed to Councils Established BCCs (CC045)*
- **The Committee's specific Terms of Reference**



Role of the Chair

- Media Spokesperson
- Collaborates with support team on agenda content
- Ensures quorum and presides over the meeting;
- Maintains order and enforces meeting rules - in the spirit of fairness, equality and common sense;
- Determines which Member has a right to speak and ensures all members are given safe, equal opportunity to do so;
- Calls the vote on each motion (and also votes);
- At a *Closed Meeting*, ensures that only the matters that are approved to be discussed at the *Closed Meeting* are discussed;
- May participate in debate while Chairing, but should vacate the Chair in order to make a motion;
- Ensure an impartial process to share performance and behavior expectations with Board members.



Role of Members (including the Chair)

- Abides by all applicable Administrative or Council policies related to conduct;
- Ensures that the rules of the meeting are adhered to, by raising a Point of Order upon noticing a breach of meeting rules;
- Reads agendas in advance and is prepared to participate;
- When present at a meeting, votes on all items unless required to abstain;
- Keeps comments relevant to the issue at hand;
- Respects the decisions of the Body, regardless of personal position;
- Contributes to a safe and respectful meeting environment;
- At a *Closed Meeting*, ensures that only the matters that are approved



Role of the Committee

- Most City BCCs established by Council are Advisory in nature, and created as necessary for the orderly and efficient handling of the affairs of The City;
- Advisory Committees make recommendations to Council and are a key influencer in local government decisions;
- The Committee considers the desires of the community while working to achieve the Committee's mandate;
- The decisions/actions of the Committee form the basis of their recommendations to Council, although they are not binding on The City, unless Council has adopted the recommendations of the Committee.



Role of the Administration

- Members of City Administration appointed to Advisory Committees provide objective professional, legal or technical information. (Fact based, not interpretation of facts – that is advocacy);
- Assist the Committee to ensure citizens, communities and customers of The City are better served;
- Are usually non-voting members, particularly where Council desires an Advisory Committee to be somewhat arms-length from their Administrative processes.

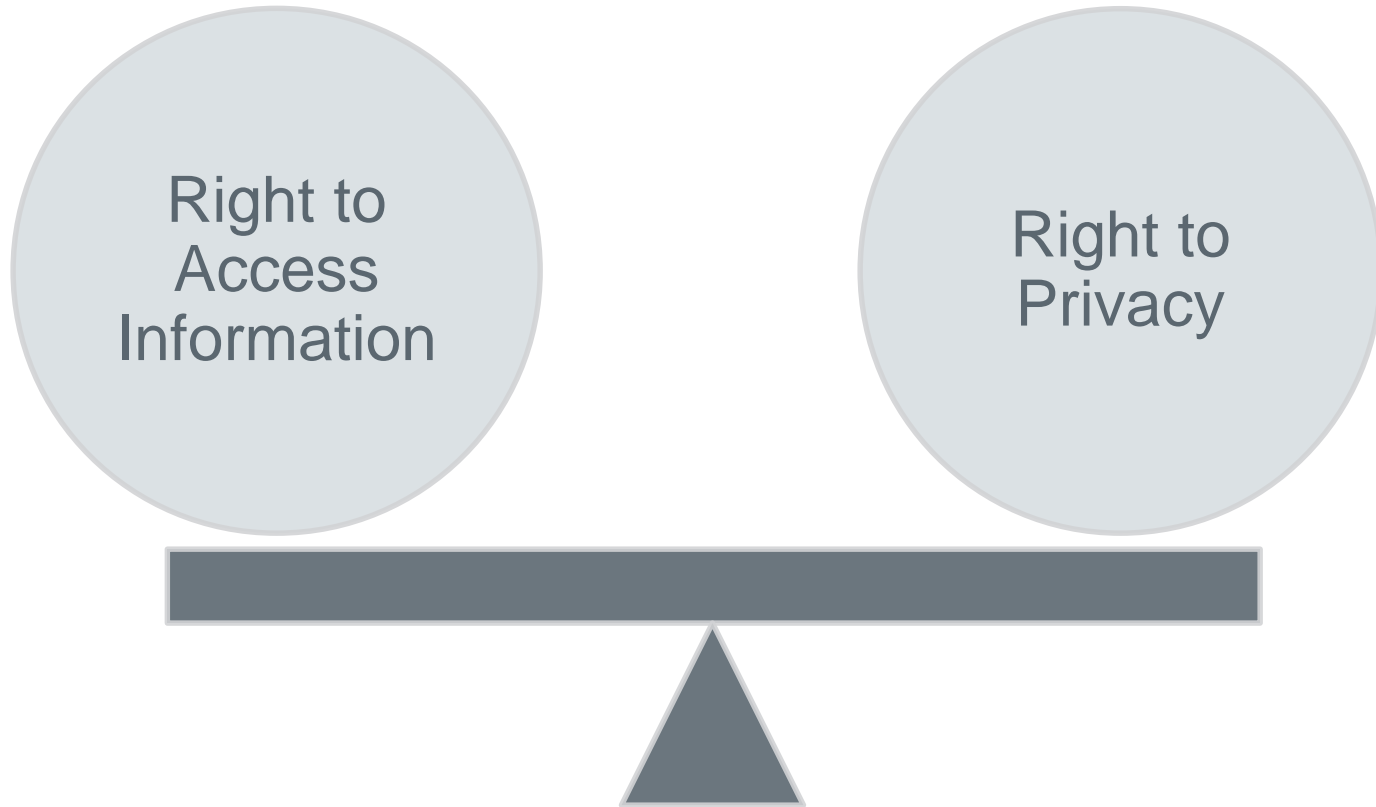
Role of Council

- The creation of BCCs which provide inclusive citizen leadership;
- To work collaboratively with BCCs in delivering good governance.

Note: No action of a City BCC is binding on The City, unless the power to take such action is expressly conferred on the BCC by legislation, or Council has adopted the motions recommended by the BCC.



What is the Freedom of Information & Protection of Privacy (FOIP) Act



FOIP aims to strike a balance between the public's right to access information and an individual's right to privacy.



5 Principles of the FOIP Act

Right of Access to
Information

Right of Access to
Own Personal
Information

Right to Protection
of Privacy

Right to Request
Correction of
One's Personal
Information

Right to Request
Independent
Review of
Decisions to OIPC



Access & Privacy Rules of Thumb

Your duty:

- Avoid collecting (i.e. recording) personal information you do not need;
- Ensure any personal information is protected from unauthorized access or disclosure...

Good habits:

- Write professional communications;
Any information you record in carrying-out your role could appear in the public realm.
- Provide information only to individuals who have a 'need to know';
- Avoid sending personal information through email (not secured). If necessary, please *password protect* the record;
- Have one person who will keep the official record. All communications should include that person;
- Consider creating a business email for all team members to use.



Records Management for Committee Members

Official Records

- Have legal, fiscal or operational value for The Corporation
- Each is evidence of a business **T**ransaction; **A**ctivity; or **D**ecision

Transitory Records / Convenience Copies

- Are required for a *limited* time to complete a routine action, or to prepare a Record (drafts, rough notes, correspondence, personal copy of agenda)
- Must be identified & disposed of regularly



Open, Accessible and Impartial Meetings

- Notice of meetings should be given to the public, and care should be taken not to create inadvertent barriers to public attendance
- The public has a right to view Committee meetings, although the Committee is not obligated to seek public contribution to formal meetings
- There are mechanisms to allow Committee to hold all or part of a meeting in the absence of the public
- While in a Closed meeting, no motions may be adopted, except a motion to revert to a Public meeting.



Working Together

Some final items as we become a Board together...

- Team being recruited (an external consultant and members of a program Team) Until your permanent program team is selected, you will be assisted with meeting logistics & records management by Leanne Squair and Jeannie Dubetz (or another member of the City Clerk's team).
- Consider and be prepared to share how you want to work together as a team (behaviour Norms).
 - Open, accessible and impartial meetings start with how Board members interact with each other.
- Adapting your dialogs. Stay conscious of whether your conversations convey that it is 'You, the Board member' not 'You, the individual' who is speaking.
- In reporting to Council, your best approach is always to provide clear recommendations in support of your mandate.



Thank you

