

December 16, 2013

To: His Worship the Mayor
and Members of City Council

Re: Citizen and Organizational Appointments for 2014

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- DECEMBER 4, 2013**

1. That the appointments be determined for citizen representatives on the committees outlined in Appendix A with terms of office effective January 1 to December 31, 2014 unless otherwise noted.
2. That the nominees of the organizational representatives on the remaining committees outlined in the attached chart be appointed for terms of office effective January 1 to December 31, 2014 unless otherwise noted.
3. That Mr. Bob Linner and Mr. Bob Watt be re-appointed as the citizen members on the Civic Employees' Long Term Disability Plan Administrative Board and the Civic Employees' Superannuation and Benefit Plan, Administrative Board for a term expiring December 31, 2014.
4. That Mr. Jerven Weekes appointment to the Regina Public Library Board be confirmed for a term expiring, December 31, 2014.
5. That the members appointed to each board, commission and committee continue to hold office for the term indicated for each vacancy or until their successors are appointed.

EXECUTIVE COMMITTEE – DECEMBER 4, 2013

The Committee adopted a resolution to concur in the recommendation contained in the report.

Mayor Michael Fougere, Councillors: Bryon Burnett, John Findura, Jerry Flegel, Shawn Fraser, Bob Hawkins, Terry Hincks, Wade Murray, Mike O'Donnell and Barbara Young were present during consideration of this report by the Executive Committee.

The Executive Committee, at the **PRIVATE** session of its meeting held on December 4, 2013, considered the following report from the City Clerk:

RECOMMENDATION

1. That the appointments be determined for citizen representatives on the committees outlined in Appendix A with terms of office effective January 1 to December 31, 2014 unless otherwise noted.

2. That the nominees of the organizational representatives on the remaining committees outlined in the attached chart be appointed for terms of office effective January 1 to December 31, 2014 unless otherwise noted.
3. That Mr. Bob Linner and Mr. Bob Watt be re-appointed as the citizen members on the Civic Employees' Long Term Disability Plan Administrative Board and the Civic Employees' Superannuation and Benefit Plan, Administrative Board for a term expiring December 31, 2014.
4. That Mr. Jerven Weekes appointment to the Regina Public Library Board be confirmed for a term expiring, December 31, 2014.
5. That the members appointed to each board, commission and committee continue to hold office for the term indicated for each vacancy or until their successors are appointed.

CONCLUSION

The attached chart summarizes the 2014 vacancies for citizens and organizational representatives on committees. The chart includes nominations received from organizations and the Citizen Application Manual includes information on all candidates for citizen vacancies on external committees for which Council either nominates or appoints representation. The summary pages in the Manual include details on current members seeking re-appointment and any special qualifications for each committee.

BACKGROUND

Pursuant to Section 4 of City Council's Procedure Bylaw 9004, the process for filling vacancies on City boards, commissions and committees has been initiated. The purpose of this report is to facilitate the appointment of citizen and organization representatives to committees for 2014 that are not affected by the committee structure review and to address any outstanding matters related to the appointments.

DISCUSSION

The following information is provided on activities that have been carried out in preparation for the consideration of 2014 appointments and on any related matters.

A. Citizen Appointments:

1. Advertisements inviting interested citizens to apply for positions on boards, commissions and committees were placed in the Leader Post for two consecutive weekends beginning October 19, 2013. The deadline for applications was noted as November 1, 2013.
2. Electronic notification was sent to all citizen representatives whose terms of office will expire as of December 2013. These individuals were requested to advise of their interest in re-applying for their positions. Where individuals did not advise of their intentions, the Office of the City Clerk contacted them by phone to follow up. Note these positions are affected by the committee structure review and are not included in this report and will not be presented until Council provides direction related to the review recommendations. Current committee members have been advised that they hold office until their successors are appointed, or their applications are reconfirmed.

3. The Citizen Application Manual has been circulated electronically with your agenda. This document contains only citizen applications related to this report with the exception of applications for the following committees:
 - a) Board of Directors of Regina Downtown – These applications were forwarded to the Nominating Committee for review in accordance with Bylaw 2003-80.
 - b) Regina's Warehouse Business Improvement District Board – These applications were forwarded to the Nominating Committee for review in accordance with Bylaw 2003-15.
 - c) Regina Regional Opportunities Commission – Vacancies for this Commission are not advertised by the City.

Separate reports and/or communications will be submitted to facilitate the remaining above appointments.

4. Other Information Related to Committee Appointments: Executive Committee is required to nominate individuals for City Council consideration on all committees presented in this report. Council should be aware the authority to appoint members belongs to the Regina Airport Authority and Council may only nominate individuals. Individuals nominated may not be Elected Officials or employed by any level of government.
5. When considering applicants for the Board of Police Commissioners, Council should be aware that at least one citizen representative must be of aboriginal descent.
 - a) The structure for the Civic Employees' Long Term Disability Plan Administrative Board and the Civic Employees' Superannuation and Benefit Plan, Administrative Board includes six employer representatives with two persons to be appointed by the City Manager and four persons to be appointed by Council, one of whom shall be a person nominated by the Regina Qu'Appelle Health Region. In addition to the health board representative, Council has traditionally included a member of the Finance and Administration Committee, and two citizens. For 2013, City Council appointed Bob Linner and Bob Watt as the citizen members. Based on this recent decision of Council, both individuals are again being proposed as the citizen representatives on both boards for a further one year term expiring December 31, 2014.
 - b) Due to a mid year resignation on the Regina Public Library Board, Council was required to appoint a new representative to carry out the remainder of the term, however the appointment would not have made sense for only three months, therefore Council appointed Mr. Jerven Weekes for a term expiring December 31, 2014. In keeping with *The Public Libraries Act*, the appointment should have only been until the end of 2013. City Council is required to reconfirm Mr. Weekes appointment until the end of 2014.

B. Organizational Appointments:

1. Letters were sent to all organizations that have representatives whose terms of office will expire as of December 2013. These organizations were requested to advise by

November 8, 2013 of their nominations for the upcoming term. Where responses were received, this information was included in Appendix A.

C. Other Information on Committees:

1. Annual Reports from Advisory Committees:

In November 2004, City Council's Procedure Bylaw was amended to include a requirement for annual reports from advisory committees. Section 8 (b) of Schedule "A" of Bylaw 9004 reads as follows:

8. Advisory Committees shall:
 - (a) provide an annual report to their standing committee reviewing the activities of the advisory committee, over the past year, together with a recommendation on the need to continue the advisory committee.

With the change to the Committee Structure in 2009, Advisory Committees are now required to develop annual work plans that are approved by City Council in advance. As a committee structure review is currently underway, committees unaffected by the review will provide their annual report in the first half of 2014.

D. Process for Determining Appointments:

A chart outlining the vacancies on all committees with the appointment terms is attached as Appendix "A". The Citizen Application Manual should be referenced for detailed information on applicants. The summary pages of the Citizen Application Manual provide any specific qualifications which may be required.

The following process is recommended for determining appointments:

1. Nominations for citizen appointments should be accepted by the Chairperson on the three committees listed above.
2. If the number of citizens nominated for a committee is greater than the number of vacancies available, a vote should be held by secret ballot.
3. The Chairperson should then entertain a motion to recommend appointment of either the members nominated or the members selected by secret ballot, for the term specified.
4. The organizational nominees should be reviewed. A motion is required to recommend the nominees for the terms specified.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with the recommendations of this report.

Environmental Implications

There are no other implications associated with the recommendations of this report.

Strategic Implications

Serving on a committee of Council is both a privilege and means for the public to communicate with Council on behalf of the community. The time, effort and expertise members dedicate to committees of Council is invaluable and contributes significantly to Council's vision.

Other Implications

There are no other implications associated with the recommendations of this report.

Accessibility Implications

There are no other implications associated with the recommendations of this report.

COMMUNICATIONS

After City Council has finalized the appointments, the following communications will take place:

1. All applicants will be notified in writing of the outcome of their applications.
2. Organizations and their appointees will be notified in writing.
3. Any incumbents who have chosen not to apply for re-appointment will be sent letters from the Mayor, on behalf of City Council, indicating appreciation for their service.
4. Pending the outcome of the committee structure review, a determination on a recognition event will be made.
5. Any new citizen members appointed to the Board of Police Commissioners will be asked to complete the citizen police academy training course.

DELEGATED AUTHORITY

Appointments to Boards, Commissions and Committees requires City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



Joni Swidnicki, Secretary