



AGENDA

NOMINATIONS COMMITTEE

October 10, 2024, 9:30 AM

ENGINEERING TRADITIONS COMMITTEE ROOM

Members

Mayor J. Gondek, Chair
Councillor K. Penner, Vice-Chair
Councillor J. Mian
Councillor R. Pootmans
Councillor E. Spencer
Courtney Walcott
Councillor T. Wong

SPECIAL NOTES:

Public are encouraged to follow Council and Committee meetings using the live stream www.calgary.ca/watchlive

Members may be participating remotely.

1. CALL TO ORDER
2. OPENING REMARKS
3. CONFIRMATION OF AGENDA
4. CONFIRMATION OF MINUTES
 - 4.1 Minutes of the Regular Meeting of the Nominations Committee, 2024 March 22
5. CONSENT AGENDA
 - 5.1 DEFERRALS AND PROCEDURAL REQUESTS
None

6. POSTPONED REPORTS
(including related/supplemental reports)
None

7. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

7.1 Public Member Appointments to Boards, Commissions and Committees, N2024-0996
Attachments 1-23b held confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*.

Review By: Do Not Release

7.2 Public Member Appointments to the Council Advisory Committee on Housing, and the Saddledome Foundation, N2024-0997
Attachments 1a-2d held confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*.

Review By: Do Not Release

7.3 Civic Partner Appointments, N2024-0884
Attachments 2-11 held confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*.

Review By: Do Not Release

8. ITEMS DIRECTLY TO COMMITTEE

8.1 REFERRED REPORTS
None

8.2 NOTICE(S) OF MOTION
None

9. URGENT BUSINESS

10. CONFIDENTIAL ITEMS

10.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES
None

10.2 URGENT BUSINESS

11. BRIEFINGS
None

12. ADJOURNMENT



MINUTES
NOMINATIONS COMMITTEE

March 22, 2024, 3:00 PM
IN THE COUNCIL CHAMBER

PRESENT: Mayor J. Gondek, Chair
Councillor K. Penner, Vice-Chair
Councillor J. Mian
Councillor R. Pootmans
Councillor C. Walcott
Councillor T. Wong

ABSENT: Councillor E. Spencer (Council Business)

ALSO PRESENT: Deputy City Clerk J. Fraser
Legislative Advisor B. Dufault

1. CALL TO ORDER

Mayor Gondek called the meeting to order at 3:02 p.m.

ROLL CALL

Councillor Penner, Councillor Mian, Councillor Pootmans, Councillor Walcott, and Mayor Gondek

Absent from Roll Call: Councillor Spencer and Councillor Wong

2. OPENING REMARKS

Mayor Gondek provided opening remarks and a traditional land acknowledgement.

3. CONFIRMATION OF AGENDA

Moved by Councillor Walcott

That the Agenda for the 2024 March 22 Regular Meeting of the Nominations Committee be confirmed.

MOTION CARRIED

4. CONFIRMATION OF MINUTES

4.1 Minutes of the Regular Meeting of the Nominations Committee, 2024 January 17

Moved by Councillor Penner

That the Minutes of the 2024 January 17 Regular Meeting of the Nominations Committee be confirmed.

MOTION CARRIED

5. CONSENT AGENDA

5.1 DEFERRALS AND PROCEDURAL REQUESTS

None

6. POSTPONED REPORTS

None

7. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

None

8. ITEMS DIRECTLY TO COMMITTEE

8.1 REFERRED REPORTS

None

8.2 NOTICE(S) OF MOTION

None

9. URGENT BUSINESS

None

10. CONFIDENTIAL ITEMS

Moved by Councillor Pootmans

That pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*, Committee now move into Closed Meeting at 3:05 p.m, in the Council Boardroom, to discuss confidential matters with respect to Item 10.1.1, Boards, Commissions and Committees Reserve List Expansion, N2024-0396.

And further, that the following be authorized to attend the Closed Meeting with respect to Item 10.1.1: Timothy Bardsley, Calgary Subdivision and Development Appeal Board, and Peter Copple, Community Peace Officer Oversight Committee.

For: (5): Mayor Gondek, Councillor Penner, Councillor Mian, Councillor Pootmans, and Councillor Walcott

MOTION CARRIED

Committee reconvened in public meeting at 3:22 p.m with Mayor Gondek in the Chair.

ROLL CALL

Councillor Penner, Councillor Mian, Councillor Pootmans, Councillor Walcott, Councillor Wong, and Mayor Gondek

Absent from Roll Call: Councillor Spencer

Moved by Councillor Mian

That Committee rise and report.

MOTION CARRIED

10.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

10.1.1 Boards, Commissions and Committees Reserve List Expansion, N2024-0396

Administration in attendance during the Closed Meeting discussions with respect to Confidential Report N2024-0396:

Clerks: J. Fraser and C. Doj. Advice: C. Nelson and T. Woo.

The following documents were distributed with respect to Confidential Report N2024-0396:

- Confidential Distribution 1;
- Confidential Distribution 2; and
- Confidential Distribution 3.

Moved by Councillor Walcott

That with respect to Report N2024-0396, the following be approved, **after amendment**:

That Nominations Committee recommend that Council:

1. Receive Confidential Attachment 1 for the Corporate Record;
2. **Expand** the Reserve List for the Calgary Subdivision and Development Appeal Board as set out in Confidential Attachment 2;
3. Adopt the Reserve List for the **Community** Peace Officer Oversight Committee as set out in Confidential Attachment 3;
4. Direct **that** the City Clerk notify Public Members placed on the Reserve Lists; and
5. Direct that Closed Meeting Discussions, **Confidential Distributions**, and all Confidential Attachments be held confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*.

For: (6): Mayor Gondek, Councillor Penner, Councillor Mian, Councillor Pootmans, Councillor Walcott, and Councillor Wong

MOTION CARRIED

10.2 URGENT BUSINESS

None

11. BRIEFINGS

None

12. ADJOURNMENT

Moved by Councillor Mian

That this meeting adjourn at 3:23 p.m.

MOTION CARRIED

The following Item has been forwarded to the 2024 April 30 Regular Meeting of Council:

CONSENT AGENDA

- Boards, Commissions and Committees Reserve List Expansion, N2024-0396

The next Regular Member of the Nominations Committee is scheduled to be held on 2024 October 10 at 9:30 a.m.

CONFIRMED BY COMMITTEE ON

CHAIR

CITY CLERK

Public Member Appointments to Boards, Commissions and Committees

PURPOSE

This Report presents short lists of candidates and applications for Public Member appointments to Boards, Commissions and Committees (“BCCs”). The Nominations Committee uses this information to recommend Public Member appointments and nominations to Council, for its consideration at the annual Organizational Meeting on 2024 October 22.

PREVIOUS COUNCIL DIRECTION

In accordance with Procedure Bylaw 35M2017 and the Council policy on the *Governance and Appointments of Boards, Commissions and Committees*, CP2016-03 (“the Policy”), the Nominations Committee is responsible for recommending BCC Public Member appointments and nominations to Council.

RECOMMENDATIONS:

Review By: Do not release Confidential Attachments 1-23b

That the Nominations Committee recommend that Council:

1. Acknowledge the termination of the Public Member appointment set out in Confidential Attachment 1;
2. Appoint Public Members to the following Boards, Commissions and Committees for terms set out in Confidential Attachments 2a-19a:
 - (a) Advisory Committee on Accessibility (Confidential Attachments 2a-b);
 - (b) Anti-Racism Action Committee (Confidential Attachments 3a-b);
 - (c) Assessment Review Board (Confidential Attachments 4a-b);
 - (d) Audit Committee (Confidential Attachments 5a-b);
 - (e) Beltline Community Investment Fund Committee (Confidential Attachments 6a-b-c);
 - (f) Calgary Aboriginal Urban Affairs Committee (Confidential Attachments 7a-b);
 - (g) Calgary Airport Authority (Confidential Attachments 8a-b-c);
 - (h) Calgary Planning Commission (Confidential Attachments 9a-b-c);
 - (i) Calgary Police Commission (Confidential Attachments 10a-b);
 - (j) Calgary Salutes Committee (Confidential Attachments 11a-b);
 - (k) Calgary Transit Access Eligibility Appeal Board (Confidential Attachments 12a-b);
 - (l) Climate Advisory Committee (Confidential Attachments 13a-b);
 - (m) Combative Sports Commission (Confidential Attachments 14a-b);
 - (n) Community Peace Officer Oversight Committee (Confidential Attachments 15a-b);
 - (o) Licence and Community Standards Appeal Board (Confidential Attachments 16a-b-c);
 - (p) Social Wellbeing Advisory Committee (Confidential Attachments 17a-b);
 - (q) Subdivision and Development Appeal Board (Confidential Attachments 18a-b); and
 - (r) Urban Design Review Panel (Confidential Attachments 19a-b-c)

Public Member Appointments to Boards, Commissions and Committees

3. Appoint Public Member nominees to the following Boards, Commissions and Committees for terms set out in Confidential Attachments 20a-23a:
 - (a) Arts Commons Advisory Committee (Confidential Attachments 20a-b);
 - (b) Event Centre Committee (Confidential Attachments 21a-b);
 - (c) Multisport Fieldhouse Committee (Confidential Attachments 22a-b); and
 - (d) Tax Incentive Appeal Board (Confidential Attachments 23a-b)
4. Direct that, unless otherwise noted, Public Member appointments and nominations be released publicly following applicant notification by the City Clerk's Office, no later than end of day Friday, 2024 October 25, except for Public Member appointments to the Community Peace Officer Oversight Committee and the Calgary Police Commission, which can only be released publicly upon successful completion of security clearance checks;
5. Direct that Closed Meeting discussions and Confidential Attachments 1 - 23b remain confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*; and
6. Thank Public Members of Boards, Commissions and Committees for their service during the past term.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

HIGHLIGHTS

- Council appoints Public Members to BCCs to provide skills, perspectives and expertise that contribute to good governance and strengthen relationships with Calgarians.
- The Nominations Committee plays an important role in recommending candidates to Council for appointment or nomination to BCCs at Council's annual Organizational Meeting.
- This Report presents:
 - Short-lists of candidates recommended by BCC Chairs;
 - Non-binding nominations from professional organizations, where specified in BCCs' governance documents; and
 - Applications collected through the City Clerk's annual recruitment campaign for the Nominations Committee's review and consideration.

DISCUSSION

Confidential Attachment 1 contains information about a BCC which has terminated the appointment of one of its Public Members. The BCC has requested that Council appoint a Public Member to fill the resulting vacancy.

The City Clerk's Office conducts an annual recruitment campaign for Public Member positions on BCCs. Non-binding nominations are received directly from professional organizations.

Public Member Appointments to Boards, Commissions and Committees

BCC Chairs were provided with Public Member applications and nominations and, after reviewing the applications and nominations against BCC qualifications and eligibility requirements, have recommended short lists of candidates for Public Member appointments and reserve lists for the Nominations Committee's consideration (Confidential Attachments 2a-19a).

Eligibility for appointment to the Tax Incentive Appeal Board, newly established by Council for 2024, is limited to members of the Assessment Review Board and the Licence and Community Standards Appeal Board. In establishing the Tax Incentive Appeal Board, Council determined that there is a need for its Public Members to serve concurrently on more than one board in accordance with section 5.13.3 of the Council Policy. The screening of candidates for the Tax Incentive Appeal Board was completed by the General Chair of the Assessment Review Board and the Chair of the Licence and Community Standards Appeal Board.

Pursuant to Section 5.15.6 of the Policy:

The Nominations Committee will consider the applicant short lists and make recommendations to Council on which applicants should be appointed. The Nominations Committee may or may not recommend the applicants short listed by the BCC and may refer back to the complete pool of applications.

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | | | |
|-------------------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Public engagement was undertaken | <input type="checkbox"/> | Dialogue with interested parties was undertaken |
| <input checked="" type="checkbox"/> | Public/interested parties were informed | <input type="checkbox"/> | Public communication or engagement was not required |

The public was informed about the opportunity to serve on BCCs through a recruitment campaign held between 2024 August 12 and September 9, the details of which will be provided to Council on 2024 October 22.

Engagement included collaboration with Communications, BCC Administrative Liaisons, as well as nominating bodies.

The City Clerk's Office contacted candidates who were recommended for appointment to more than one BCC to determine their preference and contacted the appropriate BCC chairs to obtain alternate candidate recommendations for the short list.

IMPLICATIONS

Social

Not Applicable.

Environmental

Not Applicable.

Economic

Not Applicable.

Service and Financial Implications

No anticipated financial impact.

Public Member Appointments to Boards, Commissions and Committees

RISK

No anticipated risks.

ATTACHMENTS

1. CONFIDENTIAL - Termination of Public Member Appointment
2. CONFIDENTIAL - Advisory Committee on Accessibility (2a Short List; 2b Applications)
3. CONFIDENTIAL - Anti-Racism Action Committee (3a Short List; 3b Applications)
4. CONFIDENTIAL - Assessment Review Board (4a Short List; 4b Applications)
5. CONFIDENTIAL - Audit Committee (5a Short List; 5b Applications)
6. CONFIDENTIAL - Beltline Community Investment Fund Committee (6a Short List; 6b Nominations; 6c Applications)
7. CONFIDENTIAL - Calgary Aboriginal Urban Affairs Committee (7a Short List; 7b Applications)
8. CONFIDENTIAL - Calgary Airport Authority (8a Short List; 8b Letter from Chair; 8c Applications)
9. CONFIDENTIAL - Calgary Planning Commission (9a Short List; 9b Nominations; 9c Applications)
10. CONFIDENTIAL - Calgary Police Commission (10a Short List; 10b Applications)
11. CONFIDENTIAL - Calgary Salutes Committee (11a Short List; 11b Applications)
12. CONFIDENTIAL - Calgary Transit Access Eligibility Appeal Board (12a Short List; 12b Applications)
13. CONFIDENTIAL - Climate Advisory Committee (13a Short List; 13b Applications)
14. CONFIDENTIAL - Combative Sports Commission (14a Short List; 14b Applications)
15. CONFIDENTIAL - Community Peace Officer Oversight Committee (15a Short List; 15b Applications)
16. CONFIDENTIAL - Licence and Community Standards Appeal Board (16a Short List; 16b Letter from Chair; 16c Applications)
17. CONFIDENTIAL - Social Wellbeing Advisory Committee (17a Short List; 17b Applications)
18. CONFIDENTIAL - Subdivision and Development Appeal Board (18a Short List; 18b Applications)
19. CONFIDENTIAL - Urban Design Review Panel (19a Short List; 19b Nominations; 19c Applications)
20. CONFIDENTIAL - Arts Commons Advisory Committee (20a Summary of Nominations; 20b Nominations)
21. CONFIDENTIAL - Event Centre Committee (21a Summary of Nominations; 21b Nominations)
22. CONFIDENTIAL - Multisport Fieldhouse Committee (22a Summary of Nominations; 22b Nominations)
23. CONFIDENTIAL - Tax Incentive Appeal Board (23a Summary of Nominations; 23b Nominations)
24. Presentation

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen, City Solicitor and General Counsel	Law, Legislative Services and Security	Approve
Katarzyna Martin, Director/City Clerk	Law, Legislative Services and Security	Approve

Author: Chantal Coulombe, City Clerk's Office

Public Member Appointments to Boards, Commissions and Committees

N2024-0996

Nominations Committee, 2024 October 10

That the Nominations Committee recommend that Council:

1. Acknowledge the termination of the Public Member appointment set out in Confidential Attachment 1;
2. Appoint Public Members to the following Boards, Commissions and Committees* for terms set out in Confidential Attachments 2a-19a;
3. Appoint Public Member nominees to the following Boards, Commissions and Committees* for terms set out in Confidential Attachments 20a-23a;

***See Cover Report for full list of Boards, Commissions and Committees (“BCCs”)**

4. Direct that, unless otherwise noted, Public Member appointments and nominations be released publicly following applicant notification by the City Clerk's Office, no later than end of day Friday, 2024 October 25, except Public Member appointments to the Community Peace Officer Oversight Committee and Calgary Police Commission, which can only be released publicly upon successful completion of security clearance checks;

Recommendations

5. Direct that Closed Meeting discussions and Confidential Attachments 1 - 23b remain confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*; and
6. Thank Public Members of Boards, Commissions and Committees for their service during the past term.

Attachments

- Attachment 1:
 - Termination of a Public Member appointment
- Attachments 2 to 19:
 - BCCs with applicants/nominees that require an appointment by Council.
 - Applicants were screened by BCC Chairs and a short list is provided.
- Attachments 20 to 23:
 - BCCs composed uniquely of designated nominees of organizations.
 - Nominees were not screened, and Nominee Names are provided by Nominating Organizations for appointment by Council.



Tax Incentive Appeal Board

- Newly established by Council
- No incumbent Chair to screen applications.
- Eligibility limited to members of the Assessment Review Board and the Licence and Community Standards Appeal Board.
- Council determined that there is a need for TIAB Public Members to serve concurrently on more than one board in accordance with section 5.13.3 of the Council Policy.
- Tax Incentive Appeal Board candidate screening and recommendations completed by the General Chair of the Assessment Review Board and the Chair of the Licence and Community Standards Appeal Board.

Nominations Committee Role and Process

Pursuant to Section 5.15.6 of the Council Policy CP2016-03:

The Nominations Committee will consider the applicant short lists and make recommendations to Council on which applicants should be appointed. The Nominations Committee may or may not recommend the applicants short listed by the BCC and may refer back to the complete pool of applications.

If the Nominations Committee, or Council, refers back to the complete pool of applicants, then:

- a) the Nominations Committee must interview the applicant(s) in the case that the BCC's short listing selection process included an interview component prior to appointment; or
- b) the selected applicant(s) must be referred to the BCC Chair, or to a Selection Committee consisting of Members of Council, for completion of an interview in the case that the BCCs short listing selection process included an interview component. The BCC Chair will submit a recommendation to the City Clerk's Office for presentation to Council.

Reserve Lists

Pursuant to Section 5.15.7 of the Policy:

The Nominations Committee shall recommend a Reserve List for each BCC to Council, if a sufficient number of applications was received. The number of applicants on the Reserve List shall be at the discretion of the Nominations Committee. An applicant may be on more than one Reserve List but will be removed from all Reserve Lists if the applicant is appointed to a BCC to fill a mid-term vacancy.



That the Nominations Committee recommend that Council:

1. Acknowledge the termination of the Public Member appointment set out in Confidential Attachment 1;
2. Appoint Public Members to the following Boards, Commissions and Committees* for terms set out in Confidential Attachments 2a-19a;
3. Appoint Public Member nominees to the following Boards, Commissions and Committees* for terms set out in Confidential Attachments 20a-23a;

***See Cover Report for full list of Boards, Commissions and Committees (“BCCs”)**

4. Direct that, unless otherwise noted, Public Member appointments and nominations be released publicly following applicant notification by the City Clerk's Office, no later than end of day Friday, 2024 October 25, except Public Member appointments to the Community Peace Officer Oversight Committee and Calgary Police Commission, which can only be released publicly upon successful completion of security clearance checks;

Recommendations

5. Direct that Closed Meeting discussions and Confidential Attachments 1 - 23b remain confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*; and
6. Thank Public Members of Boards, Commissions and Committees for their service during the past term.

**Law, Legislative Services & Security Report to
Nominations Committee
2024 October 10**

**ISC: UNRESTRICTED
N2024-0997**

Public Member Appointments to the Council Advisory Committee on Housing, and the Saddledome Foundation

PURPOSE

This Report presents applications from candidates interested in serving as Public Members on the Council Advisory Committee on Housing, and on the Saddledome Foundation. The Nominations Committee is asked to shortlist candidates and recommending candidates to Council, for its consideration at the 2024 October 22 Organizational Meeting of Council.

PREVIOUS COUNCIL DIRECTION

In accordance with Procedure Bylaw 35M2017 and the Council Policy on the *Governance and Appointments of Boards, Commissions and Committees*, CP2016-03 (“the Policy”), the Nominations Committee is responsible for recommending Board, Commission and Committee (“BCC”) Public Member appointments and nominations to Council.

RECOMMENDATIONS:

Review by: Do not release Attachments 1a-2d

That the Nominations Committee short list Public Member candidates to serve on the Council Advisory Committee on Housing, and on the Saddledome Foundation, and further, recommend that Council:

1. Appoint Public Members to the Council Advisory Committee on Housing for terms set out in Confidential Attachment 1a;
2. Direct that Public Member appointments to the Council Advisory Committee on Housing be released publicly following applicant notification by the City Clerk's Office, no later than end of day Friday, 2024 October 25;
3. Direct Administration to forward the name of the nominated Public Member to the Saddledome Foundation for appointment to the Board of Directors for a three-year term expiring at the 2027 Organizational Meeting of Council;
4. Direct that the Public Member nomination to the Saddledome Foundation be released publicly following their appointment by the Saddledome Foundation; and
5. Direct that the Closed Meeting discussions and Confidential Attachments 1a – 2d remain confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

HIGHLIGHTS

- Council appoints and nominates Public Members to BCCs to provide skills, perspectives and expertise that contribute to good governance and strengthen relationships with Calgarians.
- The Nominations Committee plays an important role in recommending candidates to Council for appointment or nomination to BCCs at Council's annual Organizational Meeting.

Public Member Appointments to the Council Advisory Committee on Housing, and the Saddledome Foundation

- The Council Advisory Committee on Housing is a newly-established BCC and does not have a Chair to perform the screening and shortlisting process.
- The City of Calgary, as a Corporate member of the Saddledome Foundation, nominates three members to the Saddledome Foundation Board of Directors for three-year terms.

DISCUSSION

The Nominations Committee may sit in smaller panels to interview candidates and make recommendations to Council.

Council Advisory Committee on Housing

There are up to 15 positions to fill on the Council Advisory Committee on Housing. Members' terms are two-years, but Council may appoint some members for one-year terms in order to stagger term expiries.

The Nominations Committee is asked to review the applications (Confidential Attachment 1c) and recommend Public Member appointments to Council.

Saddledome Foundation

There is one Public Member vacancy on the Saddledome Foundation due to the expiry of a current Public Member's term. Members of the Saddledome Foundation must appoint Council's nominee to the Board of Directors for a three-year term.

The Nominations Committee is asked to review the applications (Confidential Attachment 2c) and recommend a Public Member for Council to nominate for appointment.

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|---|--|
| <input type="checkbox"/> Public engagement was undertaken | <input type="checkbox"/> Dialogue with interested parties was undertaken |
| <input checked="" type="checkbox"/> Public/interested parties were informed | <input type="checkbox"/> Public communication or engagement was not required |

A recruitment campaign was conducted between 2024 August 12 and September 9, the details of which will be provided to Council on 2024 October 22.

Engagement included collaboration with Communications and BCC Administrative Liaisons.

IMPLICATIONS

Social

Not Applicable

Environmental

Not Applicable

Economic

Not Applicable

Public Member Appointments to the Council Advisory Committee on Housing, and the Saddledome Foundation

Service and Financial Implications

No anticipated financial impact

RISK

No anticipated risks.

ATTACHMENTS

1. CONFIDENTIAL – Council Advisory Committee on Housing (1a Nominations Committee’s Recommendations; 1b Skills Matrix; 1c Applications)
2. CONFIDENTIAL – Saddledome Foundation (2a Nominations Committee’s Recommendations; 2b Skills Matrix; 2c Saddledome Foundation Letter of Support; 2d Applications)
3. Background and Previous Council Direction
4. Presentation

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen, City Solicitor and General Counsel	Law, Legislative Services and Security	Approve
Katarzyna Martin, Director/City Clerk	Law, Legislative Services and Security	Approve

Author: Chantal Coulombe, City Clerk’s Office

Background and Previous Council Direction

Council Advisory Committee on Housing

Background

On 2024 May 28, Council adopted Bylaw Number 22M2024 to establish the Council Advisory Committee on Housing effective 2024 May 28. The Council Advisory Committee on Housing (“the Committee”) supports Council’s goal to increase equitable outcomes for Calgarians seeking safe, affordable, and supportive housing. It will provide Council with:

- (a) advice and recommendations on previously approved Council initiatives which address the housing crisis;
- (b) independent monitoring and feedback on The City’s progress towards addressing housing affordability;
- (c) support for collaboration and advocacy between City administration, Council, other orders of government and professionals within the housing sector and Calgarians.

Recruitment for Public Members to the Committee was included in the 2024 annual recruitment campaign.

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2024 May 28	CD2024-0224	Bylaw to Establish the Council Advisory Committee on Housing That the Community Development Committee recommend that Council: <ol style="list-style-type: none">1. Give three readings to the Council Advisory Committee on Housing Bylaw (Attachment 2);2. Direct Administration to recruit members through the City Clerk’s Office Boards, Commissions and Committees annual recruitment campaign.

Bylaws, Regulations, Council Policies

Bylaw Number 22M2024 – Bylaw of the City of Calgary to Establish the Council Advisory Committee on Housing

Saddledome Foundation

Background

The Saddledome Foundation is responsible for the operation of the Scotiabank Saddledome and operates it for the benefit of amateur athletic and hockey development and research.

The Saddledome Foundation is composed of up to nine directors, three of whom are nominated by the City of Calgary. The appointment as Directors of the persons nominated by the City shall be made by the members of the Foundation upon receipt of The City of Calgary's nomination.

One of the three City of Calgary nominated positions is expiring in 2024, and this upcoming vacancy was included in the City Clerk's Office' 2024 recruitment campaign.

Bylaws, Regulations, Council Policies

Articles of Association of the Saddledome Foundation

Directors and Officers

10. (c) The appointment as Directors of the persons nominated by the City under sub-paragraph (b)(i) above shall be made by the members upon receipt by the Company from the City of nominations pursuant to such sub-paragraph (i).
- (d) Following expiry of the initial term of each person appointed to the first Board of Directors, each person appointed shall hold office as a Director for a term of three (3) years.



Public Member Appointments to the Council Advisory Committee on Housing, and the Saddledome Foundation

N2024-0997

Nominations Committee, 2024 October 10

RECOMMENDATIONS

That the Nominations Committee short list Public Member candidates to serve on the Council Advisory Committee on Housing, and on the Saddledome Foundation, and further, recommend that Council:

1. Appoint Public Members to the Council Advisory Committee on Housing for terms set out in Confidential Attachment 1a;
2. Direct that Public Member appointments to the Council Advisory Committee on Housing be released publicly following applicant notification by the City Clerk's Office, no later than end of day Friday, 2024 October 25;
3. Direct Administration to forward the name of the nominated Public Member to the Saddledome Foundation for appointment to the Board of Directors for a three-year term expiring at the 2027 Organizational Meeting of Council;
4. Direct that the Public Member nomination to the Saddledome Foundation be released publicly following their appointment by the Saddledome Foundation; and
5. Direct that the Closed Meeting discussions and Confidential Attachments 1 and 2 remain confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*.

Council Advisory Committee on Housing

After considering report CD2024-0224, Council established the Council Advisory Committee on Housing on 2024 May 28 through Bylaw 22M2024.

The Council Advisory Committee on Housing is composed of a minimum of 9 members and a maximum of 15 members.

The Council Advisory Committee on Housing is newly-established and has no Chair to screen and short-list applicants.

Saddledome Foundation

The City of Calgary, as a Corporate member of the Saddledome Foundation, nominates three members to the Saddledome Foundation Board of Directors for three-year terms.

One Public Member has a term expiring at the 2024 Organizational Meeting of Council.



RECOMMENDATIONS

That the Nominations Committee short list Public Member candidates to serve on the Council Advisory Committee on Housing, and on the Saddledome Foundation, and further, recommend that Council:

1. Appoint Public Members to the Council Advisory Committee on Housing for terms set out in Confidential Attachment 1a;
2. Direct that Public Member appointments to the Council Advisory Committee on Housing be released publicly following applicant notification by the City Clerk's Office, no later than end of day Friday, 2024 October 25;
3. Direct Administration to forward the name of the nominated Public Member to the Saddledome Foundation for appointment to the Board of Directors for a three-year term expiring at the 2027 Organizational Meeting of Council;
4. Direct that the Public Member nomination to the Saddledome Foundation be released publicly following their appointment by the Saddledome Foundation; and
5. Direct that the Closed Meeting discussions and Confidential Attachments 1 and 2 remain confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*.

Community Services Report to
Nominations Committee
2024 October 10

ISC: UNRESTRICTED
N2024-0884

Civic Partner Appointments

PURPOSE

The purpose of this report is to bring forward public member appointment nominees for the governing bodies of four Civic Partner organizations: the Calgary Convention Centre Authority, Calgary Public Library Board, Heritage Calgary, Silvera for Seniors and also for one committee of a Civic Partner: Tourism Calgary's Calgary Sport and Major Events Committee. The report aligns with Council's appointments to all Boards, Commissions and Committees.

PREVIOUS COUNCIL DIRECTION

A similar report was brought forward to the 2023 Organizational Meeting of Council.

RECOMMENDATIONS:

Review by: Do not release Attachments 2 to 11

That the Nominations Committee recommend that Council:

1. Appoint Public Members to the Calgary Convention Centre Authority for the terms outlined in Confidential Attachment 2;
2. Appoint Public Members to the Calgary Public Library Board's board of directors for the terms outlined in Confidential Attachment 4;
3. Appoint Public Members to Heritage Calgary's board of directors for the terms outlined in Confidential Attachment 6;
4. Appoint Public Members to Silvera for Seniors' board of directors for the terms outlined in Confidential Attachment 8;
5. Appoint Public Members to the Calgary Sports and Major Events Committee for the terms outlined in Confidential Attachment 10; and
6. Direct that the Closed Meeting discussions, Confidential Attachments 2 to 11 and selection materials related to this report remain confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

GM Katie Black concurs with the content of this report.

HIGHLIGHTS

- Appointing Public Member nominees strategically recruited by each Civic Partner supports board members who have the required skills and experience to effectively steward their organization's resources and assets and supports strong governance practices that enhance each organization's ability to operate effectively and mitigate risk.

Civic Partner Appointments

- Bringing this report to the Nominations Committee meeting and then the Organizational Meeting of Council aligns the Civic Partner Public Member appointments with Council's appointments to all other Boards, Commissions and Committees.
- This report supports due diligence and transparency by providing consistent information about the recruitment of Public Members outside of the City Clerk's Office's process.
- The Civic Partners included in this report have Council approval to recruit outside of The City Clerk's Office's process and follow all applicable requirements in the *Governance and Appointments of Boards, Commissions and Committees Policy* (CP2016-03).
- The Civic Partners included in this report have implemented a robust, board-led recruitment and selection process that supports their unique governance requirements.

DISCUSSION

Under guiding legislation, governance documents and agreements, Council approves all or some of the Public Member appointments to the governing bodies of the following Civic Partners included in this report: the Calgary Convention Centre Authority (a legislated body operating as the Calgary TELUS Convention Centre), the Calgary Public Library Board (a legislated body operating as the Calgary Public Library), Heritage Calgary (a legislated body operating under the Calgary Heritage Authority Act) and Silvera for Seniors (a Housing Management Body with a Ministerial Order signed by The City, Government of Alberta and Silvera for Seniors). Under Council approved terms of reference, Council also appoints all members of Tourism Calgary's Calgary Sports and Major Events Committee. With Council's approval, the Civic Partners included in this report recruit and select Public Member appointment nominees outside of the City Clerk's Office's Boards, Commissions and Committees' process. Each Civic Partner has a tailored approach that embeds leading practices, which includes evaluating candidates against a skills, experience and attributes matrix.

Candidate information for each Civic Partner is presented in two confidential attachments. The first includes background information, recommended candidates, and reserve list candidates and the second attachment provide biographical information about each candidate.

Summary of appointments

Council appoints all members to the Calgary Convention Centre Authority under the *Calgary Convention Centre Authority Act* (Alberta). The Calgary Convention Centre Authority is recommending three Public Member candidates for four-year terms (Confidential Attachment 2). Candidate information is included in Confidential Attachment 3.

Council appoints all Public Members to the Calgary Public Library Board under the *Libraries Act* (Alberta) and Bylaw 38M2006 *Calgary Public Library Board Bylaw*. The Library is presenting three candidates for three-year terms (Confidential Attachment 4). Candidate information is included in Confidential Attachment 5.

Council appoints all Public Members to Heritage Calgary under the *Calgary Heritage Authority Act* (Alberta). Heritage Calgary is presenting one candidate for a three-year term (Confidential Attachment 6). With a total of four vacancies that could be filled, the organization has indicated it plans to recruit for the remaining positions in 2025. If the proposed candidate is appointed, the

Civic Partner Appointments

resulting board composition will align with requirements under the *Calgary Heritage Authority Act*. Candidate information is included in Confidential Attachment 7.

Council appoints all members of Silvera for Seniors' board of directors under a Ministerial Order signed by The City, Silvera for Seniors and the Government of Alberta and as part of Silvera's structure as a Housing Management Body under the *Alberta Housing Act* (The City is the sole member of Silvera for Seniors). The Ministerial Order sets out the required process for advertising and recruiting nominees, term lengths, and other details. In this report, Silvera is presenting five Public Member candidate for consideration by Council for three-year terms (Confidential Attachment 8). Candidate information is included in Confidential Attachment 9.

Council appoints all members of Tourism Calgary's Calgary Sport and Major Events Committee under Council approved terms of reference for the Committee. This year, the Calgary Sport and Major Events Committee is presenting six candidates for consideration to serve two-year terms (Confidential Attachment 10). Two vacancies will not be filled at this time, but the proposed compositions aligns with requirements under the Committee's Council approved Terms of Reference. Candidate information is included in Confidential Attachment 11.

Nomination or appointment of members of Council and Administration to Civic Partners' boards of directors will be brought separately to the 2024 October 22 Organizational Meeting of Council (Reports C2024-1002 and C2024-1003).

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input checked="" type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input type="checkbox"/> Public communication or engagement was not required |

Confidential Attachments 2 to 11 were prepared by Civic Partners in consultation with Administration. Using a common Short List template provides clear and consistent information about candidates and each organization's recruitment process that aligns with the templates used for recommended candidates for other City Boards, Commissions and Committee appointments.

IMPLICATIONS

Social

Recruiting board members with diverse skills, knowledge and expertise supports each Civic Partner organization to have robust governance and leadership to effectively implement their unique mandates, including strategies and plans that contribute the increased quality of life for all Calgarians. The Civic Partners included in this report contribute to the quality life for Calgarians by providing meeting and convention services, access to library services and affordable housing options, supporting heritage conservation and leading sport and major event attraction.

Environmental

Through strong governance, organizations can adapt to change and address environmental considerations in their operations by offering programs and services that support Calgarians'

Civic Partner Appointments

resilience and adaptation, and in asset management and capital strategies that seek to reduce environmental impacts of facility operations.

Economic

The recruitment of members with expanded skills, knowledge and diversity of experience supports effective governance practices and the ability of each organization to effectively implement its individual mandate and to contribute to implementation of Uplink: An Action Plan for Calgary's Economy.

Service and Financial Implications

No anticipated financial impact

RISK

Appointing the slate of Public Member candidates put forward in this report will bring the skills and experience required for each organization to effectively govern and operate. Effective governance supports resilient organizations that can effectively identify and mitigate operational and strategic risks.

To mitigate risk, The City has clear accountability measures in place for all Civic Partner organizations including reporting requirements and financial reviews. These measures, guided by the *Investing in Partnerships Policy*, are also embedded in agreements, bylaws, terms of reference, legislation and other guiding documents.

ATTACHMENTS

1. Previous Council Direction, Background
2. Calgary Convention Centre Authority Short List (Confidential)
3. Calgary Convention Centre Authority Candidates (Confidential)
4. Calgary Public Library Short List (Confidential)
5. Calgary Public Library Candidates (Confidential)
6. Heritage Calgary Short List (Confidential)
7. Heritage Calgary Candidates (Confidential)
8. Silvera for Seniors Short List (Confidential)
9. Silvera for Seniors Candidates (Confidential)
10. Calgary Sport and Major Events Committee Short List (Confidential)
11. Calgary Sport and Major Events Committee Candidates (Confidential)

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Katarzyna Martin, Director/City Clerk	Law, Legislative Services & Security	Inform

Author: Kim Mustard, Partnerships

Background and Previous Council Direction

Background

This report presents a recommended slate of Public Member candidates for Council's consideration and appointment to the governing bodies of the following Civic Partners that advertise and recruit outside of City Clerk's annual process for Boards, Commissions, and Committees: the Calgary Convention Centre Authority, Calgary Public Library Board, Heritage Calgary and Silvera for Seniors. It also presents recommended candidates for Tourism Calgary's Calgary Sports and Major Events Committee.

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2023 October 12	N2023-0952	<p>Civic Partner Appointments Report</p> <p>That Council: 1. Direct that the Confidential Recommendation in Confidential Distribution 1 be adopted; 2. Appoint Public Members to the Calgary Public Library Board's board of directors for the terms outlined in Confidential Attachment 4; 3. Appoint Public Members to Heritage Calgary board of directors for the terms outlined in Confidential Attachment 6; 4. Appoint Public Members to the Silvera for Seniors board of directors for the terms outlined in Confidential Attachment 8; 5. Appoint a Public Member to Tourism Calgary's board of directors for the terms outlined in Revised Confidential Attachment 10; 6. Appoint Public Members to the Calgary Sports and Major Events Committee for the terms outlined in the Confidential Distribution Revised Attachment 12; 7. Direct that the Confidential Recommendation in Confidential Distribution 2 be adopted; 8. Direct that Public Member appointments to Civic Partners be released publicly following applicant notification by the City Clerk's Office, no later than end of day Friday, 2023 October 27; and 9. Direct that the Closed Meeting discussions, Confidential Distributions, and Confidential Attachments 2 to 13 and selection materials related to this report remain confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the Freedom of Information and Protection of Privacy Act.</p>
2019 June 17	C2019-0767	<p>Calgary Heritage Authority Governance</p> <p>1. Authorize the Recommendations as outlined in Attachment 1; 2. Direct that this report and Attachments 1, 2 and 3 remain confidential pursuant to Sections 17(1) and 19 of the Freedom of Information and Protection of Privacy Act (Alberta) until the</p>

		<p>appointments are made public following the 2019 October 28 Organizational Meeting of Council; and 3. Direct that Attachments 4 and 5 remain confidential pursuant to Sections 17(1) and 19 of the Freedom of Information and Protection of Privacy Act (Alberta) for seven years.</p>
2018 July 30	C2018-0950	<p>Calgary Sports and Major Events Committee Appointment Report</p> <p>Approval of recommendations including 2. Approve the removal of the Calgary Sports & Major Events committee from: (a) City Clerk's advertisement and recruitment process for Boards, Commissions and Committees; and (b) The 2018 October 30 Organizational Meeting of Council appointment process. 3. Direct that future appointments be brought to the annual Organizational Meeting of Council, in accordance with the Council policy on Governance and Appointments of Boards, Commissions and Committees (CP2016-03) beginning in 2019.</p>
2018 October 22	C2018-1145	<p>Civic Partners Appointments Report</p> <p>Appointment of members as presented and that with respect to Report C2018-1145, the following Motion Arising be adopted: That Council reconsider and then rescind its decision dated 2014 May 12, which directed that the Calgary Public Library Board engage a search consultant when conducting citizen recruitment campaigns.</p>
2015 October 05	CPS2015-0778	<p>Calgary TELUS Convention Centre Governance</p> <p>This report approved the removal of the Calgary Convention Centre Authority from the City Clerk's advertisement, recruitment and appointment of the Boards, Commissions and Committees process and the 2015 October 19 Organization Meeting appointment process. The report recommended that 2015 candidates be brought forward after the Authority's 2015 November 16 Strategic Session with Council.</p>

Previous Council Direction

2014 May 12

PFC2014-0423

Calgary Library Board Recruitment Process

This report directed that the Calgary Public Library Board vacancies be removed from the City Clerk's Office Boards, Commissions and Committees public notice advertisement for all subsequent Organizational Meetings of Council; and that the Calgary Public Library Board annually engage a search consultant to advertise for vacant positions and, based on the skills inventory to be updated annually, report to Council, with a slate of recommended candidates for Council's approval, at all subsequent Organizational Meetings, at the expense of the Calgary Public Library Board.

Bylaws, Regulations, Council Policies

Civic Partners that advertise and recruit outside of City Clerk's advertising and recruitment processes still must adhere to the applicable sections of *Governance and Appointments of Boards, Commissions and Committees* (CP2016-03).

The City's relationships and accountability processes related to Civic Partners are guided by the *Investing in Partnerships Policy* (CPS2017-01).