



AGENDA

ORGANIZATIONAL MEETING OF COUNCIL

Tuesday, October 22, 2024, 9:30 AM
IN THE COUNCIL CHAMBER

SPECIAL NOTES:

Public are encouraged to follow Council and Committee meetings using the live stream [Calgary.ca/WatchLive](https://calgary.ca/WatchLive)

Members may be participating remotely.

1. CALL TO ORDER
2. OPENING REMARKS
3. RECOGNITIONS
None
4. QUESTION PERIOD
5. CONFIRMATION OF AGENDA
6. CONFIRMATION OF MINUTES
None
7. CONSENT AGENDA
 - 7.1 DEFERRALS AND PROCEDURAL REQUESTS
None
 - 7.2 Recognitions by Council Policy and Swearing-in Ceremony Policy Proposed Changes, EC2024-0962
 - 7.3 Public Member Appointments to Boards, Commissions and Committees, N2024-0996 Attachments 1-23b and 26, including Revised Attachments, held confidential pursuant to Sections 17 (Disclosure harmful to personal privacy), 19 (Confidential evaluations), and 27 (Privileged information) of the *Freedom of Information and Protection of Privacy Act*.

Review By: Do Not Release

- 7.4 Public Member Appointments to the Council Advisory Committee on Housing, and the Saddledome Foundation, N2024-0997
Attachments 1a-2d, including Revised Attachments, 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

- 7.5 Civic Partner Appointments, N2024-0884
Attachments 2-12 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. POSTPONED REPORTS
(includes related/supplemental reports)
None

9. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

- 9.1 CONSENT AGENDA ITEMS SELECTED FOR DEBATE

- 9.2 OFFICER OF COUNCIL REPORTS
None

- 9.3 ADMINISTRATION REPORTS

- 9.3.1 Pro-tem Membership Committee Recommendations for Standing Policy Committee Appointments, C2024-0998
Attachment 1 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

- 9.3.2 2024-2025 Council Chamber Seating Plan, C2024-0999

- 9.3.3 2025 Council Calendar and Deputy Mayor Roster, C2024-1000
Proposed Bylaw 35M2024

- 9.3.4 Authorization to Cover Meeting Costs of Council Representative to the Federation of Canadian Municipalities, C2024-0892

- 9.3.5 Boards, Commissions and Committees Public Member Remuneration and Expense Policy, C2024-1015
Attachment 2 held confidential pursuant to Sections 24 (Advice from officials) and 27 (Privileged information) of the *Freedom of Information and Protection of Privacy Act*.

Review By: Do Not Release

- 9.3.6 Administration Member Appointments to Boards, Commissions and Committees, C2024-1002
- 9.3.7 Council Member Appointments to Boards, Commissions and Committees, C2024-1003
Attachments 1 and 2 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**

- 9.3.8 Wholly-Owned Subsidiary Appointments, C2024-0885
Attachment 2 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**

9.4 COMMITTEE REPORTS
None

10. ITEMS DIRECTLY TO COUNCIL

10.1 BYLAW TABULATIONS
None

10.2 MISCELLANEOUS BUSINESS
None

11. URGENT BUSINESS

12. CONFIDENTIAL ITEMS

12.1 CONSENT AGENDA

12.2 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

- 12.2.1 Appointment of Chair, Calgary Subdivision and Development Appeal Board, C2024-1004
Report and Attachments 1 and 4 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**

- 12.2.2 Designation of General Chair, Calgary Assessment Review Board, C2024-1005
Report and Attachment 2 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**

12.3 URGENT BUSINESS

13. ADMINISTRATIVE INQUIRIES
None

14. BRIEFINGS

14.1 2024 Boards, Commissions and Committees Recruitment Campaign Statistics, C2024-1007

14.2 2024 Grey Cup and 2025 Quebec Carnival Council Representatives, C2024-0907

15. ADJOURNMENT

Law, Legislative Services & Security Report to
Executive Committee
2024 October 02

ISC: UNRESTRICTED
EC2024-0962

Recognitions by Council Policy and Swearing-in Ceremony Policy – Proposed Changes

PURPOSE

The purpose of this report is to provide recommendations to amend the *Recognitions by Council Policy* (CP2018-02) and the *Swearing-in Ceremony Policy* (CP2016-06).

RECOMMENDATIONS:

That the Executive Committee:

1. Forward this report to the 2024 October 22 Organizational Meeting of Council; and
2. Recommend that Council:
 - a. Adopt the proposed amendments to the *Recognitions by Council Policy* (CP2018-02) outlined in Attachment 1; and
 - b. Adopt the proposed amendments to the *Swearing-in Ceremony Policy* (CP2016-06) outlined in Attachment 2.

RECOMMENDATION OF THE EXECUTIVE COMMITTEE, 2024 OCTOBER 3:

That Council:

1. Adopt the proposed amendments to the *Recognitions by Council Policy* (CP2018-02) outlined in Attachment 1; and
2. Adopt the proposed amendments to the *Swearing-in Ceremony Policy* (CP2016-06) outlined in Attachment 2.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this report.

HIGHLIGHTS

- Proposed amendments to the *Recognitions by Council Policy* (CP2018-02) reflect current practices and incorporate housekeeping amendments to language.
- Proposed amendments to the *Swearing-in Ceremony Policy* (CP2016-06) will provide greater flexibility to establish the date and format of the ceremony.

DISCUSSION

Recognitions by Council Policy

Proposed amendments update the list of regularly occurring recognitions in Council Chambers to align with current practice, as well as the roster of Calgary's professional sports recognized by Council when teams win their league championship. In addition, proposed amendments incorporate housekeeping changes to reflect current language.

Swearing-in Ceremony

Currently, the *Swearing-in Ceremony Policy* requires the ceremony to be scheduled the Monday following a General Election. Amending the Swearing-in Ceremony Policy will provide greater flexibility to schedule the event in response to Bill 20 amendments to the *Local Authorities Election Act* (LAEA). LAEA amendments permit runner-up candidates with a 0.5% difference of the total votes to request a recount of official results, which are communicated on the Friday

Law, Legislative Services & Security Report to

**Executive Committee
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following the General Election. If a recount is required, it will be scheduled the week following the General Election, conflicting with the timing of the Swearing-In Ceremony required by the Swearing-in Ceremony Policy.

Currently, the Procedure Bylaw (Bylaw 35M2017, as amended) provides that the timing of the Swearing-in Ceremony occurs in tandem with the first Organizational Meeting of Council (Section 123). The *Municipal Government Act* requires that Council hold an organizational meeting annually, no later than 14 days after the 3rd Monday in October (Section 192(1)).

EXTERNAL ENGAGEMENT AND COMMUNICATION

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

N/A

IMPLICATIONS

Social

N/A

Environmental

N/A

Economic

N/A

Service and Financial Implications

No anticipated financial impact

RISK

Recognitions by Council Policy

No risk anticipated.

Swearing-in Ceremony Policy

No risks anticipated.

Law, Legislative Services & Security Report to

**Executive Committee
2024 October 02**

**ISC: UNRESTRICTED
EC2024-0962**

Recognitions by Council Policy and Swearing-in Ceremony Policy - Proposed Changes

ATTACHMENTS

1. Proposed changes -Recognitions by Council Policy (CP2018-02)
2. Proposed changes-Swearing-in Ceremony Policy (CP2016-06)
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: Aimee Newton, City Clerk's Office

City Clerks: C. Nelson / A. Lennox



Council Policy

Policy Title: Recognitions by Council
Policy Number: CP2018-02
Report Number: PFC2018-0112
Adopted by/Date: Council / April 23
Effective Date: April 23
Last Amended: N/A
Policy Owner: City Clerk's Office

1. POLICY STATEMENT

1.1. Council acknowledges the importance of recognizing significant accomplishments, initiatives, or programs which enhance community spirit and positively impact The City of Calgary and **Calgarians** ~~its citizens~~.

2. PURPOSE

2.1. The purpose of this Council policy is to establish criteria and procedures to ensure Recognitions by Council are carried out in a consistent and professional manner.

3. DEFINITIONS

3.1. In this Council policy:

- (a) "Amateur sports" means any individual or team engaging in sport largely or entirely without remuneration;
- (b) "Organization" means a not-for profit organization, educational institution, or established community group;
- (c) "Professional sports team" means one of the following teams: Calgary Flames, Calgary Hitmen, Calgary Roughnecks, or Calgary Stampeders, **Cavalry FC, Calgary Surge, and Calgary Wild FC;**
- (d) "Recognition" means the acknowledgement of achievement, service or merit; and
- (e) "Significant anniversary" means a minimum of 50 years, and any factor of 5 thereafter.

4. APPLICABILITY

4.1. This Council policy applies to all Recognitions performed by, or on behalf of, Council.

- 4.2. This Council policy does not apply to recognitions performed by individual members of Council on their own accord.

5. **PROCEDURE**

5.1. **Recognition of Achievement - General**

- 5.1.1. Individuals, Organizations, or Administration may be recognized for achievement in the following areas:
- (a) local, national or international awards in the area of arts, science or academia;
 - (b) dates of local, national or international significance;
 - (c) significant achievement in advancing initiatives relating to a City of Calgary or Council initiative, program or priority; or
 - (d) significant achievement, exemplary action or extraordinary commitment to improving life in Calgary and the lives of Calgarians.
- 5.1.2 Organizations and Administration may be recognized for significant anniversaries or milestones.
- 5.1.3 The City Clerk's Office will:
- (a) receive and review each Recognition request and, where requests meet all criteria, recommend an appropriate Council meeting and time; and
 - (b) select no more than three Recognitions to be presented at a Council meeting and determine the order, in consultation with the City Clerk and the Mayor.
- 5.1.4 Recognitions are typically scheduled at the beginning of the Council meeting, in accordance with the order of business contained within the Procedure Bylaw 35M2017, unless otherwise arranged.
- 5.1.5 Each presentation shall be no longer than 5 minutes in length, presented by the Mayor or, if the Mayor is not in attendance, the Deputy Mayor.

5.2 **Recognitions in the Chamber**

- 5.2.1 Subject to section 5.1 nominations for a Recognition in the Council Chamber may be submitted to the City Clerk's Office by:
- (a) the Mayor;
 - (b) a Member of Council, provided the nomination has the support of the Executive Committee or the Mayor;
 - (c) a Member of the Executive Leadership Team (ELT), provided the nomination has the support of ELT.

5.3 **Regularly Occurring Recognitions in the Chamber**

- 5.3.1 Regularly occurring Recognitions include:
- (a) **Boards Commissions and Committees outgoing member recognition;**
 - (b) **International Holocaust Remembrance Day;**
 - (c) United Way Employee Campaign Results;
 - (d) Freedom to Read Week;
 - (e) National Poetry Month;
 - (f) **Calgarians who have received the Order of Canada;**
 - (g) **Departing Members of Council in an election year;**
 - (h) **Advisory Committee on Accessibility Award;**
 - (i) **Remembrance Day; and**
 - (j) Any others that meet the criteria of section 5.1.1 and which may be deemed regular by the City Clerk in consultation with the Mayor.

5.3.2 Regularly occurring Recognitions are initiated by the City Clerk's Office, which will place the Recognitions on a Council agenda in accordance with the order of business contained in the Procedure Bylaw in consultation with the Mayor and the City Clerk.

5.4 Mayor's special commendation

5.4.1 The Mayor, on behalf of Council, may issue a special commendation for exceptional achievement by individuals or Organizations in accordance with section 5.1.1, where special Recognition outside the avenues otherwise articulated in this Council Policy is determined to be appropriate.

5.4.2 This special commendation would be presented outside of a Regular Meeting of Council at a location or occasion deemed appropriate.

5.4.3 Such nominations are submitted to The City Clerk's Office to be dealt with in accordance with section 5.1.3.

5.5 Mayor's Civic Spirit Award

5.5.1 The Mayor may nominate individuals or organizations for Recognition by Council where achievement does not meet the criteria of section 5.1.1 but is otherwise notable for its contribution to community spirit, volunteerism, or community building.

5.5.2 Such nominations are submitted to The City Clerk's Office to be dealt with in accordance with section 5.1.3.

5.6 Exclusions

5.6.1 Under this Council policy, Council will not generally recognize the following:

- (a) Achievement of individuals in their capacity as City employees, with the exception of the **Chief Administrative Officer City-Manager**, General Managers or other senior executives at the discretion of the Mayor;
- (b) Private business or corporate anniversaries or special accomplishments, except in the context of section 5.5; or
- (c) Significant anniversaries or birthdays of individual **Calgarians citizens**, which may be recognized by the Mayor, at ~~their~~ ~~his or her~~ discretion.

5.7 Calgary Awards Program

- 5.7.1 Exemplary achievement by Calgarians shall be recognized through the Calgary Awards Program (Program) on an annual-basis. The Calgary Awards are The City's highest honour.
- 5.7.2 The Calgary Awards shall acknowledge the achievement of Calgarians in the following areas:
 - (a) **Community Achievement Award**: recognizing outstanding contributions and achievement in community life and providing honour to Calgary's exceptional **Calgarians citizens**;
 - (b) **Environmental Achievement Award**: recognizing environmental achievement and contributions that reduce the impact on or restore the city's natural environment;
 - (c) **International Achievement Award**: recognizing an individual who has achieved international acclaim;
 - (d) **Accessibility Achievement Award**: recognizing buildings or facilities that exceed minimum requirements for accessibility by persons with disabilities; **and**
 - (e) **The City of Calgary WO Mitchell Book Prize**: recognizing literary achievement by a Calgary author.
- 5.7.3 Recipients are to be selected by a jury from amongst nominations and ratified by Council.
- 5.7.4 Nominations must meet the following minimum eligibility criteria:
 - (a) Nominees are to have made a significant contribution to Calgary;
 - (b) Nominees must be residents of Calgary for a period of two years prior to the date of the nomination, with the exception of those eligible to receive an award under 5.7.2 (c), above;
 - (c) Nominees must not currently hold political office;
 - (d) Nominees may only be nominated for one award in a given **award** year;
 - (e) Organizations must be Calgary-based or have a local branch;
 - (f) City of Calgary employees or elected officials may not be considered for an award for their work as a City employee or elected official. City projects are also not eligible for an award;
 - (g) Recipients cannot subsequently receive an award in the same

- (h) category for the same achievement; and
- (h) Recipients shall be recognized at an awards presentation hosted by Council, where recipients will receive their awards at a ceremony accompanied by a reception.

5.7.5 The City Clerk's Office shall be responsible for managing the Calgary Awards Program, including determining award categories and names, selecting and coordinating juries, arranging and coordinating the ceremony, and all other aspects of program design not articulated in this policy.

5.8 Sports Recognition

5.8.1 When a professional sports team (team) wins their league championship Council shall, in collaboration with the team's ownership, recognize the team. ~~as follows:~~

- ~~(a) For the Calgary Flames and the Calgary Stampeders: a recognition celebration will be held at a suitable venue that combines a public celebration with a private reception for the team and invited guests;~~
- ~~(b) For the Calgary Hitmen and the Calgary Roughnecks: the team will be recognized at the first available Council meeting following the championship game.~~

5.8.2 Such recognitions are initiated by the City Clerk's Office, which will place the recognitions on a Council agenda in accordance with the Procedure Bylaw in consultation with the Mayor and the City Clerk.

5.8.3 Following each Olympic and Paralympics Games, and following each Special Olympics World Games, Council shall recognize all Calgary-based athletes, coaches and team officials that are part of Team Canada for these events at a suitable meeting of Council, combined with a private reception for the honourees and invited guests.

5.8.4 Achievement in amateur sport at the national and international level may be recognized through a letter program, administered by the City Clerk's Office in collaboration with the Mayor's Office.

5.8.5 Significant achievement in amateur sport by an individual or team at the national or international level may be recognized in a manner similar to 5.8.1 (b), at the recommendation of the City Clerk's Office and at the direction of the Mayor.

5.9 Exceptions

5.9.1 On occasion, Council may direct it appropriate to recognize individual **Calgarians** ~~citizens~~, groups, organizations, and City business units notwithstanding the provisions of this policy. Exceptions to this policy must be presented to the **Executive Committee** ~~Priorities and Finance~~

Committee (PFC) for approval.

- 5.9.2 If approved, the City Clerk’s Office would place the recognition on a suitable Council agenda in accordance with the Procedure Bylaw and in consultation with the Mayor and the City Clerk.
- 5.9.3 If timeframes do not allow the **Executive Committee** PFC to consider the exception, the Chair of the meeting deemed appropriate by the City Clerk’s Office may allow the exception.

5.10 Expenses

- 5.10.1 For all Recognitions in this Council Policy, expenses shall be limited to those reasonably incurred for the appropriate implementation of the Recognition program. Existing standards and amounts shall be instructive.
- 5.10.2 The **Chief Administrative Officer** ~~City Manager~~ or responsible General Manager may determine whether existing amounts are sufficient and may approve any additional expenditures as required.
- 5.10.3 In all cases, where existing budgets are insufficient for a recognition under this policy, the Chief Financial Officer may authorize the use of funds to cover any unbudgeted expenditures.

6. AMENDMENT(S)

Date of Council Decision	Report/By-Law	Description

7. REVIEW(S)

Date of Policy Owner’s Review	Description
2021 December 14	Minor revisions made to correct errors in section number references; updated Priorities and Finance Committee to Executive Committee after Council Committee re-Alignment; updated name of United Way campaign and reflected change from Administrative Leadership Team to Executive Leadership team.



Council Policy

Policy Title: Swearing-In Ceremony
Policy Number: CP2016-06
Report Number: LGT2016-0388
Adopted by/Date: 2016 June 20
Effective Date: 2016 June 20
Last Amended: n/a
Policy Owner: City Clerk's Office

1. POLICY STATEMENT

1.1 This Council policy ensures Members of Council-elect are duly sworn in to Calgary City Council in a manner that satisfies legislative and traditional requirements, honours the offices of Councillor and Mayor, allows for public participation.

2. PURPOSE

2.1 This Council policy governs the legislative format and related celebratory functions of the Swearing-In Ceremony for Members of Council-elect

3. DEFINITIONS

3.1 In this Council policy:

- a. 'Swearing-In Ceremony' includes both the legislated requirements of the Procedure Bylaw and the related celebratory functions.

4. APPLICABILITY

4.1 This Council policy applies to the Swearing-In Ceremony of all Members of Council-elect following a municipal general election or by-election.

5. LEGISLATIVE AUTHORITY

5.1 The *Municipal Government Act*, RSA 2000, c M-26 stipulates that Members of Council-elect cannot carry out any power, duty or function until they have taken the official oath prescribed by the *Oaths of Office Act*, RSA 2000, c O-1.

5.2 Bylaw -35M2017 ("Procedure Bylaw") outlines the requirements for holding the Organizational Meeting of Council in the year of a municipal general election. Specifically, it governs the administration of the official oath to the Mayor-elect and Councillors-elect.

5.3 In the event of a discrepancy between this policy and the Procedure Bylaw, the Procedure Bylaw shall prevail.

6. PROCEDURE

6.1 **Following a municipal general election:**

- ~~a. The Swearing-In Ceremony shall take place on the first Monday following the municipal general election.~~
- a. The Swearing-In Ceremony shall include:
 - i. A component that fulfills the requirements of the Procedure Bylaw with respect to the conduct of the Organizational Meeting held in the year of a municipal general election.
 - ii. A celebratory function comprising:
 - 1. a private component for Members of Council-elect, their invited guests, and senior members of Administration; and,
 - 2. a component that is open to the public.
- c. The Swearing-In Ceremony shall take the same general format as occurred following the previously held municipal general election, or as approved by Council in section 6.3.

6.2 **Following a by-election:**

- ~~a. The Swearing-In Ceremony shall take place on the occasion of the first meeting of Council following the by-election as the first item on the agenda.~~
- a. In the case of a Councillor-elect, the Swearing-In Ceremony shall include:
 - i. the administration of the oath of office;
 - ii. a private function for the Councillor-elect, invited guests and senior members of Administration.
- c. In the case of a Mayor-elect, the Swearing-In Ceremony shall include:

- i. A component that fulfills the requirements of the Procedure Bylaw with respect to the conduct of the Organizational Meeting held if an election has been held for the office of the Mayor.
- ii. A celebratory function comprising:
 - 1. a private component for the Mayor-elect, invited guests and senior members of Administration; and,
 - 2. a component that is open to the public.
- d. The Swearing-In Ceremony shall take the same general format as occurred following the previously held by-election, or as approved by Council in section 6.3.

6.3 General format

- a. Council may approve changes to the general format of the Swearing-In Ceremony, insofar as permissible by legislation, no later than one year prior to the date of the municipal general election.
- b. Changes to the general format of the Swearing-In Ceremony following a by-election may not be approved if a by-election has been called.
- c. Proposed changes and any related budgetary requirements over and above previously approved budgets must be forwarded through the City Clerk’s Office, for subsequent Council approval.

7. AMENDMENT(S)

Date of Council Decision	Report / Bylaw	Description
2017 July 31	PFC2017-0433 Bylaw 35M2017	Bylaw 44M2006 is repealed and replaced with Procedure Bylaw 35M2017.

8. REVIEW(S)

Date of Policy Owner’s Review	Description
n/a	

Background and Previous Council Direction

Background

When considering a funding request for the Calgary Stampeders Grey Cup Rally in November 2015, Council directed that Administration develop a policy to provide 'greater clarity to the process for recognizing significant events, including amateur and professional sports.' (C2015-0882). The current Recognitions by Council policy was approved 23 April 2018 (PFC2018-0112).

The Swearing-in Ceremony policy was approved 20 June 2016 (LGT2016-0388).

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2016 June 07	LGT2016-0388	The Legislative Governance Task Force recommended that Council: <ol style="list-style-type: none"> 1. Rescind Council Policy 'Swearing-In Ceremony and Reception (CC0016)'; 2. Approve the new Council Policy 'Swearing-In Ceremony'
2016 June 20	LGT2016-0388	The Swearing-in Ceremony policy was approved by Council.
2015 November 09	(C2015-0882)	Administration directed to continue to develop a policy regarding recognitions in Council, which would provide greater clarity to the process for recognizing significant events, including amateur and professional sports. Upon completion, this policy will be brought to Council through the Legislative Governance Task Force for review and approval.
22 March 2018	PFC2018-0112	The Priorities and Finance Committee recommended that Council approve the Recognitions by Council policy.
23 April 2018	PFC2018-0112	The Recognitions by Council policy was approved by Council.

Calgary



Recognitions by Council Policy and Swearing-in Ceremony Policy - Proposed Changes

EC2024-0962

2024 October 2

Recommendations

That the Executive Committee:

1. Forward this report to the 2024 October 22 Organizational Meeting of Council; and
2. Recommend that Council:
 - a) Adopt the proposed amendments to the *Recognitions by Council Policy* (CP2018-02) outlined in Attachment 1; and
 - b) Adopt the proposed amendments to the *Swearing-in Ceremony Policy* (CP2016-06) outlined in Attachment 2.

- Regularly occurring recognitions in Council Chamber updated:
 - Boards Commissions and Committees outgoing member recognition
 - International Holocaust Remembrance Day
 - Calgarians who have received the Order of Canada
 - Departing Members of Council in an election year
 - Advisory Committee on Accessibility Award
 - Remembrance Day
- Roster of profession sports teams recognized by Council for league championships:
 - Cavalry FC, Calgary Surge, and Calgary Wild FC.
- Housekeeping changes to reflect current language.



Swearing-in Ceremony Policy

- Requires the Swearing-in Ceremony to be scheduled on the Monday following a General Election.
- Amending the Council policy will provide greater flexibility to schedule the Swearing-in Ceremony in response to Bill 20 amendments to Local Authorities Election Act (LAEA).
- Procedure Bylaw (35M2017 as amended) provides that the timing of the swearing-in ceremony occur in tandem with the first Organizational Meeting of Council.
 - The *Municipal Government Act* requires that Council hold an Organizational Meeting annually, no later than 14 days after the 3rd Monday in October (Section 192(1)).

Recommendations

That the Executive Committee:

1. Forward this report to the 2024 October 22 Organizational Meeting of Council; and
2. Recommend that Council:
 - a) Adopt the proposed amendments to the *Recognitions by Council Policy* (CP2018-02) outlined in Attachment 1; and
 - b) Adopt the proposed amendments to the *Swearing-in Ceremony Policy* (CP2016-06) outlined in Attachment 2.

Public Member Appointments to Boards, Commissions and Committees, N2024-0996

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)
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);

Public Member Appointments to Boards, Commissions and Committees, N2024-0996

- (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.

RECOMMENDATION OF THE NOMINATIONS COMMITTEE, 2024 OCTOBER 10:

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 **Revised Attachment 6a**, Attachments 6b-c);
 - f. **Notwithstanding the number of non-resident members provided for in its Terms of Reference**, Calgary Aboriginal Urban Affairs Committee (Confidential **Revised Attachment 7a**, Attachment 7b);
 - g. Calgary Airport Authority (Confidential **Revised Attachment 8a**, Attachment 8b-c);
 - h. Calgary Planning Commission (Confidential Attachments 9a-b-c);
 - i. Calgary Police Commission (Confidential Attachments 10a-b);
 - j. Calgary Salutes Committee (Confidential **Revised Attachment 11a**, Attachment 11b);
 - k. Calgary Transit Access Eligibility Appeal Board (Confidential Attachments 12a-b);

Public Member Appointments to Boards, Commissions and Committees, N2024-0996

- l. Climate Advisory Committee (Confidential **Revised Attachment 13a**, Attachment 13b);
 - m. Combative Sports Commission (Confidential **Revised Attachment 14a**, Attachment 14b);
 - 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 **Revised Attachment 17a**, Attachment 17b);
 - q. Subdivision and Development Appeal Board (Confidential **Revised Attachment 18a**, Attachment 18b); and
 - r. Urban Design Review Panel (Confidential Attachments 19a-b-c)
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. **Approve the Confidential Recommendation 5 contained in Confidential Distribution 1.**
 6. **Approve the Confidential Recommendation 6 contained in Confidential Distribution 1; and**
 7. Direct that Closed Meeting discussions, **all Confidential Attachments, and all Revised Confidential Attachments** remain confidential pursuant to Sections 17 (Disclosure harmful to personal privacy), 19 (Confidential evaluations), **and 27 (Privileged information)** of the *Freedom of Information and Protection of Privacy Act*; and
 8. Thank Public Members of Boards, Commissions and Committees for their service during the past term.

Public Member Appointments to Boards, Commissions and Committees, N2024-0996

Excerpt from the Minutes of the Regular Meeting of the Nominations Committee, 2024 October 10:

“The following documents were distributed with respect to Report N2024-0996:

- A document entitled "Nominations Committee Process Options";
- Revised Confidential Attachment 6a;
- Revised Confidential Attachment 7a;
- Revised Confidential Attachment 8a;
- Revised Confidential Attachment 11a;
- Revised Confidential Attachment 13a;
- Revised Confidential Attachment 14a;
- Revised Confidential Attachment 17a;
- Revised Confidential Attachment 18a; and
- Confidential Distribution 1.”

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, N2024-0996

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, N2024-0996

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 (**Revised** 6a Short List; 6b Nominations; 6c Applications)
7. CONFIDENTIAL - Calgary Aboriginal Urban Affairs Committee (**Revised** 7a Short List; 7b Applications)
8. CONFIDENTIAL - Calgary Airport Authority (**Revised** 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 (**Revised** 11a Short List; 11b Applications)
12. CONFIDENTIAL - Calgary Transit Access Eligibility Appeal Board (12a Short List; 12b Applications)
13. CONFIDENTIAL - Climate Advisory Committee (**Revised** 13a Short List; 13b Applications)
14. CONFIDENTIAL - Combative Sports Commission (**Revised** 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 (**Revised** 17a Short List; 17b Applications)
18. CONFIDENTIAL - Subdivision and Development Appeal Board (**Revised** 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
25. **Nominations Committee Process Options**
26. **CONFIDENTIAL Distribution 1**

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

**ISC: UNRESTRICTED
N2024-0996
Page 7 of 7**

Public Member Appointments to Boards, Commissions and Committees, N2024-0996

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

City Clerks: K. Picketts / C. Doi

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”)**

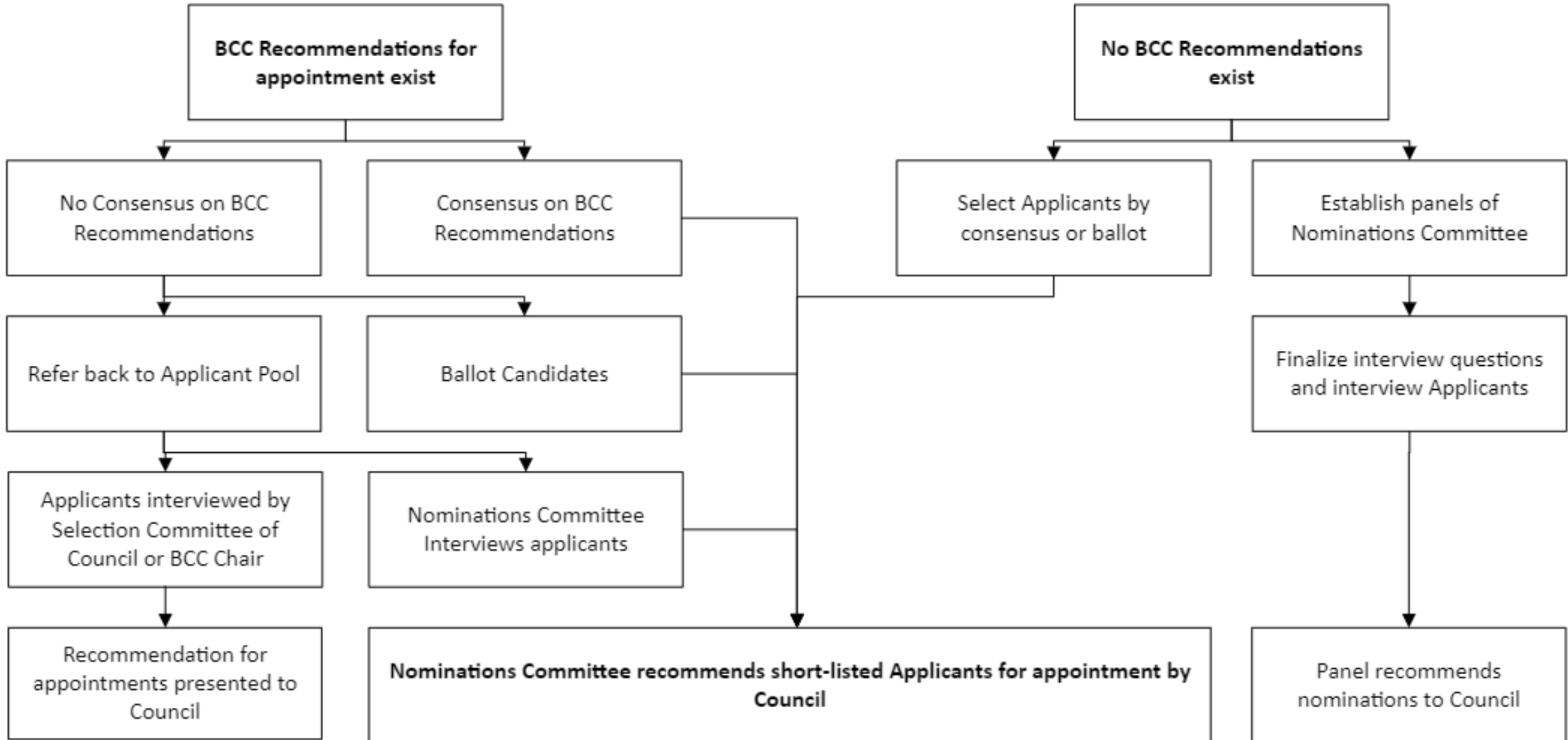
4. Direct that, unless otherwise noted, Public Member appointments and nominations be released publicly following applicant notification by the City Clerk's Office, no later than end of day Friday, 2024 October 25, except Public Member appointments to the Community Peace Officer Oversight Committee and 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.



Nominations Committee Process Options Board, Commission and Committee Appointments



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*.

RECOMMENDATIONS OF THE NOMINATIONS COMMITTEE, 2024 OCTOBER 10:

That Council:

1. Appoint Public Members to the Council Advisory Committee on Housing for terms set out in **Revised** 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;

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

3. Direct Administration to forward the name of the nominated Public Member **in Revised Confidential Attachment 2a** 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, Confidential Attachments 1a – 2d **and Revised Confidential Attachments 1a and 2a** 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*.

Excerpt from the Minutes of the Regular Meeting of the Nominations Committee, 2024 October 10:

“The following documents were distributed with respect to Report N2024-0997:

- Revised Confidential Attachment 1a; and
- Revised Confidential Attachment 2a.”

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.
- 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.

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

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

Service and Financial Implications

No anticipated financial impact

RISK

No anticipated risks.

ATTACHMENTS

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

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

**ISC: UNRESTRICTED
N2024-0997
Page 4 of 4**

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

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

City Clerks: C. Doi / K. Picketts

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*.

Civic Partner Appointments

RECOMMENDATIONS OF THE NOMINATIONS COMMITTEE, 2024 OCTOBER 10:

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;
6. **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, 2024 October 25;**
7. **Approve the Confidential Recommendation contained in Confidential Distribution 1;** and
8. Direct that the Closed Meeting discussions, **Confidential Distribution 1**, **and** 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*.

Excerpt from the Minutes of the Regular Meeting of the Nominations Committee, 2024 October 10:

"Confidential Distribution 1 was distributed with respect to Report N2024-0884."

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.
- 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.

Civic Partner Appointments

- 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 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

**Community Services Report to
Nominations Committee
2024 October 10**

**ISC: UNRESTRICTED
N2024-0884**

Civic Partner Appointments

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

Civic Partner Appointments

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 Uplook: 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)
12. **Confidential Distribution 1**

Department Circulation

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

Author: Kim Mustard, Partnerships

City Clerks: C. Doi / K. Picketts

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.
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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).

Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22

ISC: UNRESTRICTED
C2024-0998

Pro-tem Membership Committee Recommendations for Standing Policy Committee Appointments

PURPOSE

The purpose of this Report is to support Council's appointment of Councillors to the Community Development Committee and the Infrastructure and Planning Committee, the two Standing Policy Committees ("SPCs"), until the 2025 Organizational Meeting of Council.

PREVIOUS COUNCIL DIRECTION

Council adopted the following Motion at the 2022 October 25 Organizational Meeting of Council:

"That with respect to the Pro-tem Membership Committee, all future selection of Pro-tem Members, with the exception of the Standing Policy Committee Chairs, be conducted by the City Clerk by public draw."

RECOMMENDATION(S):

Review By: Do not release Attachment 1.

That Council:

1. Appoint Councillor Walcott and Councillor Sharp, the two current Standing Policy Committee Chairs, and two Councillors identified by public draw, to the Pro-tem Membership Committee, to recommend seven Councillors for appointment to each Standing Policy Committee;
2. Appoint the seven Councillors recommended by the Pro-tem Membership Committee to each of the following Standing Policy Committees, for terms expiring at the 2025 Organizational Meeting of Council:
 - a. Community Development Committee;
 - b. Infrastructure and Planning Committee; and
3. Direct that the Closed Meeting discussions of the Pro-tem Membership Committee and Confidential Attachment 1 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

- In accordance with Procedure Bylaw 35M2017, Council must annually appoint four Councillors to a Pro-tem Membership Committee ("Pro-tem Committee"), whose purpose is to recommend seven Councillors to serve on each SPC for the following year.
- The appointment of Councillors to the Pro-tem Committee ensures appropriate governance and supports effective decision-making.

**Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22**

**ISC: UNRESTRICTED
C2024-0998**

**Pro-tem Membership Committee Recommendations for Standing Policy Committee
Appointments**

DISCUSSION

The membership of the Pro-tem Committee includes the two current SPC Chairs, two Councillors selected by random public draw, and the Mayor as an Ex-Officio Member. The Pro-tem Committee meets during a recess of the Organizational Meeting of Council to recommend Councillors for appointment by Council. After receiving the recommendations of the Pro-tem Committee, Council appoints Councillors to each SPC, having regard for the preferences expressed by the Councillors (Confidential Attachment 1) and the best interests of The City.

EXTERNAL ENGAGEMENT AND COMMUNICATION

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

Councillors provided their preferences for serving on the two SPCs (Confidential Attachment 1).

IMPLICATIONS

Social

Not Applicable

Environmental

Not Applicable

Economic

Not Applicable

Service and Financial Implications

No anticipated financial impact

RISK

No anticipated risks

ATTACHMENTS

1. CONFIDENTIAL – Summary of Councillors' SPC Preferences
2. Presentation

Department Circulation

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

Author: May Ann Cario, City Clerk's Office

Calgary



Pro-tem Membership Committee Recommendations for Standing Policy Committee Appointments

C2024-0998

Organizational Meeting of Council, 2024 October 22

RECOMMENDATIONS

That Council:

1. Appoint Councillor Walcott and Councillor Sharp, the two current Standing Policy Committee Chairs, and two Councillors identified by public draw to the Pro-tem Membership Committee, to recommend seven Councillors for appointment to each Standing Policy Committee;
2. Appoint the seven Councillors recommended by the Pro-tem Membership Committee to each of the following Standing Policy Committees, for terms expiring at the 2025 Organizational Meeting of Council:
 - a. Community Development Committee;
 - b. Infrastructure and Planning Committee; and
3. Direct that the Closed Meeting discussions of the Pro-tem Membership Committee and Confidential Attachment 1 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*.

PREVIOUS COUNCIL DIRECTION

Council adopted the following Motion at the 2022 October 25 Organizational Meeting of Council:

“That with respect to the Pro-tem Membership Committee, all future selection of Pro-tem Members, with the exception of the Standing Policy Committee Chairs, be conducted by the City Clerk by public draw.”

RECOMMENDATIONS

That Council:

1. Appoint Councillor Walcott and Councillor Sharp, the two current Standing Policy Committee Chairs, and two Councillors identified by public draw to the Pro-tem Membership Committee, to recommend seven Councillors for appointment to each Standing Policy Committee;
2. Appoint the seven Councillors recommended by the Pro-tem Membership Committee to each of the following Standing Policy Committees, for terms expiring at the 2025 Organizational Meeting of Council:
 - a. Community Development Committee;
 - b. Infrastructure and Planning Committee; and
3. Direct that the Closed Meeting discussions of the Pro-tem Membership Committee and Confidential Attachment 1 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*.

Law, Legislative Services & Security Report to the
Organizational Meeting of Council
2024 October 22

ISC: UNRESTRICTED
C2024-0999

2024-2025 Council Chamber Seating Plan

PURPOSE

This Report presents an annual, randomly selected Council Chamber seating plan for Council's consideration.

PREVIOUS COUNCIL DIRECTION

Council adopted the proposed 2023-2024 Council Chamber seating plan at the 2023 October 24 Organizational Meeting of Council, effective the 2023 November 7 Regular Meeting of Council, until the conclusion of the 2024 Organizational Meeting of Council (Attachment 1).

RECOMMENDATION(S):

That Council adopt the proposed 2024-2025 Council Chamber seating plan as set out in Attachment 2, effective the first Regular Meeting of Council following the 2024 Organizational Meeting of Council, until the conclusion of the 2025 Organizational Meeting of Council.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

HIGHLIGHTS

- This Report presents a proposed Council Chamber seating plan, selected randomly by the City Clerk, to be effective the first Regular Meeting of Council following the 2024 Organizational Meeting of Council, on 2024 October 29 until the conclusion of the 2025 Organizational Meeting of Council.
- The Council Chamber seating plan has changed annually since 2017 as directed in Notice of Motion C2017-1179, with consideration given to ergonomic and accessibility concerns as identified by Councillors.
- The 2024-2025 Council Chamber seating plan configuration will form the basis of the display of the electronic vote results for Council meetings.

DISCUSSION

The first phase of renovations to Council Chamber that were completed during the 2024 August Council Recess and included improvements to the ergonomics of Council Chamber desks, making all Council Chamber desks height-adjustable, mitigating some ergonomic concerns.

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 checked="" type="checkbox"/> Public communication or engagement was not required |

Following engagement with Councillors to take accessibility and ergonomics into account, the City Clerk randomly drew Councillor names to assign seats in the Council Chamber.

Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22

ISC: UNRESTRICTED
C2024-0999

2024-2025 Council Chamber Seating Plan

IMPLICATIONS

Social

Not Applicable

Environmental

Not Applicable

Economic

Not Applicable

Service and Financial Implications

No anticipated financial impact

RISK

No anticipated risks

ATTACHMENTS

1. Background and Previous Council Direction
2. Proposed 2024-2025 Council Chamber Seating Plan
3. Presentation

Department Circulation

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

Author: Austin Lennox, City Clerk's Office

Background and Previous Council Direction

Background

At the 2017 December 11 Combined Meeting of Council, Notice of Motion Council Chamber Seating, C2017-1179, was adopted, directing the City Clerk’s Office to randomly generate a new seating plan for Councillors after each Organizational Meeting of Council, commencing at the 2018 Organizational Meeting of Council. The Notice of Motion was amended to direct that accessibility and ergonomic issues be considered before the plan is randomly generated. The City Clerk’s Office has brought randomly-generated seating plans, with consideration given to accessibility and ergonomic concerns, to subsequent Organizational Meetings of Council.

Previous Council Direction

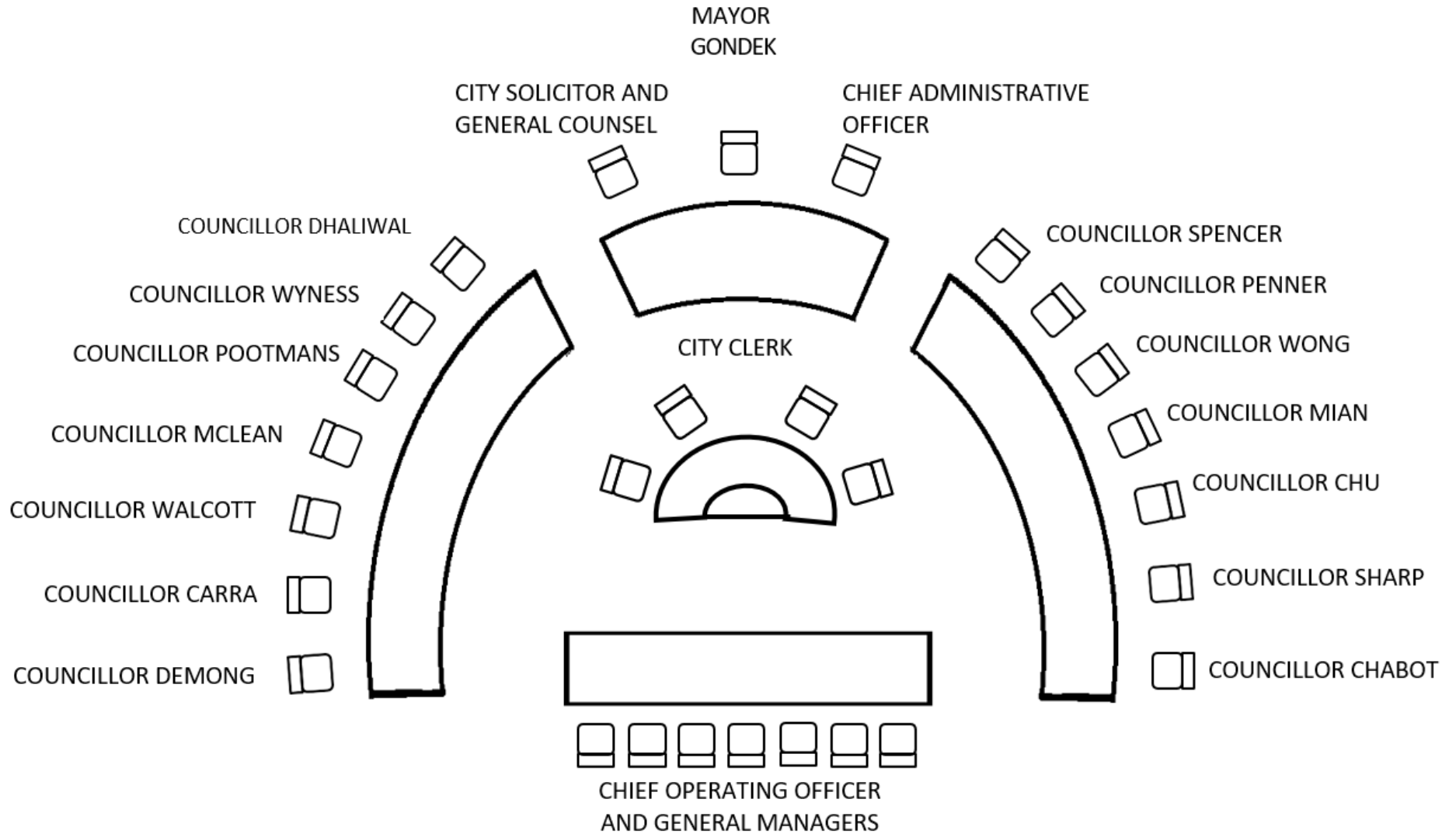
DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2023 October 24	C2023-0893	2023-2024 Council Chamber Seating Plan Council adopted the 2023-2024 Council Chamber seating plan, effective the first Meeting of Council following the 2023 Organizational Meeting of Council.
2022 October 25	C2022-0961	2022-2023 Council Chamber Seating Plan Council adopted the 2022-2023 Council Chamber seating plan, effective the first Meeting of Council following the 2022 Organizational Meeting of Council.
2021 November 1	C2021-1260	2021-2022 Council Chamber Seating Plan Council adopted the 2021-2022 Council Chamber seating plan, effective the first Meeting of Council following the 2021 Organizational Meeting of Council.
2020 October 26	C2020-1181	2020-2021 Council Seating Plan Council maintained their 2019-2020 seating plan for an additional year due to the COVID-19 pandemic effective until the 2021 October Organizational Meeting of Council.

Bylaws, Regulations, Council Policies

None

2019 October 28	C2019-1120	2019-2020 Council Seating Plan Council adopted the proposed 2019-2020 Council Chamber Seating plan as set out in Attachment 1, after amendment.
2018 October 22	C2018-1001	2018-2019 Council Seating Process Council adopted the proposed 2018-2019 Council Chamber Seating plan as set out in Attachment 1, after amendment.
2017 December 11	C2017-1179	Notice of Motion – Council Chamber Seating NOW THEREFORE BE IT RESOLVED after taking into account accessibility and ergonomic issues, that the City Clerk’s Office randomly generate a new seating plan for Members of Council after each Organizational Meeting; AND FURTHER BE IT RESOLVED that these changes come into effect after the Organizational Meeting in 2018.

2024-2025 PROPOSED COUNCIL CHAMBER SEATING PLAN



Calgary



2024-2025 Council Chamber Seating Plan

C2024-0999

Organizational Meeting of Council, 2024 October 22

Recommendation

That Council adopt the proposed 2024-2025 Council Chamber seating plan as set out in Attachment 2, effective the first Regular Meeting of Council following the 2024 Organizational Meeting of Council, until the conclusion of the 2025 Organizational Meeting of Council.

Previous Council Direction

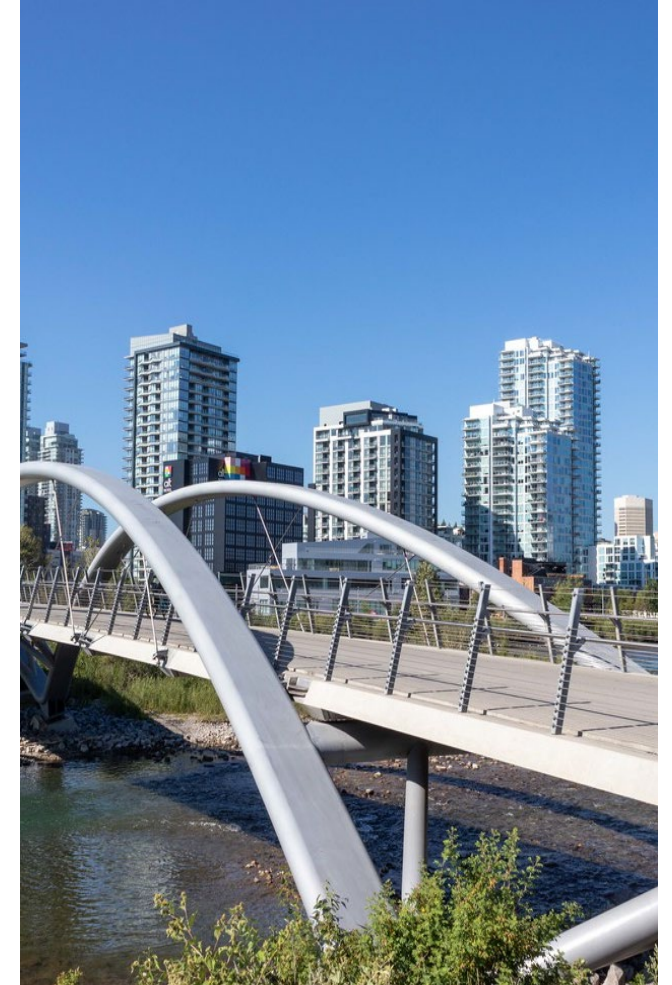
2023 October 24 Organizational Meeting of Council:

Council adopted the 2023-2024 Council Chamber seating plan, effective the 2023 November 7 Regular Meeting of Council, until the conclusion of the 2024 Organizational Meeting of Council.



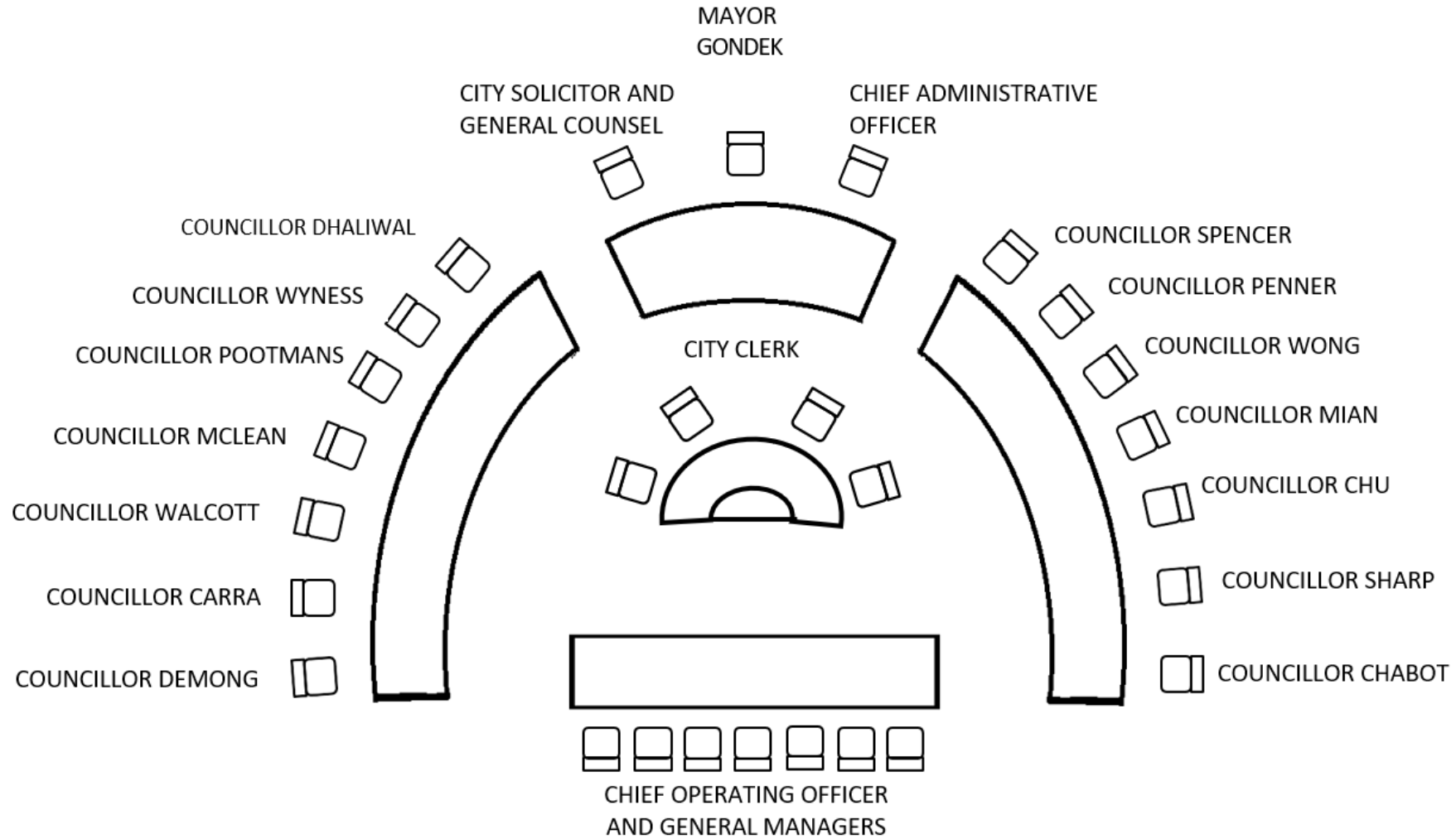
Highlights

- The Council Chamber seating plan has changed annually at the Organizational Meeting of Council since 2017, as directed in Notice of Motion C2017-1179 with consideration given to economic and accessibility concerns.
- Following phase one of Council Chamber renovations completed during the August 2024 Council Recess, all desks can be raised and lowered, addressing some ergonomic concerns.
- The 2024-2025 proposed Council Chamber seating plan was randomly selected by the City Clerk, after consideration was given to ergonomic and accessibility concerns identified by Councillors.
- The seating plan configuration will form the basis of the display of the electronic vote results for Council meetings.





2024-2025 PROPOSED COUNCIL CHAMBER SEATING PLAN



Recommendation

That Council adopt the proposed 2024-2025 Council Chamber seating plan as set out in Attachment 2, effective the first Regular Meeting of Council following the 2024 Organizational Meeting of Council, until the conclusion of the 2025 Organizational Meeting of Council.

**Law, Legislative Services & Security Report to the
Organizational Meeting of Council
2024 October 22**

**ISC: UNRESTRICTED
C2024-1000**

2025 Council Calendar and Deputy Mayor Roster

PURPOSE

This Report recommends a proposed 2025 Council Calendar and a proposed 2025 Deputy Mayor Roster to Council for its adoption. An amendment to the Procedure Bylaw 35M2017 is also proposed, to clarify which meetings can be scheduled between Nomination Day and the Organizational Meeting of Council in the year of a General Election.

PREVIOUS COUNCIL DIRECTION

At the 2023 April 25 Regular Meeting of Council, Council adopted the recommendations in Report EC2023-0206, 2022-2023 White Goose Flying Annual Progress Update, and established an annual Regular Council Meeting with an Indigenous Focus during the month of September, starting in 2024. At the 2023 October 24 Organizational Meeting of Council, Council adopted the proposed 2024 Council Calendar and proposed 2024 Deputy Mayor Roster.

RECOMMENDATIONS:

That Council:

1. Amend Procedure Bylaw 35M2017 by giving three readings to Proposed Bylaw 35M2024 in Attachment 1.
2. Adopt the proposed 2025 Council Calendar in Attachment 2; and
3. Adopt the proposed 2025 Deputy Mayor Roster in Attachment 3.

CITY MANAGER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

HIGHLIGHTS

- The Procedure Bylaw requires that Council annually adopt a schedule of meetings for the subsequent year (“a Council Calendar”) and a roster of Deputy Mayors for the following year.
- An effective annual Council Calendar ensures that Members of Council and Administration can plan, coordinate, and bring forward work relating to Council’s priorities for the upcoming year.
- Section 193 of the *Municipal Government Act* (“MGA”) requires that all Members of Council be present, in person or remotely, when a Council Calendar is adopted.
- Section 152 of the MGA also requires that Council must appoint one or more councillors as deputy chief elected officials (“Deputy Mayors”) who can act as the chief elected official (“Mayor”), one at a time, when the Mayor is unable to perform the duties of the Mayor or if the Office of the Mayor is vacant.
- As a General Election will be held in 2025, amendments to Section 130 of the Procedure Bylaw are recommended to:
 - clarify that meetings of City Boards, Commissions, and Committees such as the Calgary Planning Commission may be scheduled between Nomination Day and the Organizational Meeting following the General Election; and

**Law, Legislative Services & Security Report to the
Organizational Meeting of Council
2024 October 22**

**ISC: UNRESTRICTED
C2024-1000**

2025 Council Calendar and Deputy Mayor Roster

- further clarify that Council may hold a Special Council meeting in accordance with Section 194 of the MGA.

DISCUSSION

Council Calendar

The proposed 2025 Council Calendar (Attachment 2) reflects the following framework:

1. Council Meetings:
 - Council Meetings are scheduled on Tuesdays wherever possible.
 - Additional Regular Council Meetings are scheduled for the following specific topics:
 - Organizational Meeting of Council (Part I: 2025 October 29, and Part II: 2025 November 3);
 - The 2025 October 29 Organizational Meeting of Council will:
 - commence with the Swearing-In Ceremony at 6:00 p.m. on 2025 October 29; and
 - reconvene on 2025 November 3 for Council to appoint Members of Council to Council Committees;
 - Boards, Commissions, and Committees (2025 May 22, and 2025 December 4);
 - The December Boards, Commissions, and Committees (“BCCs”) meeting will be exclusively for appointing Public Members to BCCs.
 - Section 3 of the Election Year Continuity of Council’s Citizen Appointments Bylaw 54M2021 provides that “any Council appointed member of a Board, Commission, or Committee whose term expires on the day of council’s Organization Meeting in the year in which a general election is held under the *Local Authorities Election Act* may continue to serve until that member’s successor is appointed by council”;
 - Indigenous Focus Meeting (2025 September 15); and
 - 2023-2026 Service Plans and Budgets (2025 November 10 and 2025 November 24-28).
 - Strategic Council Meetings are scheduled for March, June, September, and December.
2. Council Committee Meetings:
 - Standing Policy Committees: monthly on a Wednesday or Thursday (full day), except the 2025 July 21 meeting of Infrastructure and Planning Committee.
 - Standing Specialized Committees: monthly or quarterly, on a Tuesday, Wednesday, or Thursday (half day).
 - Audit Committee: 10 monthly meetings on Thursday (half day).
 - Meetings that are scheduled at the call of the Chair are added to a consolidated convenience copy of the Council Calendar by the City Clerk and published on Calgary.ca as required.
3. City BCC Scheduling:
 - Section 19 of the Procedure Bylaw provides that “other City BCCs shall meet as soon as possible after the Organizational Meeting of Council to set their annual

**Law, Legislative Services & Security Report to the
Organizational Meeting of Council
2024 October 22**

**ISC: UNRESTRICTED
C2024-1000**

2025 Council Calendar and Deputy Mayor Roster

meeting schedule, with input from the City Clerk, to minimize conflict between meetings and to ensure proper and timely notification of the public.”

- Meetings of City BCCs such as the Calgary Planning Commission are not reflected on the proposed Council Calendar for Council’s adoption; however, their meeting schedules will be included for convenience in the Council Calendar made available on calgary.ca.
4. The proposed dates for the Wholly Owned Subsidiaries Annual General Meetings in May and June are indicated on the 2025 Council Calendar in green.
5. No Council and Council Committee meetings are scheduled on statutory holidays and the following dates:
- Calgary Board of Education Spring Break (March 24–28);
 - Calgary Catholic School District Easter Break (April 21–25);
 - Travel to the Federation of Canadian Municipalities Conference (May 28);
 - Federation of Canadian Municipalities Conference (May 29 – June 1);
 - Calgary Stampede (July 4-13);
 - August Council Recess (August 1-31);
 - Alberta Municipalities Convention and Trade Show (November 12-14); and
 - Year-End Recess (December 25-31).

Deputy Mayor Roster

Each year, 12 Councillors are selected to serve as Deputy Mayor. Councillors Carra and Chu did not serve as Deputy Mayor during 2024. They have been proposed to serve as Deputy Mayor for 2025 January and February, allocated randomly. A random draw of the remaining Councillors and incoming Councillors following the 2025 General Election was conducted for the months of 2025 March to December and the proposed 2025 Deputy Mayor Roster reflects the order of Councillors drawn.

The Deputy Mayor for October will serve until the Organizational Meeting of Council (Part I – Swearing in Ceremony) on 2025 October 29. The Deputy Mayor for November will serve from the Swearing in Ceremony on 2025 October 29 through 2025 November 30.

Once the Deputy Mayor Roster is adopted by Council at the Organizational Meeting of Council, monthly Deputy Mayor assignments will be reflected in the full year consolidated copy of the 2025 Council Calendar available on calgary.ca.

EXTERNAL ENGAGEMENT AND COMMUNICATION

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

The City Clerk’s Office engaged Members of Council, Administration, and Council Committee resource staff about the proposed 2025 Council Calendar.

Law, Legislative Services & Security Report to the
Organizational Meeting of Council
2024 October 22

ISC: UNRESTRICTED
C2024-1000

2025 Council Calendar and Deputy Mayor Roster

IMPLICATIONS

Social

Not Applicable

Environmental

Not Applicable

Economic

Not Applicable

Service and Financial Implication

No anticipated service or financial impact

RISK

Not applicable

ATTACHMENTS

1. Proposed Bylaw 35M2024
2. Proposed 2025 Council Calendar
3. Proposed 2025 Deputy Mayor Roster
4. Background and Previous Council Direction
5. 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: Brent Dufault, City Clerk's Office

PROPOSED

C2024-1000
ATTACHMENT 1

BYLAW NUMBER 35M2024

BEING A BYLAW OF THE CITY OF CALGARY TO AMEND THE PROCEDURE BYLAW 35M2017

WHEREAS Council has considered Report C2024-1000 and deems it necessary to amend the Procedure Bylaw 35M2017;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CALGARY ENACTS AS FOLLOWS:

1. The Procedure Bylaw 35M2017 as amended, is hereby further amended.
2. Section 130 is deleted and the following is substituted as sections 130(1) and 130(2):

“130. (1) In the year of a *General Election*, no *Council* or *Council Committee* meeting is to be scheduled between Nomination Day, as defined in the *Local Authorities Election Act*, and the Organizational meeting following that *General Election*.

(2) Subsection (1) does not apply to the holding of a special *Council* meeting in accordance with section 194 of the *Municipal Government Act*.”
3. This Bylaw comes into force on the day it is passed.

READ A FIRST TIME ON _____

READ A SECOND TIME ON _____

READ A THIRD TIME ON _____

MAYOR

SIGNED ON _____

CITY CLERK

SIGNED ON _____



COUNCIL MEETINGS
STANDING POLICY COMMITTEE MEETINGS
STANDING SPECIALIZED COMMITTEE MEETINGS
VARIOUS COMMITTEES OF COUNCIL MEETINGS
Updated: 2024 October 11

2025

January						
Deputy Mayor: Councillor						
Su	Mo	Tu	We	Th	Fr	Sa
			H	2	3	4
5	6	7	8	9	10	11
12	13	PH	15	16	17	18
19	20	EC	22	23	24	25
26	27	R	29	30	31	

February						
Deputy Mayor: Councillor						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	PH	5	6	7	8
9	10	EC	12	13	14	15
16	H	18	19	20	21	22
23	24	R	26	27	28	

March						
Deputy Mayor: Councillor						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	PH	5	6	7	8
9	10	EC	12	13	14	15
16	SC	R	19	20	21	22
23	24	25	26	27	28	29
30	31	CBE Spring break Mar 24 - 28				

April						
Deputy Mayor: Councillor						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	PH	9	10	11	12
13	14	EC	16	17	H	19
H	21	22	23	24	25	26
27	28	R	30			
CCSD Easter break Apr 21-25						

May						
Deputy Mayor: Councillor						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	PH	7	8	9	10
11	12	EC	14	15	16	17
18	H	20	21	22	WOS	24
25	26	R	28	29	30	31
FCM May 29-June 1 Reserved for WOS AGMs May 23						

June						
Deputy Mayor: Councillor						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	SC	4	5	6	7
8	9	PH	11	12	13	14
15	16	EC	18	19	WOS	21
22	23	R	25	26	27	28
29	30					
Reserved for WOS AGMs June 20						

July						
Deputy Mayor: Councillor						
Su	Mo	Tu	We	Th	Fr	Sa
		H	2	3	4	5
6	7	8	9	10	11	12
13	14	PH	16	17	18	19
20	21	EC	23	24	25	26
27	28	R	30	31		
Stampede week July 4 - 13						

August						
Deputy Mayor: Councillor						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	August Council Recess					

September						
Deputy Mayor: Councillor						
Su	Mo	Tu	We	Th	Fr	Sa
	H	2	3	4	5	6
7	EC	PH	10	11	12	13
14	R-IR	R	SC	18	19	20
21	*ND	23	24	25	26	27
28	29	H				
*Nomination Day Sept 22						

October						
*Deputy Mayor: Councillor						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	H	14	15	16	17	18
19	*E	21	22	23	24	25
26	27	28	O ¹	30	31	
** Deputy Mayor until Oct. 29						

November						
*Deputy Mayor: Councillor						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	O ²	4	5	6	7	8
9	R-B	H	12	13	14	15
16	EC	PH	19	20	21	22
23	R-B	R-B	R-B	R-B	R-B	29
30	*Also Deputy Mayor for Oct 29 pm, 30 and 31 / AB Municipalities Nov 12-14					

December						
Deputy Mayor: Councillor						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	SC-P	EC	10	11	12	13
14	15	PH	17	18	19	20
21	22	R	24	H	H	27
28	29	30	31			
Year-End Recess Dec 25-31						

Unless otherwise noted, meetings begin at 9:30 a.m. and continue at 1:00 p.m. the next day, if necessary.

COUNCIL MEETINGS:

- PH** Public Hearing Council Meeting
- SC** Strategic Council Meeting
- SC-P** Strategic Council Meeting - Annual Planning Session
- R** Regular Council Meeting
- R-B** 2023 - 2026 Service Plans and Budgets
- R-CC** Boards, Commissions and Committees
- R-IR** Indigenous Focus
- O¹** Part 1 Organizational Council Meeting Swearing-In Ceremony at 6:00 pm
- O²** Part 2 Organizational Council Meeting
- Dates Reserved for Other Meetings:**
- WOS** Wholly Owned Subsidiaries AGM

STANDING POLICY COMMITTEES:

- Community Development Committee**
- Infrastructure and Planning Committee**
- Civic Partners (no public presentations)**
- Committee on the top begins at 9:30 a.m.
- Committee on the bottom begins at 1:00 p.m.
- H** No meetings/Holiday
- *ND** Nomination Day
- *E** Election Day

STANDING SPECIALIZED COMMITTEES:

- EC** Executive Committee
- IGA** Intergovernmental Affairs Committee
- AC** Audit Committee
- CSC** Council Services Committee
- N** Nominations Committee
- VARIOUS COMMITTEES OF COUNCIL:**
(to be added as scheduled throughout 2025)
- CPC** Calgary Planning Commission
- GLB** Green Line Board
- EM** Emergency Management Committee
- ECC** Event Centre Committee
- MSF** Multisport Fieldhouse Committee

Proposed 2025 Deputy Mayor Roster

January	Councillor Carra
February	Councillor Chu
March	Councillor Wyness
April	Councillor Sharp
May	Councillor Wong
June	Councillor Chabot
July	Councillor Dhaliwal
August	Councillor Pootmans
September	Councillor Penner
October 1-29 until the Swearing-In Ceremony	Councillor Walcott
*November	Ward 13 Councillor
December	Ward 12 Councillor

***Note: Includes October 29, 30, 31 and November**

Background and Previous Council Direction

Background

At the annual Organizational Meeting of Council, a Council Calendar and Deputy Mayor Roster must be established by Council as directed by Sections 9 and 16 of Procedure Bylaw 35M2017.

On 2023 April 25, Council adopted a motion directing Administration to establish an Indigenous Focus Meeting of Council, to be held each September starting in the 2024 calendar year.

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2023 April 25	EC2023-0206	<p>Establishment of an Indigenous Focus Meeting of Council</p> <p>At its 2023 April 25 Regular Meeting, Council resolved to:</p> <ol style="list-style-type: none">1. Establish an annual Regular Council Meeting with an Indigenous focus during the month of September, starting in 2024;2. Direct Administration to incorporate the additional Regular Council Meeting into the Council Calendar for consideration at the annual Organizational Meeting of Council; and3. Direct Administration to bring the next Progress Report on White Goose Flying to the 2024 September meeting of Council.

Bylaws, Regulations, Council Policies

1. Council and Council Committee Meeting Scheduling by Council Calendar

Procedure Bylaw 35M2017

Section 16 of the Procedure Bylaw provides Council with the following direction for establishing an annual Council Calendar:

16. (1) Annually, *Council* will adopt a schedule of meetings for the subsequent year (a Council Calendar).

- (2) *All Members of Council* must be present at the meeting when a Council Calendar is adopted.
- (3) Notice for meetings scheduled in a Council Calendar which has been adopted by *Council* need not be given.

Municipal Government Act

Section 193 of the *Municipal Government Act* provides Council with the following direction for establishing an annual Council Calendar:

- 193(1) A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times, and places.
 - (2) Notice of regularly scheduled meetings need not be given.
 - (3) If council changes the date, time, or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change.
 - (a) to any councillors not present at the meeting at which the change was made, and
 - (b) to the public.

2. Deputy Mayor and Deputy Mayor Roster

Procedure Bylaw 35M2017

Section 9 of the Procedure Bylaw provides Council with the following direction for establishing the Deputy Mayor Roster:

9.
 - (1) *Council*, at its Organizational meeting, shall adopt a roster of *Deputy Mayors* for the following year.
 - (2) If the *Mayor* is absent from a meeting of *Council*, the *Deputy Mayor* assigned on the roster shall preside. If the assigned *Deputy Mayor* is also absent, the next *Deputy Mayor* in the adopted rotation shall preside, and so on.

Municipal Government Act

Section 152 of the *Municipal Government Act* provides Council with the following direction for establishing a Deputy Mayor Roster:

- 152 (1) A council must appoint one or more councillors as deputy chief elected official so that
- (a) only one councillor will hold that office at any one time, and
 - (b) the office will be filled at all times.
- (2) A deputy chief elected official must act as the chief elected official
- (a) when the chief elected official is unable to perform the duties of the chief elected official, or
 - (b) if the office of the chief elected official is vacant.
- (3) A council may appoint a councillor as an acting chief official to act as the chief elected official
- (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
 - (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

Calgary



2025 Council Calendar and Deputy Mayor Roster

C2024-1000

Organizational Meeting of Council, 2024 October 22

That Council:

1. Amend Procedure Bylaw 35M2017 by giving three readings to Proposed Bylaw 35M2024 in Attachment 1.
2. Adopt the proposed 2025 Council Calendar in Attachment 2; and
3. Adopt the proposed 2025 Deputy Mayor Roster in Attachment 3.

Previous Council Direction

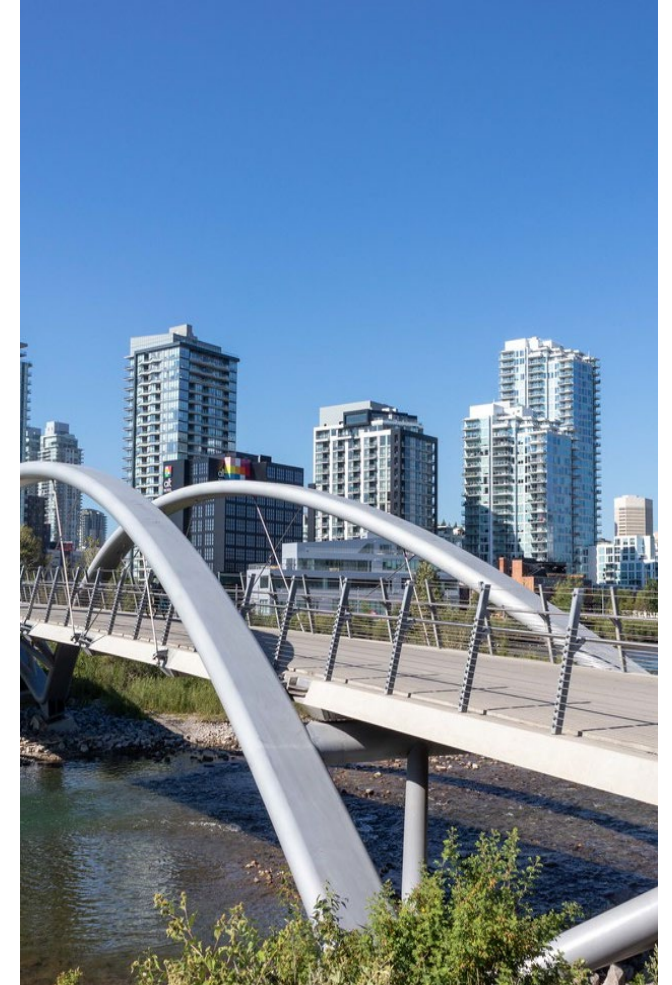
2023 April 25 Regular Meeting of Council

That Council:

1. Establish an annual Regular Council Meeting with an Indigenous focus during the month of September, starting in 2024;
2. Direct Administration to incorporate the additional Regular Council Meeting into the Council Calendar for consideration at the annual Organizational Meeting of Council; and
3. Direct Administration to bring the next Progress Report on White Goose Flying to the 2024 September meeting of Council.

Highlights

- The Procedure Bylaw 35M2017 requires that Council annually adopt a schedule of meetings for the subsequent year (Section 16) and establish a Deputy Mayor Roster (Section 9).
- The Municipal Government Act (“MGA”) requires all Members of Council to be in attendance, in person or remotely, to adopt the Council Calendar.
- As a General Election will be held in 2025, amendments to Section 130 of the Procedure Bylaw are recommended to clarify the types of meetings that may be scheduled between Nomination Day and the Organizational Meeting.
- The MGA requires that a deputy elected official (“Deputy Mayor”) act as the chief elected official (“Mayor”) when the Mayor is unable to perform the duties of the mayor or if the office of the mayor is vacant.



That Council:

1. Amend Procedure Bylaw 35M2017 by giving three readings to Proposed Bylaw 35M2024 in Attachment 1.
2. Adopt the proposed 2025 Council Calendar in Attachment 2; and
3. Adopt the proposed 2025 Deputy Mayor Roster in Attachment 3.

Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22

ISC: UNRESTRICTED
C2024-0892

Authorization to Cover Meeting Costs of Council Representative to the Federation of Canadian Municipalities

PURPOSE

This Report recommends that Council authorize costs of Council representation at the Federation of Canadian Municipalities (“FCM”) National Board of Directors meetings, as required by FCM.

PREVIOUS COUNCIL DIRECTION

At its 2023 October 24 Organizational Meeting, Council adopted a motion to agree to cover all reasonable costs incurred in accordance with the Councillors’ Budgets and Expenses Bylaw 36M2021, of attendance at meetings of the Federation of Canadian Municipalities National Board of Directors for its Member of Council Representative to the Board of Directors; with such costs to be charged to Corporate Costs.

RECOMMENDATION:

That Council agrees to cover all reasonable costs, incurred in accordance with the Councillors’ Budgets and Expenses Bylaw 36M2021, of attendance at meetings of the Federation of Canadian Municipalities National Board of Directors for its Member of Council Representative to the Board of Directors; such costs are to be charged to Corporate Costs.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

HIGHLIGHTS

- At its annual Organizational Meeting of Council, Council selects a Member of Council to represent Council as a Director on the National Board of Directors of the FCM.
- The FCM requires an annual Council resolution confirming that costs for The City’s Director to attend FCM Board of Directors meetings will be covered by The City of Calgary.
- The FCM advocates on behalf of municipalities to be sure their citizens’ needs are reflected in federal policies and programs. Having a Member of Council participate on FCM’s Board of Directors ensures that The City of Calgary’s priorities are represented.

DISCUSSION

As part of its annual appointments to Boards, Commissions and Committees, Council nominates a member of Council to serve as a director on FCM’s National Board of Directors. FCM’s policies require nominees to have the approval of the municipality they represent, including a resolution confirming that the municipality will assume the costs associated with attendance at Board of Directors Meetings.

Section 3.04(i) of Bylaw No. 1 of the Federation of Canadian Municipalities (“Bylaw No. 1”) provides that there are seven Directors representing Alberta, including one nominee selected by The City of Calgary. Section 3.13 of Bylaw No. 1 provides that the “Board shall meet at least three (3) times annually. Provided that all Directors consent, meetings may be held in person, by telephone, internet, or other electronic means of conferencing.”

Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22

ISC: UNRESTRICTED
C2024-0892

Authorization to Cover Meeting Costs of Council Representative to the Federation of Canadian Municipalities

Section 3.07 of FCM's Bylaw No. 1 requires that all director nominees are approved by the Municipal Member to which they belong. FCM requires written approval and a Council resolution confirming that the Municipal Member agrees to assume all costs associated with its representative attending board meetings.

The *Councillors' Budgets and Expenses Bylaw 36M2021* ("the Bylaw") applies to expenses for attending FCM Board of Directors Meetings. Out of town travel expenses must comply with the Accounts Payable Policy and supporting procedures: expenses must be "Reasonable Expenses," defined in Section 3.1(d) of Schedule "A" of the Bylaw, as one "...that demonstrates prudence, good judgement, moderation and is defensible to an impartial observer or citizen of Calgary." Section 22 of the Bylaw allows that "any Councillor elected to the FCM Board may also attend the FCM Annual Board of Director's Meetings (up to two nights)."

EXTERNAL ENGAGEMENT AND COMMUNICATION

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

IMPLICATIONS

Social

Not applicable

Environmental

Not applicable

Economic

Not applicable

Service and Financial Implications

No anticipated financial impact

RISK

Not applicable

ATTACHMENTS

1. Background and Previous Council Direction
2. Presentation

Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22

ISC: UNRESTRICTED
C2024-0892

**Authorization to Cover Meeting Costs of Council Representative to the Federation
of Canadian Municipalities**

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: Connor Molineaux, City Clerk's Office

Background and Previous Council Direction

Background

Council annually adopts a resolution confirming that Council will cover the costs associated with its representative's attendance at the Federation of Canadian Municipalities ("FCM") National Board of Directors meetings. The FCM's board election regulations require written confirmation and a Council resolution confirming these costs will be covered by the Member Municipality that each director represents.

Previous Council Direction

At its 2023 October 24 Organizational Meeting, Council adopted a motion to agree to cover all reasonable costs incurred in accordance with the Councillors' Budgets and Expenses Bylaw 36M2021, of attendance at meetings of the Federation of Canadian Municipalities National Board of Directors for its Member of Council Representative to the Board of Directors; with such costs to be charged to Corporate Costs.

Bylaws, Regulations, Council Policies

Bylaw No. 1 of the Federation of Canadian Municipalities

Section 3.04 of Bylaw No.1 provides:

- 3.04 **Elected Directors.** The nomination of the elected Directors shall take place in accordance with the following process:
- (i) Directors Representing Alberta. There shall be seven (7) Directors representing Alberta, consisting of: one (1) nominee selected by each of the Affiliate Members (Alberta Urban Municipalities Association, Alberta Association of Municipal Districts and Counties): one (1) nominee selected by the City of Calgary; one (1) nominee selected by the City of Edmonton; nominees selected by the Accredited Representatives of its Municipal Members, provided that one (1) of the nominees shall hold municipal office in a Municipal Member recognized as rural (counties, municipal districts and certain specialized municipalities) and the remaining two (2) nominees shall hold municipal office in a Municipal Member, other than Calgary or Edmonton, that is recognized as urban (cities, towns, villages and certain specialized municipalities). Persons seeking to be nominated as a Director from a specialized municipality shall be permitted to seek nomination either for the urban or rural Director position, but not both.

Federation of Canadian Municipalities Elections Procedure Policy

2.0 ELIGIBILITY TO SEEK ELECTION

In addition to the requirements of the Canada Not-for-Profit Corporations Act, each person seeking election to the FCM Board of Directors shall:

- a) be an elected municipal official;

- b) have the written approval of their Municipal or Affiliate Member to participate on FCM's Board of Directors, confirming that the Municipal or Affiliate Member will cover any costs related to the candidate's participation in FCM meetings (if elected). The candidate will submit
- a signed consent form (provided by FCM, available on our website), and
 - an official copy of a resolution endorsed by the Municipal Member or letter of endorsement in the case of an Affiliate Member; and
- c) be able to fulfill their fiduciary duties, act in the highest ethical standards and understand and adhere to FCM's Code of Ethical Conduct and Harassment Policy, which are set forth as appendix "A" of the Bylaws.

Councillors' Budgets and Expenses Bylaw 36M2021

Section 3.1(d) of Schedule "A" provides Council with the following direction on "reasonable expenses"

3.1. In this policy:

- d. "Reasonable expense" means an expense that demonstrates prudence, good judgement, moderation, and is defensible to an impartial observer or citizen of Calgary;



Authorization to Cover Meeting Costs of Council Representative to the Federation of Canadian Municipalities

C2024-0892

Organizational Meeting of Council, 2024 October 22

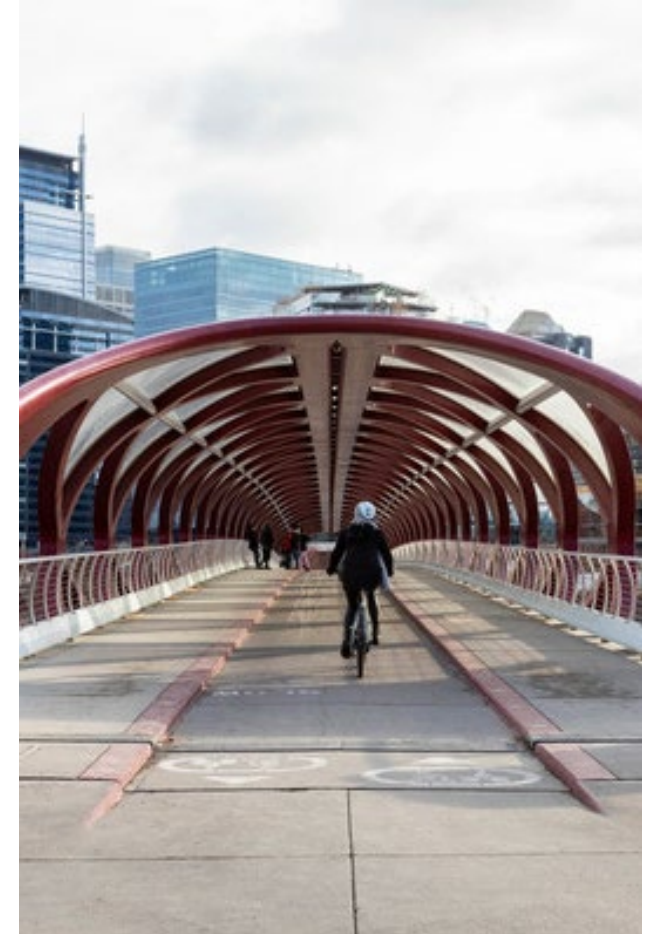


Recommendation

That Council agrees to cover all reasonable costs, incurred in accordance with the Councillors' Budgets and Expenses Bylaw 36M2021, of attendance at meetings of the Federation of Canadian Municipalities National Board of Directors for its Member of Council Representative to the Board of Directors; such costs are to be charged to Corporate Costs.

Highlights

- At its annual Organizational Meeting of Council, Council selects a Member of Council to represent Council on the National Board of Directors of the Federation of Canadian Municipalities (“FCM”).
- The FCM requires a resolution of Council each year confirming that costs for attendance of the appointed Director at meetings of the FCM Board of Directors will be covered by The City of Calgary.
- The FCM advocates on behalf of municipalities to be sure their citizens’ needs are reflected in federal policies and programs. Having a Member of Council participate on FCM’s Board of Directors ensures that The City of Calgary’s priorities are represented.



Recommendation

That Council agrees to cover all reasonable costs, incurred in accordance with the Councillors' Budgets and Expenses Bylaw 36M2021, of attendance at meetings of the Federation of Canadian Municipalities National Board of Directors for its Member of Council Representative to the Board of Directors; such costs are to be charged to Corporate Costs.

Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22

ISC: UNRESTRICTED
C2024-1015

Boards, Commissions and Committees Public Member Remuneration and Expense Policy

PURPOSE

The purpose of this Report is to recommend the adoption of a revised proposed Council Policy on *Remuneration and Expenses for Public Members serving on Council-established Boards, Commissions and Committees* (“the proposed Council Policy”). Since it was endorsed by Council at its 2024 March 19 Regular Meeting, the proposed Council Policy has been revised in response to Council’s direction to lower indirect costs and increase efficiencies associated with processing expense reimbursements.

PREVIOUS COUNCIL DIRECTION

On 2024 March 19, Council endorsed the proposed Council Policy and directed Administration to return to the 2024 Organizational Meeting of Council with changes to the proposed Council Policy.

RECOMMENDATIONS:

That with respect to Report C2024-1015, the following be adopted:

That Council:

1. Adopt the proposed Council Policy on *Remuneration and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees* (Attachment 1), to be effective 2026 January 1 if related adjustments to Service Plans and Budgets are adopted at the 2024 November 5 Regular Meeting of Council on Service Plans and Budgets; and
2. Direct that Confidential Attachment 2 remain confidential pursuant to sections 24 (Advice from officials) and 27 (Privileged information) 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

- The proposed Council Policy recognizes the value of volunteer Public Member contributions to civic decision-making and promotes equity and the reduction of barriers to participation.
- The proposed Council Policy includes lowered indirect costs and increased efficiencies associated with processing expense reimbursements.
- Implementing the proposed Council Policy is expected to increase public interest in participation on Council-established Boards, Commissions and Committees (“BCCs”), contributing to good governance.
- The proposed Council Policy is aligned with Council’s Strategic Direction to build social resilience by promoting community engagement and participation.

Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22

ISC: UNRESTRICTED
C2024-1015

Boards, Commissions and Committees Public Member Remuneration and Expense Policy

- Proposed Council Policy Changes, a new Indirect Cost Estimate, and In-Scope BCC Costs can be found in Attachments 3, 4, and 5, respectively.

DISCUSSION

Since Council endorsed the proposed Council Policy, changes have been made, as outlined in Attachment 3, to lower indirect costs associated with processing expense reimbursements. The proposed stipend rates in Schedule 1 of the proposed Council Policy have been increased to account for the elimination of some expense reimbursements. Through direct engagement of individual BCCs to refine cost estimates, the estimate of annual direct costs such as stipends for Public Members and expense reimbursement has also decreased. From 2026 onwards, the total estimated reduction in cost amounts to approximately \$230,000 annually.

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 checked="" type="checkbox"/> Public communication or engagement was not required |

The City Clerk's Office consulted with Human Resources, Law, Payroll, Finance, Accounts Payable, Calgary Parking Authority, and various taxi companies in order to determine how to minimize the processing of expense claims. Finance was able to reduce its estimate of required resources by 1 Full-Time Equivalent ("FTE"). Each BCC was engaged to refine cost estimates associated with implementation of the Council Policy, as outlined in Attachment 5.

IMPLICATIONS

Social

Adoption of the proposed Council Policy would promote equity and reduce barriers to participation on Council-established BCCs. The proposed Council Policy aligns with *The Social Wellbeing Policy*, CP2019-01 and, if implemented, a more diverse range of community members would be expected to apply to be Public Members.

Environmental

Not applicable.

Economic

Not applicable.

Service and Financial Implications

Existing operating funding – base

If approved, increases to Departmental budgets would be required to pay the costs of remuneration, in the form of a stipend, and expense reimbursements for Public Members who are not currently receiving those payments, as well as additional temporary and permanent resources required to design, develop, and implement new processes, including:

**Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22**

**ISC: UNRESTRICTED
C2024-1015**

**Boards, Commissions and Committees Public Member Remuneration and Expense
Policy**

- City Clerk's Office - two additional temporary resources to support implementation of the Council policy and one permanent resource to support the anticipated increased recruitment workload, and deliver ongoing training for expenses and stipends;
- Stipend and Expense Payments - one permanent resource to process transactions.
- Departmental Administrative Resources - additional resources may be required to administer and manage stipends and expenses.

Year one (2025) estimated costs, to support development of procedures, training and implementation are \$383,000. Year two (2026) estimated costs, being the first year that the proposed Council Policy is to be in effect, would be \$1,150,000. Estimated costs for year three and onwards (2027+) would be \$870,000.

From 2025 onwards, each Department will be responsible for independently determining and submitting adjustments to Service Plans and Budgets required to support costs of implementing the proposed Council Policy for BCCs that they are responsible for supporting.

RISK

Implementation of the proposed Council Policy is dependent on Council allocating sufficient budget to meet the direct and indirect costs of implementing the Council Policy; however, those budget allocations will not be considered until Council's Meeting on Mid-Cycle Adjustments to Service Plans and Budgets in 2024 November. Additional legal risks and associated measures that will be implemented to mitigate them have been identified by the Law Department and are presented in Confidential Attachment 2.

ATTACHMENTS

1. Proposed Council Policy
2. CONFIDENTIAL Legal Risk Analysis
3. Proposed Council Policy Changes
4. Indirect Cost Estimate Summary
5. In-Scope BCCs Costs
6. Background and Previous Council Direction
7. Presentation

**Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22**

**ISC: UNRESTRICTED
C2024-1015**

**Boards, Commissions and Committees Public Member Remuneration and Expense
Policy**

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen (City Solicitor & General Counsel)	Law, Legislative Services and Security	Approve
Katarzyna Martin (City Clerk/ Director)	Law, Legislative Services and Security	Approve
Carla Male (Chief Financial Officer/General Manager)	Corporate Planning and Financial Services	Consult
Chris Arthurs (General Manager)	People, Innovation and Collaboration Services	Consult
David Duckworth (Chief Administrative Officer)	Chief Administrator's Office	Inform
Stuart Dalglish (Chief Operating Officer)	Chief Operating Officer	Inform
Katie Black (General Manager)	Community Services	Inform
Debra Hamilton (General Manager)	Planning and Development Services	Inform
Doug Morgan (General Manager)	Operational Services	Inform
Michael Thompson (General Manager)	Infrastructure Services	Inform

Author: Jeremy Wong and Lyndsay Morrison, City Clerk's Office



Council Policy

Policy Title: Remuneration and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees
Policy Number: [To be assigned]
Report Number: C2024-1015
Adopted by/Date: Council / [Date Council policy was adopted]
Effective Date: 2026 January 01
Last Amended:
Policy Owner: City Clerk's Office

1. POLICY STATEMENT

- 1.1. Boards, Commissions and Committees (BCCs) provide *Council* with advice, decisions and recommendations and make adjudications regarding important civic matters. BCCs have an important role in bringing together Calgarians, *Council* and The City of Calgary Administration in achieving the common purpose of building and strengthening the community, and ensuring that the collective interests of Calgarians are well served.
- 1.2. *Public Members* of BCCs provide valuable skills, expertise, experience and perspectives that contribute to good governance and strengthen relationships with Calgarians.
- 1.3. This Council Policy shall be interpreted in a manner consistent with the promotion of equity, the reduction of barriers for Calgarians to participate as *Public Members* of BCCs, and the advancement of *Council's* strategic priorities.
- 1.4. This Council Policy shall be reviewed in alignment with requirements of the Council Policy on the *Council Policy Program* (CC046), to ensure that the reimbursement of expenses, and the payment of remuneration in the form of stipends, to *Public Members* continues to reflect best practices.
- 1.5. This Council Policy will be available on The City of Calgary's website and can be viewed by anybody prior to making an application for a *Council* appointment to a *City BCC*.

2. PURPOSE

- 2.1. The purpose of this Council Policy is:
 - 2.1.1. To establish a framework for the equitable remuneration of *Public Members* for their service on *Council*-established *City BCCs*.
 - 2.1.2. To acknowledge that stipends and the reimbursement of expenses recognize the value of the service and contributions of volunteer *Public Members* to *City BCCs*, including subject-matter expertise and lived experience.

- 2.1.3. To provide stipends and reimbursement of expenses to promote a reduction of barriers to participation on *City BCCs* and create opportunities for participation by traditionally underrepresented groups.

3. **DEFINITIONS**

In this Council Policy:

- a. "Administration Member" means an employee of The City of Calgary who has been appointed to a *City BCC*, or their designate. An *Administration Member* may or may not be a voting member of a *City BCC*;
- b. "Administrative Resource" means an employee of The City of Calgary who is assigned as a subject-matter expert or administrative support to a *City BCC*. An *Administrative Resource* is not a member of a *City BCC*;
- c. "Administrative Tribunal" means an independent quasi-judicial body that conducts hearings on individual cases, issues written decisions, is governed by the rules of administrative law and whose members are appointed by *Council*;
- d. "Business Improvement Area" ("BIA") means a *BIA* established under the *Municipal Government Act*, RSA 2000, c M-26;
- e. "Civic Partner" means a Partner as set out in the *Investing in Partnerships Policy* (CP2017-01), as amended from time to time, that falls within the Civic Partner Partnership Categories;
- f. "City Board, Commission or Committee" ("City BCC") means a board, commission, committee, subcommittee or other body established by *Council* under the *Municipal Government Act*, RSA 2000, c M-26, or as required or allowed by other statutes, but does not include *Business Improvement Areas, Civic Partners, Wholly Owned Subsidiaries or boards, commissions or committees established by these bodies*;
- g. "Council" means the council of The City of Calgary;
- h. "Governance Document" means a document that outlines a *City BCC's* structure and includes items such as eligibility criteria, composition, mandate, and term lengths. A *Governance Document* may include legislation, regulations, bylaws, policies, ministerial orders or terms of reference;
- i. "Public Member" means an individual who has been appointed to a *City BCC* by *Council*, who is not a member of *Council* or a member of their staff, who is not an *Administration Member* appointed to a *City BCC*, and who is not, by virtue of their appointment to a *City BCC* by *Council*, an employee of The City of Calgary due to their eligibility for remuneration or the reimbursement of expenses under this Council Policy;
- j. "Reasonable expense" means an expense that demonstrates prudence, good judgement, moderation and is defensible to an impartial observer or Calgarian; and

- k. "Wholly Owned Subsidiary" refers to an organization in which The City of Calgary is the sole shareholder, governed by an independent board of directors.

4. APPLICABILITY

- 4.1. This Council Policy does not supersede or replace legislation, regulation, ministerial orders or bylaws.
- 4.2. Where not specified elsewhere in this Council Policy, this Council Policy applies to *City BCCs* with *Public Members* appointed by *Council*.
- 4.3. *Council* shall consider this Council Policy when establishing or updating *Governance Document(s)* for a *City BCC*.
- 4.4. In providing for *Public Member* stipends and the reimbursement of expenses, *Council* shall consider this Council Policy; however, *Council* may provide for stipends or reimbursement of expenses for *Public Members* which differ from those set out in this Council Policy to accommodate the unique mandates and legislated requirements that apply to *Administrative Tribunals* and other *City BCCs*.
- 4.5. This Council Policy does not apply to a *City BCC* established by bylaw which provides for *Public Member* remuneration, allowances or reimbursement of expenses on terms other than those provided in this Council Policy.
- 4.6. This Council Policy does not apply to *Civic Partners*, *Business Improvement Areas* and *Wholly Owned Subsidiaries* or boards, commissions or committees established by these bodies.
- 4.7. This Council Policy does not apply to *City BCC* subcommittees, unless they are established by *Council* and include *Public Members* appointed by *Council*.
- 4.8. This Council Policy does not apply to members of *Council* or their staff, *Administration Members* appointed to a *City BCC*, or employees of The City of Calgary.
- 4.9. *Public Members* who receive remuneration, allowances or reimbursement of expenses relating to service performed on, or on behalf of, a *City BCC* from an employer, organization or other entity are not eligible for stipends or reimbursement of expenses under this Council Policy.

5. LEGISLATIVE AUTHORITY

- 5.1. This Council Policy complies and is aligned with requirements under the *Municipal Government Act*, RSA 2000, c M-26, the *Police Act*, RSA 2000, c P-17, and other applicable legislation:

- 5.1.1. This Council Policy aligns with section 201(1) of the *Municipal Government Act*, RSA 2000, c M-26, Part 6: “A council is responsible for (a) developing and evaluating the policies and programs of the municipality.”
- 5.1.2. This Council Policy is consistent with sections 454.1 and 454.2 of the *Municipal Government Act*, RSA 2000, which require *Council* to prescribe the remuneration and expenses, if any, paid to members and Chairs appointed by *Council* to the Composite Assessment Review Board and the Local Assessment Review Board.
- 5.1.3. This Council Policy is consistent with section 28(5) of the *Police Act*, RSA 2000, c P-17, Part 3: “The council may provide for the payment of reasonable remuneration or of a gratuity or allowance to members of the commission.”

6. PROCEDURE

6.1. Remuneration

- 6.1.1. *Public Members* may be remunerated, in the form of a stipend, for participating in regular meetings of *City BCCs* (either in-person or virtually), as reflected by *The City BCC* meeting minutes, and annual meeting of *Council* – Boards, Commissions and Committees; and any other meeting where participation is at the request of *Council*.
- 6.1.2. A *Public Member* who is the Chair, Co-Chair or Vice-Chair of a *City BCC*, including a *Public Member* who is acting for the Chair, Co-Chair or Vice-Chair, may be compensated at a rate that is higher than that of other *Public Members* to account for additional accountabilities, responsibilities and roles.
- 6.1.3. Stipend rates for *Public Members*, including Chairs, Co-Chairs, and Vice-Chairs, are set out in Schedule 1 – Stipend Rates for *Public Members*.
- 6.1.4. Stipends paid to *Public Members*, including Chairs, Co-Chairs and Vice-Chairs, for participation and activities other than those established in section 6.1.1 of this Council Policy may be provided for in *City BCC Governance Documents*, to accommodate the unique mandates, terms of reference and legislated requirements that apply to *Administrative Tribunals* and other *City BCCs*.

6.2. Expenses

- 6.2.1. *Public Members* may be reimbursed for *reasonable expenses* incurred to fulfill their roles on a *City BCC*, including costs for:
 - a. Dependent care – costs for the care of a dependent of a *Public Member*, including a child, elder or a person with special needs, for

the duration of a *City BCC* meeting (as reflected by meeting minutes), and reasonable travel time to and from an in-person *City BCC* meeting, up to \$1,000 annually, at a reasonable hourly rate.

6.2.2. Other costs or services will be provided for as follows:

- a. Accessibility supports – accessibility services and supports for a *Public Member* experiencing a disability, as defined in the *Accessible Canada Act*, that are required by the *Public Member* in order to participate in *City BCC* meetings, if not funded by another source, will be provided by City of Calgary Administration;
- b. Technology – funding to support technology costs incurred by Public Members in order to participate in *City BCC* meetings and carry out other related activities is included in meeting stipend rates;
- c. Parking – When requested with reasonable notice, parking codes to applicable parking lots will be provided to Public Members to attend in-person *City BCC* meetings;
- d. Meals – Administration will provide meals when a *Public Member* participates in *City BCC* activities in-person for a period longer than four (4) continuous hours and the *Public Member* is expected to participate through a meal break. Meal costs must be aligned with those set out in the *Supporting Procedures for Reimbursement of Employee Business Expenses*;
- e. Transit – When requested with reasonable notice, transit tickets will be provided by Administration, as needed, for *Public Members* to attend in-person meetings of a *City BCC*; and
- f. Tobacco products and tobacco accessories – When requested with reasonable notice, Administration will provide tobacco products and tobacco accessories when required for use or gifting in cultural ceremonies, and truth and reconciliation activities.

6.2.3. The following are not reimbursable expenses:

- a. Mileage;
- b. Taxi or ride-share expenses, unless approved by a *City BCC* Chair as a *reasonable expense* or as an *accessibility support*;
- c. Valet parking;
- d. Alcohol and cannabis; and
- e. Monthly or annual transit passes.

- 6.3 Exclusions from the proposed Council Policy include the following:
- 6.3.1 Public Members serving on Business Improvement Areas, Civic Partners, Wholly Owned Subsidiaries, or boards, commissions and committees established by these bodies;
 - 6.3.2 Members of Council and their staff, Administration members appointed to BCCs and employees of The City of Calgary;
 - 6.3.3 Public Members who receive remuneration, allowances or reimbursement of expenses relating to their service on a Council-established BCC from other sources;
 - 6.3.4 Public Members' service on a BCC subcommittee, unless established by Council; and
 - 6.3.5 Public Members who opt out of receiving stipends for personal reasons.
- 6.4 Reporting and compliance
- 6.4.1 *Public Members* shall conduct themselves with honesty and integrity in reporting on attendance and activities as they relate to stipends and expense reimbursement.
 - 6.4.2 *Public Members* shall be responsible for complying with procedures established by *Administrative Resources*, ensuring that meeting minutes correctly reflect their attendance at *City BCC* meetings and submitting timesheets and receipts for expenses, or proof of payment where receipts are not available, to the *Administrative Resource*.
 - 6.4.3 Chairs and *Administrative Resources* of *City BCCs* will approve stipends or reimbursement of *reasonable expenses* where required by this Council Policy.
 - 6.4.4 The payment of stipends and reimbursement of expenses is contingent upon *Public Members* providing the necessary banking and related information to the *Administrative Resource* in a timely manner.
 - 6.4.5 The frequency of payment of stipends and reimbursement of expenses to *Public Members* shall be established by The City of Calgary Administration.
 - 6.4.6 A *Public Member* shall submit a written request to the appropriate *Administrative Resource* if they choose to opt out of receiving stipends or the reimbursement of expenses for any reason.
 - 6.4.7 *Administrative Resources* for applicable *City BCCs* must annually provide the City Clerk's Office with the total amount of stipends and expense reimbursements provided to *Public Members* in a given year. The City



Clerk's Office will publish this information through The City of Calgary's website.

7. **SCHEDULE(S)**

7.1. Schedule 1 – Stipend Rates for *Public Members*

8. **AMENDMENT(S)**

Date of Council Decision	Report/By-Law	Description

9. **REVIEW(S)**

Date of Policy Owner's Review	Description

PROPOSED COUNCIL POLICY



SCHEDULE 1

Stipend Rates for *Public Members*

	Up to and including 2 hours in a day	More than 2 hours and up to and including 4 hours in a day	More than 4 hours in a day
<i>Public Member</i>	\$150	\$205	\$360
<i>Public Member</i> Co-Chairs, Vice-Chairs	\$175	\$250	\$425
<i>Public Member</i> Chairs	\$200	\$295	\$485

Summary of Changes to the proposed Council Policy on *Remuneration and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees*

Remuneration and Expense Policy		
Item	Proposed to Council (March 2024)	Proposed Council Policy (October 2024)
Meetings	Participation in regular meetings. Chairs, Co-Chairs, Vice-Chairs compensated at a higher rate	No Change
Dependent Care	Public Member Initiated: Costs will be reimbursed as per section 6.3.1.b of the Policy; up to \$1000 annually	Public Member Initiated: Costs will be reimbursed as per section 6.2.1.a of the Policy; up to \$1000 annually, at a reasonable hourly rate
Accessibility Supports	Public Member Initiated: Costs will be reimbursed as per section 6.3.1.a of the Policy	Administration Led: To be provided by Administration, as per section 6.2.2.a of the Policy
Technology Allowance	Public Member Initiated: \$600 annually, as per section 6.2.1 of the Policy	Incorporated into meeting stipend rate, as per section 6.2.2.b of the Policy
Parking	Public Member Initiated: Costs will be reimbursed as per section 6.3.1.d of the Policy	Administration Led: Parking codes will be given to Public Members by Administration, as needed, as per section 6.2.2.c of the Policy
Meals	Public Member Initiated: Costs will be reimbursed as per section 6.3.1.e of the Policy	Administration Led: Administration will be required to provide meals in circumstances set out in section 6.2.2.d of the Policy
Transit	Public Member Initiated: Costs will be reimbursed as per section 6.3.1.c of the Policy	Administration Led: Transit tickets will be provided by Administration, as per section 6.2.2.e of the Policy
Tobacco products and accessories	Public Member Initiated: Costs will be reimbursed as per section 6.3.1.f of the Policy	Administration Led: Provided by Administration, as per section 6.2.2.f of the Policy

Council directed Administration to change the proposed Council Policy in order to reduce expense claims for Public Members. Initially, five categories required expense reimbursement: this has now been reduced to just one category – dependent care. In order to support equity and reduce barriers for Public Members, dependent care continues to be recommended as a reimbursable expense. Dependent care reimbursement ensures that funds will only be disbursed if a cost is incurred and that it will not be considered taxable income.

The remuneration and reimbursement of expenses for Public Members serving on BCCs which already have bylaws that provide for those payments will continue to be determined by those bylaws.

Indirect Cost Estimate Summary

Additional staffing resources will be required to create business procedures and support implementation of the proposed Council Policy, and the cost of those staffing resources are considered indirect costs. The following additional resources are required.

- City Clerk’s Office - two additional temporary resources to support implementation of the Council policy, and one permanent resource to support the anticipated increased recruitment workload, and deliver ongoing training for expenses and stipends.
- Payroll - one additional permanent resource to support payment of stipends is required to support an increase of 1493 transactions per year. There is potential of finding increased efficiencies in the future which may eliminate the need for this resource. Within the current structure and system, a resource is required.
- Finance – after further engagement, one additional permanent resource was removed.

Below is an overall summary of the updated and previous indirect costs:

Indirect Cost Summary:

Indirect Costs			
	Original Estimate		New Reduced Estimate
Two Limited-Term Resources	\$ 274,000	Two Limited-Term Resources	\$ 274,000
Three Permanent Resources	\$ 321,000	Two Permanent Resources	\$ 219,000
Original Total Estimated Indirect Costs	\$ 595,000	Updated Total Estimated Indirect Costs	\$ 493,000

In year one (2025), work will be focused on developing and creating communication, administrative and training tools to support policy implementation. This will require two temporary staffing resources and one permanent staffing resource.

In year two (2026), the proposed Council Policy would be in effect, and implementation will be refined, requiring two temporary and two permanent staffing resources.

By year three (2027+), implementation will be complete, and the associated indirect costs would include only the two permanent staffing resources to administer and support operations, including design and delivery of annual training to the in-scope BCCs on eligible reimbursements and expense practices.

In-Scope Boards, Commissions and Committees Costs

Direct costs are considered to be the costs of stipends and expenses paid directly to Public Members. For the purposes of the proposed Council Policy on *Remuneration and Expenses for Public Members Serving on Council-established Boards, Commissions and Committees*, the following Boards, Commissions and Committees (“BCCs”) were considered in scope:

Board, Commission, or Committee	Total Estimated Meeting Stipends and Expenses
Advisory Committee on Accessibility	\$ 37,000
Anti-Racism Action Committee	\$ 34,000
Arts Commons Advisory Committee	\$ 1,000
Audit Committee	\$ 13,000
Beltline Community Investment Fund Committee	\$ 10,000
Calgary Aboriginal Urban Affairs Committee	\$ 29,000
Calgary General Hospital Legacy Fund Review Committee	\$ 2,000
Calgary Planning Commission	\$ 61,000
Calgary Salutes Coordinating Committee	\$ 9,000
Calgary Salutes Committee-Education and Training Subcommittee	\$ 25,000
Calgary Salutes Committee-Friends of HMCS Calgary Subcommittee	\$ 45,000
Calgary Salutes Committee-Heritage and History Subcommittee	\$ 26,000
Calgary Transit Access Eligibility Appeal Board	\$ 21,000
Climate Advisory Committee	\$ 38,000
Community Peace Officer Oversight Committee	\$ 6,000
Council Advisory Committee on Housing (to be established in 2024)	\$ 49,000
Event Centre Committee	\$ 1,000
Multisport Fieldhouse Committee	\$ 1,000
Social Wellbeing Advisory Committee	\$ 28,000
Urban Design Review Panel	\$ 47,000
Ward Boundary Commission*	\$ 33,000
Total	\$ 516,000

*Has a bylaw stipulating remuneration, but no allocated base operating budget for those costs.

- The direct cost estimate assumes that Council will establish two additional BCCs. Assumptions about the size and meeting frequency are based on the median of in-scope BCCs.
- Parking rates and transit fares are calculated for all in-scope BCCs. It is assumed that 90% of Public Members will use parking and 10% of Public Members will utilize Administration-supplied transit tickets.

- Meal expenses have been calculated for all in-scope BCCs. The meal calculation includes the number of meetings which are anticipated to exceed four hours. The meal allowance is based on the allowable dinner expense under The City of Calgary *Supporting Procedures for Reimbursement of Employee Business Expenses*.
- It is estimated, based on data from Statistics Canada that, on average, 20% of Public Members will claim dependent care expenses. It is also assumed that the maximum amount will be claimed.
- The number of Public Members that likely require accessibility supports has been estimated based on data from Statistics Canada. An average of \$500 was used to estimate the potential cost per Member who fits the proposed criteria.

Total Estimated Cost to Implement Proposed Policy	
Direct Costs (rounded)	
Meeting Stipends	\$ 428,000
Expense Reimbursement (Dependent care)	\$ 35,000
Expenses provided by Administration (transit, parking, meals, accessibility supports)	\$ 53,000
Sub-Total	\$ 516,000
Estimated additional two BCCs created	\$ 74,000
Contingency (10%)	\$ 59,000
Total Estimated Direct Costs	\$ 649,000

Out-of-Scope BCCs

For the purposes of the proposed Council Policy on *Remuneration and Expenses for Public Members Serving on Council-established Boards, Commissions and Committees*, the BCC Classifications outlined below, as described in Council Policy CP2016-03, were considered out of scope:

- Administration Committees
 - Committees established by Administration
- Business Improvement Areas
 - Group of businesses, within a defined geographic area working on local improvements and economic development
 - Funded by an annual tax collected from the area’s businesses
- Civic Partners
 - Established as an organization operating independently from The City
- External BCCs
 - Not established by The City of Calgary
- Wholly Owned Subsidiaries
 - Established as a corporation of which The City is a shareholder



For greater clarity, the remuneration and reimbursement of expenses for Public Members serving on BCCs which already have bylaws that provide for those payments will continue to be determined by those bylaws.

Background and Previous Council Direction

Background

At its 2024 March 19 Regular Meeting, Council endorsed the proposed Council Policy on *Remuneration and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees*, and directed Administration to return to the 2024 Organizational Meeting of Council with changes to the proposed Council Policy to reduce indirect costs and find increased efficiencies related to the reimbursement of expenses.

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2024 March 19	EC2024-0037	<p>Board, Commission and Committee Public Member Remuneration and Expense Policy</p> <p>Council endorsed the proposed Council Policy on <i>Remuneration and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees</i>, to be effective 2026 January 1, and directed Administration to return to the 2024 Organizational Meeting of Council with changes to lower indirect costs and to remove barriers associated with processing expense reimbursements.</p>
2023 January 24	EC2022-1371	<p>Establishment of a Remuneration and Expense Policy for Council – Established Boards, Commissions and Committees</p> <p>In response to a Notice of Motion, Council directed Administration to return to Executive Committee by Q1 2024 with an equitable remuneration and expense policy applying to all Council-established BCCs that have Public Members appointed by Council, where The City is responsible for the payment of remuneration and expenses.</p>

Bylaws, Regulations, Council Policies

Governance and Appointments of Boards, Commissions and Committees, CP2016-03

2.1 Council Policy CP2016-03 establishes guidelines respecting:

- 2.1.1 The establishment, mandate and disbandment of City BCCs and duties of City Chairs
- 2.1.2 The process for appointing Council Members and Administration Members to BCCs; and
- 2.1.3 The process for appointing Public Members to BCCs.

Boards, Commissions and Committees Public Member Remuneration and Expense Policy

C2024-1015

Organizational Meeting of Council, 2024 October 22

Recommendations

That with respect to Report C2024-1015, the following be adopted:

That Council:

1. Adopt the proposed Council Policy on *Remuneration and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees* (Attachment 1), to be effective 2026 January 1 if related adjustments to Service Plans and Budgets are adopted at the 2024 November 5 Regular Meeting of Council on Service Plans and Budgets; and
2. Direct that Confidential Attachment 2 remain confidential pursuant to sections 24 (Advice from officials) and 27 (Privileged information) of the *Freedom of Information and Protection of Privacy Act*.

Background

On 2024 March 19, Council endorsed the proposed Council Policy on “Remuneration and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees” (Attachment 1), to be effective 2026 January 1, and directed Administration to return to the 2024 Organizational Meeting of Council with changes to lower indirect costs and to remove barriers associated with processing expense reimbursements. Additional background information is included in Attachment 6.

Highlights

- The proposed Council Policy will help recognize the value of service, knowledge, and contributions of Public Members
- Includes lowered indirect costs and increased efficiencies associated with processing expense reimbursements
- Reduces barriers and creates more opportunities for participation
- Alignment to Council's Strategic Direction:
 - Social Resilience
 - Promoting community engagement and participation



Proposed Council Policy Changes

Item	Proposed to Council (March 2024)	Proposed Council Policy (October 2024)
Meetings	Participation in regular meetings. Chairs, Co-Chairs, Vice-Chairs compensated at a higher rate	No Change
Dependent Care	Public Member Initiated: Costs will be reimbursed as per section 6.3.1.b of the Policy; up to \$1000 annually	Public Member Initiated: Costs will be reimbursed as per section 6.2.1.a of the Policy; up to \$1000 annually, at a reasonable hourly rate
Accessibility Supports	Public Member Initiated: Costs will be reimbursed as per section 6.3.1.a of the Policy	Administration Led: To be provided by Administration, as per section 6.2.2.a of the Policy
Technology Allowance	Public Member Initiated: \$600 annually, as per section 6.2.1 of the Policy	Incorporated into meeting stipend rate, as per section 6.2.2.b of the Policy
Parking	Public Member Initiated: Costs will be reimbursed as per section 6.3.1.d of the Policy	Administration Led: Parking codes will be given to Public Members as needed, as per section 6.2.2.c of the Policy
Meals	Public Member Initiated: Costs will be reimbursed as per section 6.3.1.e of the Policy	Administration Led: Administration will be required to provide meals in circumstances set out in section 6.2.2.d of the Policy
Transit	Public Member Initiated: Costs will be reimbursed as per section 6.3.1.c of the Policy	Administration Led: Transit tickets will be provided by Administration, as per section 6.2.2.e of the Policy
Tobacco products and accessories	Public Member Initiated: Costs will be reimbursed as per section 6.3.1.f of the Policy	Administration Led: Provided by Administration, as per section 6.2.2.f of the Policy



Proposed Stipend Rates for Public Members

	Up to and including 2 hours in a day	More than 2 hours and up to and including 4 hours in a day	More than 4 hours in a day
<i>Public Member</i>	\$150	\$205	\$360
<i>Public Member Co-Chairs, Vice-Chairs</i>	\$175	\$250	\$425
<i>Public Member Chairs</i>	\$200	\$295	\$485

Total Estimated Cost to Implement Proposed Policy	
Estimated Direct Costs	
Meeting Stipends	\$ 428,000
Expense Reimbursement (Dependent care)	\$ 35,000
Expenses provided by Administration (transit, parking, meals, accessibility supports)	\$ 53,000
Estimated additional two BCCs created	\$ 74,000
Contingency (10%)	\$ 59,000
Total Estimated Direct Costs	\$ 649,000
Estimated Indirect Costs	
Two Limited-Term Resources	\$ 274,000.00
Two Permanent Resources	\$ 219,000.00
2025 Total Estimated Annual Indirect Costs (Year 1)	\$ 383,000.00
2026 Total Estimated Annual Direct and Indirect Costs (Year 2)	\$ 1,150,000.00
2027+ Total Estimated Annual Direct and Indirect Costs (Year 3+)	\$ 870,000.00

Recommendations

That with respect to Report C2024-1015, the following be adopted:

That Council:

1. Adopt the proposed Council Policy on *Remuneration and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees* (Attachment 1), to be effective 2026 January 1 if related adjustments to Service Plans and Budgets are adopted at the 2024 November 5 Regular Meeting of Council on Service Plans and Budgets; and
2. Direct that Confidential Attachment 2 remain confidential pursuant to sections 24 (Advice from officials) and 27 (Privileged information) of the *Freedom of Information and Protection of Privacy Act*.

**Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22**

**ISC: UNRESTRICTED
C2024-1002**

Administration Member Appointments to Boards, Commissions and Committees

PURPOSE

This Report presents the Chief Administrative Officer's recommendations for the appointment or nomination of Administration Members to Boards, Commissions and Committees ("BCCs").

PREVIOUS COUNCIL DIRECTION

In accordance with Council Policy CP2016-03, *Governance and Appointments to Boards, Commissions and Committees* ("the Policy"), the Chief Administrative Officer recommends Administration Members for appointment or nomination to serve on BCCs. Council appoints or nominates Administration Members to serve on BCCs at its annual Organizational Meeting, and at other times as required.

RECOMMENDATIONS:

That Council:

1. Appoint Administration Members to Boards, Commissions and Committees as set out in Attachment 1;
2. Nominate the individuals listed in Attachment 2 for appointment as Administration Members by Civic Partners; and
3. Confirm the appointments and nominations of Administration Members to Boards, Commissions and Committees who have continuing terms or who are appointed by virtue of their position at The City, as set out in Attachment 3.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

HIGHLIGHTS

- Administration Members serving on BCCs contribute skills and knowledge in their fields of expertise that support various BCCs' mandates and objectives.
- The appointment of Administration Members on BCCs promotes collaboration and effective decision-making and ensures that Calgary and its communities are well served by BCCs that are supported by the expertise of Administration Members.

DISCUSSION

Administration Members serve on 30 BCCs. In accordance with the Policy, the appointment or nomination of Administration Members to various BCCs occurs annually at the Organizational Meeting of Council, unless a longer term is otherwise specified by a resolution of Council or a BCC's governance document(s).

Civic Partner BCCs listed in Attachment 2 will receive Council's nominations following the Organizational Meeting of Council. Each of these BCCs will consider Council's nominees for appointment within the timeframe mandated by their individual governance documents.

Administration Member Appointments to Boards, Commissions and Committees

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 checked="" type="checkbox"/> | Public communication or engagement was not required |

The Chief Administrative Officer’s Office and Senior Executive Advisors were engaged to provide nominations for Administration Member positions.

IMPLICATIONS

Social

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Service and Financial Implications

No anticipated financial impact.

RISK

No anticipated risks.

ATTACHMENTS

1. Administration Members Recommended for Council Appointment to Boards, Commissions and Committees
2. Administration Members Recommended for Council Nomination to Civic Partners
3. Administration Members with a Continuing Term or Appointed by Virtue of their Position at The City
4. Presentation

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
David Duckworth, Chief Administrative Officer	Chief Administrative Officer’s Office	Approve
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: Jeremy Wong, City Clerk’s Office



Administration Members Recommended for Council Appointment to Boards, Commissions and Committees

The Members of Administration below are recommended for Council’s appointment to Boards, Commissions and Committees (“BCCs”) by the Chief Administrative Officer, pursuant to section 5.7 of Council Policy CP2016-03 on the *Governance and Appointments of Boards, Commissions and Committees*.

ANTI-RACISM ACTION COMMITTEE

*Up to two Members of The City of Calgary Senior Leadership Team
(Initial term is two years; subsequent terms are one year)*

Member of the Senior Leadership Team	Heather Johnson (Director, Rec & Social Programs)	Two-year term, expiring Oct. 2026
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BELTLINE COMMUNITY INVESTMENT FUND COMMITTEE

One member of Administration from Community Services or a related area – non-voting

Community Strategies	Silvia Ross (Community Social Worker)	Two-year term, expiring Oct. 2026
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BOW RIVER BASIN COUNCIL

Municipal Government Members of the Bow River Basin Council may only appoint one individual as their primary representative and may designate an alternate or alternates.

Planning and Development Services	Megan Van Ham (Leader, Environmental Programs, C & E)	Two-year term, expiring Oct. 2026
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Administration Members Recommended for Council Appointment to Boards, Commissions and Committees

CALGARY GENERAL HOSPITAL LEGACY FUND REVIEW COMMITTEE

Business unit representatives from: Community Strategies, Parks and Open Spaces, Recreation and Social Programs, Finance (number of representatives not specified)

Community Strategies Community Services	Menna Kebede (Manager, Neighbourhood Strategies)	One-year term, expiring Oct. 2025
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CALGARY SALUTES COORDINATING COMMITTEE

One non-voting City Administration Member as nominated by the Chief Administrative Officer

City Administration Member nominated by the Chief Administrative Officer	Tim Mowrey (Manager, Recreation, Sport & Community Partners)	One-year term, expiring Oct. 2025
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CLIMATE ADVISORY COMMITTEE

One Administrative non-voting member from Planning and Development Services Climate Team

Planning and Development Services Climate Team	Ivy Campbell (Leader, Climate Governance and Planning)	Two-year term, expiring Oct. 2026
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COMMUNITY PEACE OFFICER OVERSIGHT COMMITTEE

One non-voting member, appointed by the Director, Emergency Management & Community Safety

Emergency Management & Community Safety	Dan Yontz (Deputy Chief, Integrated Services- Public Vehicle Standards)	Three-year term, expiring Oct. 2027
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Administration Members Recommended for Council Appointment to Boards, Commissions and Committees

EAST PASKAPOO SLOPES JOINT ADVISORY COMMITTEE

One City of Calgary Administration from Planning and Development Services, designated as Chair

Planning and Development Services	Colleen Renne-Grivell (Senior Planner)	One-year term, expiring Oct. 2025
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INTER-CITY FORUM ON SOCIAL POLICY

One Senior Administration Member

Senior Administration Member	Eren Cervantes-Altamirano (Director, Community Strategies)	One-year term, expiring Oct. 2025
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MALL PROGRAMMING FUND MANAGEMENT COMMITTEE

One City of Calgary Administration from Planning and Development Services, designated as Chair

City of Calgary Administration member from Planning and Development Services, designated as Chair	Natalie Marchut (Manager, Development and Strategy, Downtown Strategy)	One-year term, expiring Oct. 2025
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Administration Members Recommended for Council Nominations to Civic Partners

The Administration Nominees presented below are for Council’s nomination to Civic Partners.

ARTS COMMONS ADVISORY COMMITTEE

The Chief Administrative Officer, or designate; and The General Manager, Community Services or designate

Chief Administrative Officer’s designate	Thom Mahler (Director, Downtown Strategy)	One-year term, expiring Oct. 2025
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CALGARY CONVENTION CENTRE AUTHORITY

One General Manager, appointed by resolution of the Council

General Manager	Katie Black (General Manager, Community Services)	One-year term, expiring Oct. 2025
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MCPHON STADIUM SOCIETY

Two members appointed by the City of Calgary

Administration Member	Heather Johnson (Director, Rec and Social Programs)	One-year term, expiring Oct. 2025
Administration Member	Jeff Chase (Director, Partnerships)	One-year term, expiring Oct. 2025



Administration Members with a Continuing Term or Appointed by Virtue of their Position at The City

The Administration Members presented in this attachment are those with continuing term appointments or nominations and appointments or nominations by virtue of their positions.

The names presented below are for Council’s information only.

ADVISORY COMMITTEE ON ACCESSIBILITY

Three Members of City Administration from Planning and Development Services, Calgary Transit, and Recreation and Social Programs

Planning & Development Services	Nina Nagy (Coordinator, Utility Generalists)	Continuing two-year term until Oct. 2025
Calgary Transit	Alexandra Preddy (Operations Control Centre Supervisor)	Continuing two-year term until Oct. 2025
*Public Spaces Delivery, Infrastructure Services	Darlene Boyes (Recreation Program Coordinator)	Continuing two-year term until Oct. 2025

**Note: Administration will amend the Terms of Reference to replace Recreation and Social Programs with Public Spaces Delivery (Infrastructure Services).*

ANTI-RACISM ACTION COMMITTEE

*Up to two Members of The City of Calgary Senior Leadership Team
(Initial term is two years; subsequent terms are one year)*

Member of the Senior Leadership Team	Doug Morgan (General Manager, Operational Services)	Continuing two-year term until Oct. 2025
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Administration Members with a Continuing Term or Appointed by Virtue of their Position at The City

ARTS COMMONS ADVISORY COMMITTEE

The Chief Administrative Officer, or designate; and The General Manager, Community Services or designate

General Manager, Community Services	Katie Black (General Manager, Community Services)	Appointment is by virtue of position
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BIODIVERCITY ADVISORY COMMITTEE

Clerk's Note: At its 2024 July 30 Regular Meeting, Council directed the disbandment of the BiodiverCity Advisory Committee, effective Q2 2025.

Infrastructure Services	Bryanne Aylward (Leader, Natural Areas)	Continuing term until disbandment in Q2 2025
Planning and Development Services	Rehana Rajabali (Leader, Environment Planning and Policy)	Continuing term until disbandment in Q2 2025
Infrastructure Services	Kaitlyn Pelletier (Landscape Architect, Project Manager)	Continuing term until disbandment in Q2 2025
Operational Services	Travis Shaw (Urban Conservation Lead)	Continuing term until disbandment in Q2 2025



Administration Members with a Continuing Term or Appointed by Virtue of their Position at The City

CALGARY GENERAL HOSPITAL LEGACY FUND REVIEW COMMITTEE

Business unit representatives from: Community Strategies, Parks and Open Spaces, Recreation and Social Programs, Finance (number of representatives not specified)

Finance	Agnes Szaflarski (Finance Manager, Community Services)	Continuing two-year term until Oct. 2025
Recreation and Social Programs	Heather Johnson (Director, Recreation & Social Programs)	Continuing two-year term until Oct. 2025
Parks and Open Spaces	Kyle Ripley (Director, Calgary Parks)	Continuing two-year term until Oct. 2025

CALGARY PLANNING COMMISSION

Two employees of The City each of whom must be a General Manager or a Director. The Chief Administrative Officer shall appoint one of the two employees as Chairperson of the Commission

General Manager or Director, appointed by the Chief Administrative Officer	Teresa Goldstein (Director, Community Planning)	Appointment continues until revoked by the Chief Administrative Officer
General Manager or Director, appointed by the Chief Administrative Officer	Thom Mahler (Director, Downtown Strategy)	Appointment continues until revoked by the Chief Administrative Officer

COUNCIL ADVISORY COMMITTEE ON HOUSING

Chief Housing Officer or their delegate

Chief Housing Officer	Jeff Chase (Acting Chief Housing Officer)	Appointment is by virtue of their position
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Administration Members with a Continuing Term or Appointed by Virtue of their Position at The City

COMBATIVE SPORTS COMMISSION

One non-voting member being the Director or designate

Director's designate	Michael Briegel (Deputy Chief, Business Safety)	Continuing three-year term until Oct. 2026
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LINDSAY PARK SPORTS SOCIETY

One Representative, Calgary Recreation

Representative, Recreation and Social Programs	Florent Le Berre (Manager, Service Strategies)	Continuing two-year term until Oct. 2025
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Administration Members with a Continuing Term or Appointed by Virtue of their Position at The City

MULTISPORT FIELDHOUSE COMMITTEE

The General Manager, Infrastructure Services; The General Manager, Community Services; The Director of Recreation & Social Programs; the Director of Capital Priorities & Investment

General Manager, Infrastructure Services	Michael Thompson	Appointment is by virtue of their position
General Manager, Community Services	Katie Black	Appointment is by virtue of their position
Director, Recreation & Social Programs	Heather Johnson	Appointment is by virtue of their position
Director, Capital Priorities and Investment	To be determined	Appointment is by virtue of their position

PARKS FOUNDATION CALGARY

One Governor appointed by The City: Calgary Parks & Recreation or successor service area

Parks and Open Spaces	Kyle Ripley (Director, Calgary Parks)	Continuing two-year term until Oct. 2025
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Administration Members with a Continuing Term or Appointed by Virtue of their Position at The City

PENSION GOVERNANCE COMMITTEE

The Director, Human Resources; The Chief Financial Officer; One Administrative Law Representative; One Executive Leadership Team Representative; One Senior Management Team Representative

Senior Management Team Representative	Steve Dongworth (Chief, Calgary Fire Department)	Continues until removed by the Chief Administrative Officer
Chief Financial Officer	Les Tochor (Director, Finance / City Treasurer)	Continues until removed by the Chief Administrative Officer
Executive Leadership Team Representative	Doug Morgan (General Manager, Operational Services)	Continues until removed by the Chief Administrative Officer
Administrative Law Representative	Henry Chan (Manager, Administrative Law)	Continues until removed by the Chief Administrative Officer
Director of Human Resources	Greg Juliano (Chief Human Resources Officer)	Continues until removed by the Chief Administrative Officer

PRAIRIE ECONOMIC GATEWAY SENIOR ADMINISTRATION STEERING COMMITTEE

The City's Director of City and Regional Planning, or their delegate(s)

Chief Operating Officer	Stuart Dalgleish	Appointment is by virtue of their position
General Manager, Planning and Development Services	Debra Hamilton	Appointment is by virtue of their position
Program Manager, Prairie Economic Gateway	Oyinola Shyllon	Appointment is by virtue of their position



Administration Members with a Continuing Term or Appointed by Virtue of their Position at The City

SILVERA FOR SENIORS

There is no requirement under the Ministerial Order to appoint City Administration members to the Board

Chief Administrative Officer nomination, Corporate Finance	Jacky Lai (Senior Leader, Corporate Finance)	Continuing three-year term until Oct. 2026
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SOCIAL WELLBEING ADVISORY COMMITTEE

The Director of Community Strategies or designate, non-voting

Director of Community Strategies designate	Ashley Wedderburn (Manager, Community Wellbeing Strategies)	Continuing two-year term until Oct. 2025
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WINSPORT

One individual appointed by the City of Calgary. No requirement to appoint City Administration to the Board

Chief Administrative Officer nomination, Recreation and Social Programs	Heather Johnson (Director, Recreation & Social Programs)	Continuing two-year term until Oct. 2025
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Administration Member Appointments to Boards, Commissions and Committees

C2024-1002

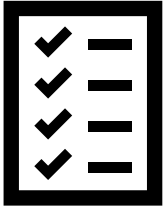
Organizational Meeting of Council, 2024 October 22

Recommendations

That Council:

1. Appoint Administration Members to Boards, Commissions and Committees as set out in Attachment 1;
2. Nominate the individuals listed in Attachment 2 for appointment as Administration Members by Civic Partners; and
3. Confirm the appointments and nominations of Administration Members to Boards, Commissions and Committees who have continuing terms or who are appointed by virtue of their position at The City, as set out in Attachment 3.

Background



Pursuant to the Council Policy CP2016-03 on *Governance and Appointments to Boards, Commissions and Committees* (“BCCs”):

- The Chief Administrative Officer provides Council with recommendations for the appointment of Administration Members to BCCs; and
- Council appoints or nominates Administration Members to serve on BCCs at the Organizational Meeting of Council, and at other times the BCCs require.

Highlights



- Administration Members serving on BCCs contribute skills and knowledge in their fields of expertise that support the BCCs' mandate and objectives
- Appointment of Administration Members on BCCs promotes collaboration and decision-making with the Public Members. This guarantees that the BCCs are supported by the expertise of Administration Members, ensuring that Calgary and its communities are well served.

Recommendations

That Council:

1. Appoint Administration Members to Boards, Commissions and Committees as set out in Attachment 1;
2. Nominate the individuals listed in Attachment 2 for appointment as Administration Members by Civic Partners; and
3. Confirm the appointments and nominations of Administration Members to Boards, Commissions and Committees who have continuing terms or who are appointed by virtue of their position at The City, as set out in Attachment 3.

**Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22**

**ISC: UNRESTRICTED
C2024-1003**

Council Member Appointments to Boards, Commissions and Committees

PURPOSE

This Report presents a list of preferences submitted by Members of Council for appointment by Council to Standing Specialized Committees (“SSCs”) and Boards, Commissions and Committees (“BCCs”) at its annual Organizational Meeting of Council.

PREVIOUS COUNCIL DIRECTION

Pursuant to Procedure Bylaw 35M2017 (“Procedure Bylaw”) and Council policy on *Governance and Appointments to Boards, Commissions and Committees, CP2016-03* (“the Policy”), Council appoints Members of Council to SSCs and BCCs at its annual Organizational Meeting of Council.

RECOMMENDATIONS:

Review By: Do not release Attachments 1 and 2.

That Council:

1. Appoint Councillors to the Standing Specialized Committees set out in Confidential Attachment 1, for terms to expire at the 2025 Organizational Meeting of Council;
2. Receive for information the Mayor’s appointment of three Councillors-at-Large to the Executive Committee, for terms to expire at the 2025 Organizational Meeting of Council;
3. Appoint Members of Council to the Boards, Commissions and Committees contained in Attachment 2, for terms to expire at the 2025 Organizational Meeting of Council unless otherwise indicated in Confidential Attachment 2;
4. Appoint the Chair and Vice-Chair of the Audit Committee for terms to expire at the 2025 Organizational Meeting of Council;
5. Appoint the Chair of the Event Centre Committee for a term to expire at the 2025 Organizational Meeting of Council;
6. Appoint the Chair of the Calgary Salutes Coordinating Committee for a term to expire at the 2025 Organizational Meeting of Council; and
7. Direct that 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*.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

HIGHLIGHTS

The appointment of Members of Council on SSCs and BCCs ensures appropriate governance and oversight, supporting effective decision making that serves Calgarians well.

Council Member Appointments to Boards, Commissions and Committees

DISCUSSION

The Policy requires Members of Council to provide a list of SSC and BCC appointment preferences for Council's consideration. Council's determination of appointments may be based on Council's consideration of Members' preferences, the skills required to fulfill the SSC or BCC mandate, the current work plan, and the workload of Members of Council.

Pursuant to Section A.14 of the Procedure Bylaw, and "unless the *Mayor* is already specifically appointed as a *Member*, the *Mayor* is an *ex-officio Member* of all *Council Committees*, unless *Council* provides otherwise. If present at a meeting, the *Mayor* has all the rights and privileges of other *Members*, and is entitled to count for quorum, take part in discussion, and to vote on all items."

Appointment of Chairs and Vice-Chairs

The Audit Committee Bylaw requires that Council appoint the Chair and Vice-Chair at its Organizational Meeting. The Event Centre Committee Bylaw requires that Council appoint its Chair at the Organizational Meeting. The Calgary Salutes Committee Bylaw requires that Council appoint a Member of Council as Chair of the Calgary Salutes Coordinating Committee.

Wholly Owned Subsidiaries

Council Member appointment preferences for Wholly Owned Subsidiaries are to be presented at the Organizational Meeting through Administration Report C2024-0885.

EXTERNAL ENGAGEMENT AND COMMUNICATION

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

Members of Council were asked to provide a listing of their preferences for appointments to SSCs and BCCs. This information is contained in Confidential Attachments 1 and 2.

IMPLICATIONS

Social

Not Applicable.

Environmental

Not Applicable.

Economic

Not Applicable.

Service and Financial Implications

No anticipated financial impact.

RISK

No anticipated risks.

**Law, Legislative Services & Security Report to
Organizational Meeting of Council
2024 October 22**

**ISC: UNRESTRICTED
C2024-1003
Page 3 of 3**

Council Member Appointments to Boards, Commissions and Committees

ATTACHMENTS

1. CONFIDENTIAL - Councillor Ranked SSC Preferences
2. CONFIDENTIAL - Councillor Ranked BCC Preferences
3. Presentation

Department Circulation

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

Author: Chantal Coulombe, City Clerk's Office



Council Member Appointments to Boards, Commissions and Committees

C2024-1003

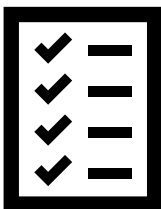
Organizational Meeting of Council, 2024 October 22

That Council:

1. Appoint Councillors to the Standing Specialized Committees set out in Confidential Attachment 1, for terms to expire at the 2025 Organizational Meeting of Council;
2. Receive for information the Mayor's appointment of three Councillors-at-Large to the Executive Committee, for terms to expire at the 2025 Organizational Meeting of Council;
3. Appoint Members of Council to the Boards, Commissions and Committees contained in Attachment 2, for terms to expire at the 2025 Organizational Meeting of Council unless otherwise indicated in Confidential Attachment 2;
4. Appoint the Chair and Vice-Chair of the Audit Committee for terms to expire at the 2025 Organizational Meeting of Council;

5. Appoint the Chair of the Event Centre Committee for a term to expire at the 2025 Organizational Meeting of Council;
6. Appoint the Chair of the Calgary Salutes Coordinating Committee for a term to expire at the 2025 Organizational Meeting of Council; and
7. Direct that 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*.

Background



Pursuant to Procedure Bylaw 35M2017 and Council Policy on *Governance and Appointments to Boards, Commissions and Committees, CP2016-03*, Council appoints Members of Council to Standing Specialized Committees and Boards, Commissions and Committees at its annual Organizational Meeting of Council.



Highlights

The appointment of Members of Council on Standing Specialized Committees and Boards, Commissions and Committees (“BCCs”) ensures that Council has oversight of and involvement in the important work of The City and its BCCs.

Council’s oversight and involvement ensures appropriate governance and supports effective decision making that serves Calgarians well.

That Council:

1. Appoint Councillors to the Standing Specialized Committees set out in Confidential Attachment 1, for terms to expire at the 2025 Organizational Meeting of Council;
2. Receive for information the Mayor's appointment of three Councillors-at-Large to the Executive Committee, for terms to expire at the 2025 Organizational Meeting of Council;
3. Appoint Members of Council to the Boards, Commissions and Committees contained in Attachment 2, for terms to expire at the 2025 Organizational Meeting of Council unless otherwise indicated in Confidential Attachment 2;
4. Appoint the Chair and Vice-Chair of the Audit Committee for terms to expire at the 2025 Organizational Meeting of Council;

5. Appoint the Chair of the Event Centre Committee for a term to expire at the 2025 Organizational Meeting of Council;
6. Appoint the Chair of the Calgary Salutes Coordinating Committee for a term to expire at the 2025 Organizational Meeting of Council; and
7. Direct that 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
Organizational Meeting of Council
2024 October 22

ISC: UNRESTRICTED
C2024-0885

Wholly-Owned Subsidiary Appointments

PURPOSE

This report provides an approach to appointing members of Council and Administration to six of The City's seven wholly-owned subsidiaries' boards of directors that avoids time delays between when Council approves nominees (October), and when each wholly-owned subsidiary appoints candidates to its board of directors at its annual general meeting (usually in June).

PREVIOUS COUNCIL DIRECTION

A similar report was presented at the 2023 Organizational Meeting of Council and its recommendations adopted.

RECOMMENDATIONS:

That Council:

1. Confirm and approve Council member nominations for appointment to the boards of directors of The City's wholly-owned subsidiaries;
2. Confirm and approve members of Administration nominated for appointment to the boards of directors of The City's wholly-owned subsidiaries;
3. Authorize the Mayor, or in the Mayor's absence, the Deputy Mayor, to execute a resolution on behalf of the shareholder of each of The City's wholly-owned subsidiaries appointing the Council and Administration nominees for the terms specified to the respective board of directors; and
4. Direct that Attachment 2 and Closed Meeting discussions remain confidential pursuant to Sections 17 and 19 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

- The City is the sole shareholder of seven wholly-owned subsidiaries and has the sole right to appoint members of each subsidiary's board of directors.
- Council appoints members of Council and Administration to the board of directors of six of the seven wholly-owned subsidiaries. The shareholder may, by written shareholder resolution, appoint members of Council and Administration prior to each wholly-owned subsidiary's Annual General Meeting of the shareholder (AGM). The other directors are appointed to each subsidiary's board of directors at the AGM.
- Coordinating the wholly-owned subsidiaries appointments process through this report to Council and written shareholder resolutions meets requirements under the *Business Corporations Act* (Alberta), supports Council's responsibilities as a shareholder and provides a timely and transparent appointments process by avoiding time delays between Council approving certain nominees and those nominees' appointment to the board at each organization's AGM.

Wholly-Owned Subsidiary Appointments

- Background and Previous Council Direction is included as Attachment 1.

DISCUSSION

Annually at the Organizational Meeting of Council, Council nominates members of Council who will serve as directors on the boards of six of The City's seven wholly-owned subsidiaries. Councillor 2024 preferences for wholly-owned subsidiary appointments are included as Confidential Attachment 2. At the same meeting, Council also appoints members of Administration to selected wholly-owned subsidiaries' boards (Attachment 3). Council has historically appointed members of Council to the boards of directors of the following wholly-owned subsidiaries: Attainable Homes Calgary Corporation (Mayor and one Councillor), Calgary Arts Development Authority Ltd. (one Councillor), Calgary Economic Development Ltd. (one Councillor), Calgary Housing Company (up to three Councillors), Calgary Municipal Land Corporation (Mayor and two Councillors), and Opportunity Calgary Investment Fund Ltd. (Mayor and one Councillor). Members of Council are not currently appointed to the ENMAX board of directors.

In accordance with the *Business Corporations Act* (Alberta), Council as shareholder appoints directors at each wholly-owned subsidiary's AGM, usually scheduled in June. Without the process outlined in this report, there would be a gap of approximately seven months between when a member of Council or Administration is nominated by Council at the Organizational Meeting in October and when they are appointed to the board at a wholly-owned subsidiary's AGM. The process proposed in this report has been used since 2019 to resolve this issue.

Under Section 141(1) of the *Business Corporations Act* (Alberta) and as set out in governance documents for each wholly-owned subsidiary, The City as sole shareholder can sign a written shareholder resolution that is valid as if it had been passed at a meeting of shareholders.

Administration is recommending that the Mayor, or in the Mayor's absence, the Deputy Mayor, be granted the authority to execute resolutions on behalf of the shareholder to appoint the 2024 board nominees (members of Council and Administration) to the board of directors of the appropriate wholly-owned subsidiary. A sample resolution is included as Attachment 4.

Once the 2024 Organizational Meeting is adjourned, the Mayor (or Deputy Mayor), as the authorized representative of the shareholder, would execute a shareholder resolution appointing each approved candidate to the appropriate wholly-owned subsidiary board. A copy of the resolution will be provided to the respective wholly-owned subsidiary to retain with the minutes of the meetings of shareholders.

The *Governance and Appointments to Boards, Commissions and Committees Policy* (CP2016-03, the Policy) directs that Councillors provide their appointment preferences to the City Clerk's Office for Council's consideration during the annual Organizational Meeting.

In accordance with the Policy, the Chief Administrative Officer provides Council with the names of members of Administration recommended for appointment. This year's nominees are included in Attachment 3. Under the Policy, members of Administration are appointed until the next annual Organizational Meeting, unless otherwise specified by a resolution of Council, shareholder resolution or a wholly-owned subsidiary's governance documents. In no event will the appointment be for longer than the third AGM following the appointment. These

Wholly-Owned Subsidiary Appointments

appointments terminate immediately if an appointed member of Administration leaves employment with The City.

EXTERNAL ENGAGEMENT AND COMMUNICATION

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

The proposed approach has been used since 2019 and is based on a review of Administration's previous work on governance for wholly-owned subsidiaries including the *Shareholder Alignment Review Report* (AC2021-1354). Each of the affected wholly-owned subsidiaries, the City Clerk's Office and the Law, Legislative Services and Security departments were consulted in previous years regarding this approach. The City Clerk's Office prepared Confidential Attachment 2 and coordinated with all members of Council on their preferred appointments and engaged with the Chief Administrative Officer and Senior Executive Advisors to provide nominations for Administration included in Attachment 3.

IMPLICATIONS

Social

The City established each wholly-owned subsidiary to provide targeted programs and services that meet the needs of Calgarians including affordable and below-market housing; electricity, natural gas, and renewable energy; economic development; and other services. Supporting effective governance through timely appointments to wholly-owned subsidiary boards provides shareholder direction in a consistent manner so these organizations can continue to effectively serve Calgarians.

Environmental

Through their operations including programs and services for Calgarians, each wholly-owned subsidiary determines how to best address environmental and other requirements based on their unique lines of business and leading practices.

Economic

The City's wholly-owned subsidiaries support implementation of *Uplook: An Action Plan for Our Economy* and related City strategies and plans. Supporting effective governance through timely appointments to wholly-owned subsidiary boards uses a consistent process to provide shareholder direction to effectively deliver their Council approved mandates.

Service and Financial Implications

No anticipated financial impact

Community Services Report to
Organizational Meeting of Council
2024 October 22

ISC: UNRESTRICTED
C2024-0885

Wholly-Owned Subsidiary Appointments

RISK

Appointing Councillors and members of Administration to board of director positions in a timely manner mitigates The City's exposure to risks related to the effective governance and operation of wholly-owned subsidiaries.

Risk may arise for The City if an appointee's duties and obligations to The City conflicts, or is perceived to conflict, with their duties as a board member of a wholly-owned subsidiary. The likelihood and impact of this risk is mitigated by providing information about wholly-owned subsidiaries and their governance to newly elected members of Council as part of the orientation process. The Council-approved *Investing in Partnerships Policy* also encourages The City's partners, including wholly-owned subsidiaries, to maintain good governance policies and practices including codes of conduct, diversity, conflicts of interest, board orientation and education to manage perceived or actual conflicts of interest and mitigate the associated risk.

ATTACHMENTS

1. Background and Previous Council Direction
2. CONFIDENTIAL – Councillor Ranked Wholly-Owned Subsidiaries Preferences
3. Administration Member Recommended for Council Nomination to Wholly-Owned Subsidiaries
4. Sample Appointment Resolution

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 proposed shareholder resolution appointment process to ensure timely appointment of City Council representatives to the boards of directors for The City's wholly-owned subsidiaries. It also presents members of Administration for appointment to the boards of selected wholly-owned subsidiaries. Since 2017, a similar report has been brought to Council including C2021-1383, C2020-1054, C2019-1224, C2018-1240 and C2017-1078.

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2023 October 24	C2023-0951	<p>Wholly-Owned Subsidiary Appointments Report</p> <p>1. Confirm and approve Council and Administration member nominations for appointment to the boards of directors of The City's wholly-owned subsidiaries, as follows, for terms to expire at the 2024 Organizational Meeting of Council: Attainable Homes Calgary Corporation: Mayor Gondek, Councillor Walcott. Calgary Arts Development Authority Ltd.: Councillor Wong. Calgary Economic Development Ltd. The Mayor and the Member of Council appointed to the Calgary Economic Development Ltd. Board of Directors also serve on the Board of Directors for Opportunity Calgary Investment Fund Ltd. David Duckworth, Chief Administrative Officer, Councillor Pootmans. Calgary Municipal Land Corporation Ltd. Mayor Gondek, Councillor Mian, Councillor Walcott</p> <p>2. Authorize the Mayor, or in the Mayor's absence, the Deputy Mayor, to execute a resolution on behalf of the shareholder of The City's wholly-owned subsidiaries appointing the Council and Administration nominees for the terms specified to the respective board of directors; and</p> <p>3. Direct that Attachment 2 and Closed Meeting discussions 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>
2022 October 25	C2022-1070	<p>Wholly-Owned Subsidiary Appointments Report</p> <p>1. Confirm and approve Council and Administration member nominations for appointment to the boards of directors of The City's wholly owned subsidiaries, as follows: Attainable Homes Calgary Corporation For a term to expire at the 2023 Organizational Meeting of Council, Mayor Gondek, Councillor</p>

		<p>Walcott. Calgary Arts Development Authority Ltd. For a term to expire at the 2023 Organizational Meeting of Council, Councillor Wong. Calgary Economic Development Ltd. For a term to expire at the 2023 Organizational Meeting of Council The Member of Council appointed by Shareholder Resolution to Calgary Economic Development Ltd. also serves on Opportunity Calgary Investment Fund Ltd. David Duckworth, City Manager, Councillor Sharp. Calgary Film Centre Ltd. For a term to expire at the 2023 Organizational Meeting of Council, Councillor Chabot. Calgary Municipal Land Corporation Ltd. For a term to expire at the 2023 Organizational Meeting of Council, Mayor Gondek, Councillor Mian, Councillor Walcott</p> <p>2. Authorize the Mayor, or in the Mayor's absence, the Deputy Mayor, to execute a resolution on behalf of the shareholder of The City's wholly owned subsidiaries appointing the Council and Administration nominees for the term specified to the respective board of directors;</p> <p>3. Direct that Attachment 2 and Closed Meeting discussions remain confidential pursuant to Sections 17 and 19 of the Freedom of Information and Protection of Privacy Act (Alberta);</p> <p>4. Direct that Attachment 3 remain confidential pursuant to Sections 17 and 19 of the Freedom of Information and Protection of Privacy Act (Alberta) until Council rises and reports;</p> <p>5. Authorize the destruction of all confidential ballots following the conclusion of this meeting; and</p> <p>6. Direct that the closed meeting discussions remain confidential pursuant to Sections 17 and 19 of the Freedom of Information and Protection of Privacy Act.</p>
2017 February 13	CPS2017-0094	<p>Investing in Partnerships Policy</p> <p>1. Approve the Investing in Partnerships Policy (Attachment 1); and 2. Approve that the following policies be rescinded: Autonomous Bodies Policy and Framework (CSPS035) (Attachment 2), Civic Partners Review Reserve – Terms of Reference Policy (CSPS005) (Attachment 3), and Federation of Calgary Communities (CSPS009) (Attachment 4).</p>
2013 December 16	C2013-2842	<p>Corporate Secretariat- Phase 2 Model Documents and Workplan</p> <p>Included Recommendations 2 as follows: Adopt Attachment 3, Model Governance Documents, Phase 2 as a tool for developing and enhancing governance relationships with The City of Calgary's subsidiaries.</p>
2013 September 16	C2013-0685	<p>Model Documents for Governance Relationships</p>

		Included Recommendations 2 as follows: Adopt Attachment 3, Model Governance Documents, Phase 2 as a tool for developing and enhancing governance relationships with The City of Calgary's subsidiaries.
2012 May 28	C2012-0302	<p>Governance Relationships Review (Confidential)</p> <p>Received for information including an overview of leading practices and a proposed framework for establishing governance relationships between The City of Calgary and its wholly-owned subsidiaries.</p>

Bylaws, Regulations, Council Policies

Council Policies

Governance and Appointments to Boards, Commissions and Committees Policy (CP2016-03)

Investing in Partnerships Policy (CP2017-01)



Administration Members Recommended for Council Nominations to Wholly Owned Subsidiaries

The Administration Nominees presented below are for Council's nomination to Wholly Owned Subsidiaries.

CALGARY ECONOMIC DEVELOPMENT

Unspecified service area; traditionally, the Chief Administrative Officer is appointed

Unspecified Service Area	David Duckworth (Chief Administrative Officer)	No set term, reviewed annually
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CALGARY HOUSING COMPANY

The Director of Calgary Neighbourhoods or successor business unit of The City of Calgary; The City Treasurer of the City of Calgary or individual having similar skills

City Treasurer Designate	Aaron Brown (Deputy Director, Corporate Finance)	Continuing three-year term until Oct. 2026
Director of Community Strategies	Eren Cervantes-Altamirano (Director, Community Strategies)	Continuing three-year term until Oct. 2026

RESOLUTION OF THE SOLE SHAREHOLDER OF
(*INSERT NAME OF THE WHOLLY OWNED
SUBSIDIARY*) (THE “**CORPORATION**”) APPROVED,
ADOPTED AND CONSENTED TO IN WRITING
WITHOUT THE HOLDING OF A MEETING AS
EVIDENCED BY THE SIGNATURE OF THE SOLE
SHAREHOLDER PURSUANT TO THE *BUSINESS
CORPORATIONS ACT* (ALBERTA) AND THE BYLAWS
OF THE CORPORATION.

WHEREAS The City of Calgary (the “**Shareholder**”) is the sole shareholder of the Corporation;

AND WHEREAS the Unanimous Shareholder Agreement of the Corporation gives the Shareholder the exclusive authority to elect directors of the Corporation and fill vacancies on the board of directors of the Corporation (the “**Board**”);

AND WHEREAS the Shareholder has passed a Voting Procedure Resolution, which provides, among other things, that, generally, any of the Mayor or a Councillor of the Shareholder (collectively, the “**Council Members**”) duly elected and then holding office has the authority for and in the name of the Shareholder to sign a resolution in writing of the Shareholder provided that the execution of such resolution has been approved by resolution passed at a duly called and convened Shareholder meeting;

AND WHEREAS The City of Calgary, as part of its duly constituted annual organizational meeting of Council held October 24, 2023, considered and confirmed the appointment of Members of Council (*insert as appropriate “and members of Administration”*) to the Board;

NOW THEREFORE BE IT RESOLVED THAT:

1. Effective as of (*insert date of the organizational meeting of Council*), (*insert Councillor name/Member of Administration name*) be hereby elected as a director of the Corporation to hold office for a term expiring the earlier of 1) the 2025 Organizational Meeting of The City of Calgary Council, 2) (*his/her/their*) successor has been appointed, or 3) (*he/she/they*) is no longer a (*Council member/employee of the Shareholder*).
2. The Corporation shall be entitled to rely on delivery by facsimile transmission or other electronic transmission of a scanned copy of the executed resolution and such facsimile or scanned copy shall be legally effective to create a valid and binding resolution.

DATED as of the ___ day of November 2024

THE CITY OF CALGARY

Per: _____

Mayor Jyoti Gondek

City of Calgary Subdivision and Development Appeal Board Chair Qualifications

The Chair of the Subdivision and Development Appeal Board ("the Board", "SDAB"), must be a member of the Board and therefore must meet the requirements for membership on the Board, as determined by Council (PAC2009-21).

The Chair of the Subdivision and Development Appeal Board must also have or demonstrate the following:

- a. notable experience in one or more of the following areas:
 - (i) presiding over the proceedings of a quasi-judicial board or administrative tribunal;
 - (ii) leading diverse teams to success in completing projects, or program or business objectives; or,
 - (iii) persuasive decision writing or report writing;
- b. an advanced understanding of the principles of natural justice and procedural fairness;
- c. a strong familiarity with the hierarchy of legislation, plans, policies, and trends of planning, growth, and development in Calgary;
- d. a strong public service orientation;
- e. a commitment to high quality and consistency in decision making and writing;
- f. a clear understanding of the purpose and mandate of the Board under the Municipal Government Act, as well as the distinct roles and responsibilities of the Board as they relate to appeals;
- g. a clear understanding of the distinct roles of Council and Administration with respect to the Board;
- h. accountability for the efficiency and effectiveness of the Board's procedures in meeting the requirements of its mandate;
- i. strong communication skills and an ability to direct or persuade parties as necessary to achieve efficient, fair, and respectful hearings of appeals;
- j. an ability to act as public spokesperson for the Board when appropriate and necessary;
- k. a commitment to learning, development, and continuous improvement, as well as proactive succession planning;
- l. leadership in integrity and high ethical standards;
- m. a commitment to communications and transparency with stakeholders, including opportunities for meaningful feedback; and,
- n. an ability to work collaboratively with the Board's administration and support staff.

Background and Previous Council Direction

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2023 December 12	C2023-1273	Calgary Subdivision and Development Appeal Board – Appointment of Chair Appointment of Timothy Bardsley as Chair for 2024
2022 October 25	C2022-1031	Calgary Subdivision and Development Appeal Board – Appointment of Chair Re-appointment of Bill Chomik as Chair for 2023
2021 November 15	C2021-1326	Calgary Subdivision and Development Appeal Board – Appointment of Chair Re-appointment of Bill Chomik as Chair for 2022
2020 October 26	C2020-1123	Calgary Subdivision and Development Appeal Board – Appointment of Chair Re-appointment of Bill Chomik as Chair for 2021
2019 October 28	C2019-1204	2020 Calgary Subdivision and Development Appeal Board Appointment of Chair Re-appointment of Bill Chomik as Chair for 2020
2018 October 22	C2018-1249	Appointment of Chair for the Subdivision and Development Appeal Board (Verbal) Re-appointment of Bill Chomik as Chair for 2019
2017 November 20	C2017-1094	2018 Calgary Subdivision and Development Appeal Board Leadership and Operations Re-appointment of Bill Chomik as Chair for 2018

2016 December 19	C2016-0946	<p>2017 Calgary Subdivision and Development Appeal Board Leadership</p> <p>Re-appointment of Bill Chomik as Chair for 2017</p>
2016 May 16	SCS2016-0398	<p>Recommendations of the Selection Committee for Leadership of the Calgary Subdivision and Development Appeal Board.</p> <p>Amendment to Bylaw 25P95, as amended, to allow for midterm appointments to the Board. Appointment of Bill Chomik as member, and as Chair for remainder of 2016</p>
2015 July 27	PFC2015-0518	<p>City Solicitor’s Report on Subdivision and Development Appeal Board Matters</p> <p>Governance amendments to Calgary Subdivision and Development Appeal Board Bylaw, Bylaw 25P95, as amended, including establishing the appointment of the Chair by Council. Adoption of Subdivision and Development Appeal Board Chair Qualifications by Council.</p>

Bylaws, Regulations, Council Policies

The Subdivision and Development Appeal Board Bylaw, Bylaw 25P95, as amended

Prescribes terms of tribunal governance and membership and sets out a requirement for Council to annually appoint a Chair of the Subdivision and Development Appeal Board. Section 4(4)(g) of The Subdivision and Development Appeal Board Bylaw 25P95 provides as follows:

(g) Council shall annually appoint by resolution a Chair after considering the recommendations of the Board.

Governance and Appointments of Boards, Commissions and Committees (CP2016-03)

Provides policy framework for Council’s appointment of members to Boards, Commissions and Committees.

REVISED POSITION PROFILE - GENERAL CHAIR, CALGARY ASSESSMENT REVIEW BOARD

The Chair of the Calgary Assessment Review Board (“ARB” or “the Board”) position is established through the Board’s Bylaw. The Chair is responsible for ensuring that the Board performs the role provided by its statutory mandate, that it conducts hearings of assessment complaints in a fair and equitable manner, and that it renders decisions of the highest standard, as mandated by governing legislation.

PRIMARY DUTIES AND RESPONSIBILITIES OF THE POSITION OF CHAIR

- ~~Perform~~ **Supports** the annual scheduling of all property and business assessment complaints **by the Clerk of the Assessment Review Board**.
- Work closely with the leadership and administration of the Alberta **Land and Property Rights Tribunal (LPRT)** ~~Municipal Government Board (MGB)~~ to ensure that provincial member assignments, training, performance and scheduling appropriately support the ARB’s operations.
- Schedule Board members for hearings, including the delegation of presiding responsibilities.
- Work collaboratively with the City Clerk and the Board’s administration on matters relating to the Board’s governance and case processing matters.
- Review Board member decisions for quality, correctness and compliance.
- Establish and lead the administration of policies and procedures for the Board.
- Chair the Board’s interview and selection committee.
- Fulfill the role of Head of Public Body on behalf of the Board under provisions of the *Freedom of Information and Protection of Privacy Act*.
- Conduct performance evaluation of Board members.
- Instruct the Board’s independent legal counsel on behalf of the Board
- Identify training and development opportunities for Board members and work with **the Clerk of the Assessment Review Board, and/or designates, ARB administration** to arrange them.
- Chair meetings of the Board, as required.
- Succession Planning – identify potential successors and ensure that they receive opportunities to train in, and practice, competencies required of the Board’s leaders.

Remuneration is provided for the position of General Chair in the form of an honorarium paid a per diem basis of \$550 per day, approximately \$100,000 – \$130,000 annually. A successful candidate for the position of General Chair must have sufficient availability to carry out the duties of the position, which require five full days per week from March to December, as well as a part time commitment between December and March.

QUALIFICATIONS AND EXPERIENCE

The emphasis of the qualification requirements for General Chair is on experience and competency. The Chair will be expected to provide leadership to the Board in **several number of** competency areas. In order to provide the necessary subject-matter expertise leadership to the Board, the successful candidate will **require** ~~have to have had~~ experience with quasi-judicial boards or administrative tribunals, and have a background in real estate, property management, property development, property appraisal, assessment and law.

The successful candidate will demonstrate a commitment to carrying out the Board's statutory mandate, while being mindful of the public's interest in having access to a fair, efficient and accountable adjudicative body to hear complaints **about** ~~on property and~~ assessment complaints.

Specifically, the **General** Chair of the Assessment Review Board must have, or demonstrate, the following:

- Notable experience in one or more of the following areas:
 - Presiding over the proceedings of a quasi-judicial board or administrative tribunal;
 - Leading diverse teams to success in completing projects, or program or business objectives; or,
 - Persuasive decision writing or report writing;
- An advanced understanding of the principles of natural justice and procedural fairness.
- A strong public service orientation.
- A commitment to high quality and consistency in decision making and writing.
- A clear understanding of the purpose and mandate of the Board under the *Municipal Government Act*, the *Matters Relating to Assessment Complaints Regulations* and the ARB Bylaw, as well as the distinct roles and responsibilities of the Board as they relate to complaints.
- A clear understanding of the distinct roles of Council and Administration with respect to the Board.
- Accountability for the efficiency and effectiveness of the Board's procedures in meeting the requirements of its mandate.
- Strong communication skills and ability to direct parties as necessary to achieve efficient, fair, and respectful hearings of complaints.
- An ability to act as a public spokesperson for the Board when appropriate and necessary.
- A commitment to learning, development, and continuous improvement, as well as proactive succession planning.
- **Leadership in** An ability to lead with integrity and high ethical standards.
- A commitment to communications and transparency with **stakeholders parties to proceedings before the Board**, including opportunities for meaningful feedback.
- An ability to work collaboratively with the ~~Board's administration~~ **Clerk of the Assessment Review Board and all support staff** ~~City Clerk's Office staff who support the Assessment Review Board, and the parties who participate in proceedings before the Board.~~

The General Chair should also meet the following requirements:

- Be **either**:
 - a resident of ~~the city of~~ Calgary; or
 - **an Indigenous person who resides outside of Calgary but is a resident of the Calgary surrounding area within the Treaty 7 region, including those Indigenous persons who belong to the Blackfoot Confederacy, made up of the Siksika, Piikani, Amskaapipiikani and Kainai First Nations; the Îethka Nakoda Wicastabi First Nations, comprised of the Chiniki, Bearspaw, and Goodstoney First Nations; and the Tsuut'ina First Nation, and those**

persons who are Métis, including citizens of the Otipemisiwak Métis government residing in Foothills Métis District 1, Medicine Hat Métis District 2, Red Deer Métis District 3, Rocky View Métis District 4, Calgary Nose Hill Métis District 5 and Elbow Métis District 6.

- Have considerable experience in one or more of the following areas:
 - the operation of quasi-judicial boards or administrative tribunals;
 - real estate;
 - property management;
 - property development;
 - property appraisal;
 - assessment; or
 - law.
- Be available and agreeable to commit the required time. All ARB hearings are conducted during business hours; essentially, the position is five full days per week from March to December. Part-time availability is also required between December and March, to provide continuity for Board operations, schedule **Members to participate in** hearings and to facilitate recruitment of new members.
- The ability to write in plain language, speak in public and communicate effectively with parties to the complaint.
- Excellent analytical and reasoning skills.
- Demonstrable ability to read, understand and apply: *the Municipal Government Act* and other pertinent Acts, the *Matters Relating to Assessment Complaints Regulation 310/2009 (MRAC)*, and case law and the Bylaw.

In accordance with the *MRAC*, section (50) a member of the Assessment Review Board is ineligible if they are:

- City of Calgary employee;
- An assessor; or
- An agent.

ATTRIBUTES AND ABILITIES

- Communicates confidently with impact - able to express thoughts and ideas in a clear, succinct and compelling manner; debate and discuss in both individual and group settings.
- Strong interpersonal and leadership skills with the ability to develop relationships easily and deal effectively with members and a broad range of internal and external **parties** ~~stakeholders~~ to achieve results.
- Be innovative and creative in looking for solutions.
- Recognized for a strong track record of astute business judgment and sound business decisions.
- Able to multi-task and excel in a rapidly changing, fast paced and, at times, time sensitive environment.

- Effectively delegates responsibility and authority to Board members. Maintains accountability.
- Acts in a confident and self-aware manner with an impeccable sense of integrity, character and personal values.
- Consistently strives to act in the best interest of an organization and the people it serves.

Revised:

PROPOSED

Background and Previous Council Direction

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2023 December 12	C2023-1274	2024 Designation of General Chair, Calgary Assessment Review Board Designation of Robert Matheson as General Chair for 2024.
2023 October 24	N2023-0817	2023 Public Member Appointments to Boards, Commissions and Committees, N2023-0817 Robert Matheson was reappointed as a Public Member of the Assessment Review Board for a two-year term from 2024 January 1 to 2025 December 2025.
2022 October 25	C2022-1033	2023 Appointment of General Chair, Calgary Assessment Review Board Re-designation of John Mathias as General Chair for 2023
2021 November 15	C2021-1327	2022 Calgary Assessment Review Board – Appointment of General Chair Re-designation of John Mathias as General Chair for 2022
2020 October 26	C2020-1128	2021 Calgary Assessment Review Board – Appointment of General Chair Re-designation of John Mathias as General Chair for 2021
2019 October 28	C2019-1208	2020 Calgary Assessment Review Board Appointment of General Chair Re-designation of John Mathias as General Chair for 2020

2018 March 21	C2018-0109	2018/2019 Calgary Assessment Review Board Appointments Re-designation of John Mathias as General Chair to 2019 December 31.
2018 March 19	PFC2018-0108	Assessment Review Board Bylaw, Bylaw 15M2018 Amendment of Bylaw 15M2018 to end the requirement that Council's annual member appointments be made through amendments to the Bylaw. Member appointments were aligned with amendments to the <i>Municipal Government Act</i> , and further aligned them with the calendar year, so appointments of members could be made through Council's annual Organizational Meeting.
2017 February 13	Bylaw 10M2017	Bylaw 10M2017 was given three readings to amend the Calgary Assessment Review Board Bylaw, Bylaw 25M2010, as amended, to reflect the designation of John Mathias as General Chair
2017 January 23	SCA2017-0047	Selection Committee for Leadership of the Assessment Review Board Initial appointment of John Mathias as General Chair of the Calgary Assessment Review Board
2016 November 07	SCA2016-0837	Recruitment Strategy for the Selection of the Calgary Assessment Review Board General Chair Council established a position profile for the General Chair

Bylaws, Regulations, Council Policies

Calgary Assessment Review Board Bylaw, Bylaw 18M2018, as amended

Prescribes terms of tribunal governance and membership and sets out a requirement for Council to annually designate a General Chair for the Calgary Assessment Review Board.

Section 4(1) provides as follows:

4. (1) Council must by resolution designate one of the members of the Assessment Review Board as the General Chair, who shall serve as chair of both the Local Assessment Review Board and the Composite Assessment Review Board.

Governance and Appointments of Boards, Commissions and Committees (CP2016-03)

Provides a policy framework for Council's appointment of members to Boards, Commissions and Committees

Calgary



Designation of General Chair, Calgary Assessment Review Board

C2024-1005

Organizational Meeting of Council, 2024 October 22

That Council:

1. Adopt the Revised Position Profile for General Chair, Calgary Assessment Review Board in Attachment 1;

That Council:

2. Designate a General Chair of the Calgary Assessment Review Board for 2025, effective 2025 January 01, who meets the requirements set out in the Revised Position Profile for General Chair, Calgary Assessment Review Board;
3. Direct that the Designation of the General Chair of the Calgary Assessment Review Board be released publicly following notification of the Appointee by the City Clerk's Office, no later than end of day Friday, 2024 October 25; and
4. Direct that the Confidential Report, Confidential Attachment 2 and Closed Meeting discussions 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*.

Proposed Revised Position Profile – General Chair

- Alignment of eligibility with changes to Council Policy CP2016-03;
- Clarifying the role of the General Chair respecting the scheduling of Hearings and Members;
- Clarifying how the General Chair works with the Clerk of the Assessment Review Board and the City Clerk's Office staff who support the Assessment Review Board; and
- Other minor housekeeping amendments.



That Council:

1. Adopt the Revised Position Profile for General Chair, Calgary Assessment Review Board in Attachment 1;

That Council:

2. Designate a General Chair of the Calgary Assessment Review Board for 2025, effective 2025 January 01, who meets the requirements set out in the Revised Position Profile for General Chair, Calgary Assessment Review Board;
3. Direct that the Designation of the General Chair of the Calgary Assessment Review Board be released publicly following notification of the Appointee by the City Clerk's Office, no later than end of day Friday, 2024 October 25; and
4. Direct that the Confidential Report, Confidential Attachment 2 and Closed Meeting discussions 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*.

Calgary



Questions?

Law, Legislative Services and Security Briefing to

Organizational Meeting of Council

2024 October 22

ISC: UNRESTRICTED

C2024-1007

2024 Boards, Commissions and Committees Recruitment Campaign Statistics

PURPOSE OF BRIEFING

The City Clerk's Office conducts an annual campaign to recruit Public Members for Board, Commission and Committee ("BCC") vacancies. The 2024 BCC Recruitment Campaign Summary in Attachment 1 provides information about the campaign to ensure that Members of Council are aware of the strategies used to attract a diverse pool of qualified applicants and the results of those efforts.

SUPPORTING INFORMATION

Council policy CP2016-03, *Governance and Appointments to Boards, Commissions and Committees*, states that the City Clerk's Office will conduct an annual recruitment campaign to seek applicants interested in being appointed to BCCs.

The City Clerk's Office conducted a campaign for 124 Public Member vacancies across 20 BCCs from 2024 August 12 to September 9. 709 applications and 33 non-binding nominations were received by the City Clerk's Office.

The campaign promoted BCC opportunities through digital advertising, bold signs, direct contacts, and targeted social media. This year's campaign also included post-secondary institutions, professional organizations, strong-performing channels from past campaigns (X [formerly Twitter], LinkedIn, Facebook, Instagram, and newsletters), and marketing in multiple languages.

The attached 2024 BCC Recruitment Campaign Summary also provides insights into the diversity of the applicant pool, based on comparisons with demographic data that applicants have provided voluntarily since 2018. This data is used to continuously improve recruitment strategies to attract applicants who are representative of the diversity of Calgary's population.

ATTACHMENT(S)

1. 2024 BCC Recruitment Campaign Summary

Author: Phil Chu, City Clerk's Office

City Solicitor and General Counsel, Jill Floen, concurs with the information in this Briefing.



2024 Boards, Commissions and Committees Recruitment Campaign Summary

Outcomes of the
Advertising Campaign for
Public Member Recruitment
to Boards, Commissions
and Committees.



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Executive Summary

The City Clerk's Office leads the annual recruitment and advertising campaign promoting opportunities for Calgarians to serve as Public Members of Boards, Commissions and Committees ("BCCs"). Public Members bring skills and expertise that contribute to good governance and provide a variety of perspectives reflecting the diversity of the community.

The 2024 BCC Recruitment Campaign ("2024 Campaign") took place from August 12 to September 9. There were 124 vacant positions to fill on internal and external BCCs as follows:

- 124 Public Members on 20 BCCs; and
- 33 Non-binding Nominations on eight BCCs.

The 2024 Campaign did not include the 20 Public Members on the following five Civic Partners, all of which conduct their own recruitment:

- Calgary Convention Centre Authority
- Calgary Public Library Board
- Calgary Sports & Major Events Committee
- Heritage Calgary
- Silvera for Seniors

A total of 709 applications were submitted by 573 members of the public to serve on BCCs this year. Of those, 483 individuals applied on only one BCC, and 90 individuals applied on more than one BCC.

Further information about the outcomes of the 2024 Campaign are detailed in this report.

Advertising

Methods

Council Policy (CP2016-03) on the *Governance and Appointments of Boards, Commissions and Committees* directs the City Clerk's Office to advertise BCC vacancies through a variety of marketing channels and media.

The 2024 Recruitment Campaign used a mix of out-of-home advertising, digital advertising (traditional, ethnic, and social media channels), and targeted communications to promote BCC vacancies to Calgarians on a city-wide basis, including:

- Bold Signs (Digital and Static)
- Banner Ads (in Traditional & Simplified Chinese, Arabic, Urdu, Spanish, Punjabi, French, Vietnamese, Korean, and Russian)
- Community Newsletters
- Social media (LinkedIn, Facebook, Instagram, X [formerly Twitter])
- eNewsletter
- Calgary.ca
- Direct emails using MailChimp

Strategic Approach

The City Clerk's Office is committed to continuous improvement in increasing public awareness of opportunities to serve on BCCs and in attracting qualified and diverse applicants.

Valued audiences for the 2024 Recruitment Campaign included:

- Residents of Calgary at least 18 years of age;
- Seniors (60+) and Youth (18-24);
- Female skew;
- Indigenous peoples, including those who may reside outside of Calgary but are residents of the Calgary surrounding area within the Treaty 7 region, including those Indigenous persons who belong to the Blackfoot Confederacy, made up of the Siksika, Piikani, Amskaapiiikani and Kainai First Nations; the Îethka Nakoda Wîcastabi First Nations, comprised of the Chiniki, Bearspaw, and Goodstoney First Nations; and the Tsuut'ina First Nation, and those persons who are Métis, including citizens of the Otipemisiwak Métis Government residing in Foothills Métis District 1, Medicine Hat Métis District 2, Red Deer Métis District 3, Rocky View Métis District 4, Calgary Nose Hill Métis District 5 and Elbow Métis District 6;
- Public Members with disabilities;
- Public Members who consider themselves advocates for underrepresented groups;
- Public Members looking to build their professional network through volunteer opportunities; and
- Public Members from sectors that directly support the military or perform public safety activities.
- Public members with relevant skills, expertise and experience related to housing

Targeted social media focused on reaching BCC candidates from historically under-represented groups, such as minority groups, Indigenous peoples, and people with disabilities.

Adjustment to media buys were made mid-campaign based on review of application numbers to raise awareness on BCCs which needed increased applicant reach, including the Calgary Salutes Committee, Beltline Community Investment Fund Committee, Urban Design Review Panel, and Community Peace Officer Oversight Committee.

Bold signs of 4x8 street level signs were placed in 22 locations around The City for four weeks from August 12 - September 9. This year, we also implemented an Indigenous outreach strategy for recruitment, and highlighted the recent Council Policy change that expanded eligibility to Indigenous persons residing outside of Calgary but within the Treaty 7 Region. This included specific advertising in Indigenous languages, such as Blackfoot, Isthka Nakoda/ Stoney, Tsuut'ina, and Michif, and emailing digital flyers to various band offices in Treaty 7 with the appropriate language flyer. The recruitment campaign was also presented at the Calgary Aboriginal Urban Affairs Committee Awards in collaboration with the Indigenous Relations Office. The Indigenous Relations Office also participated in an interview on Windspeaker Radio to share about the opportunities to serve on BCCs and the value that volunteers bring to The City as well as the meaningful experience that volunteers gain.

This year, we used the images and poster below to reflect collaboration and diversity in the work of BCCs.





Take your seat at the table

The City of Calgary needs volunteers
for its Boards, Commissions and Committees.

Boards, Commissions and Committees provide City Council with perspective, input, and recommendations on civic issues, including urban design, planning, climate, social wellbeing, and others.

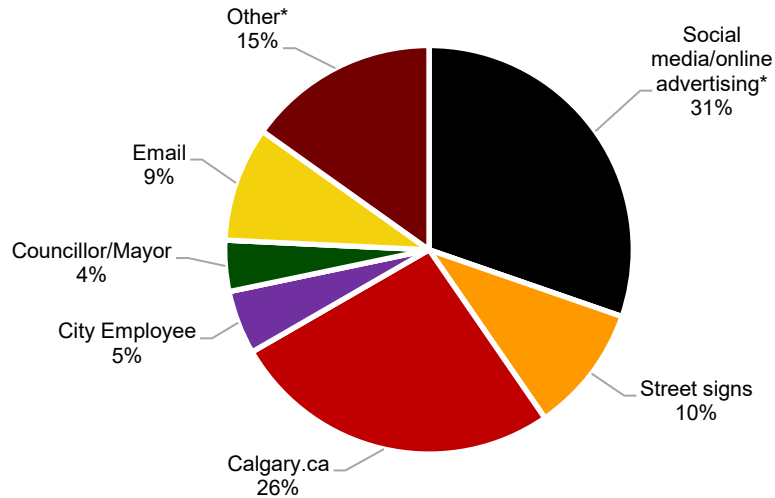
Apply before 4 p.m. on Monday, Sept. 9, 2024.

Criteria and application forms available online at calgary.ca/Boards



Comparative Effectiveness of Advertising Mediums

Applicants were asked to respond to the question “How did you hear about this opportunity?” at the end of their application forms. The result of this survey is presented below.



*Social media includes Facebook, Instagram, LinkedIn, and X (formerly Twitter)

*Other includes applicants' free-form responses, including external word-of-mouth or advertising.

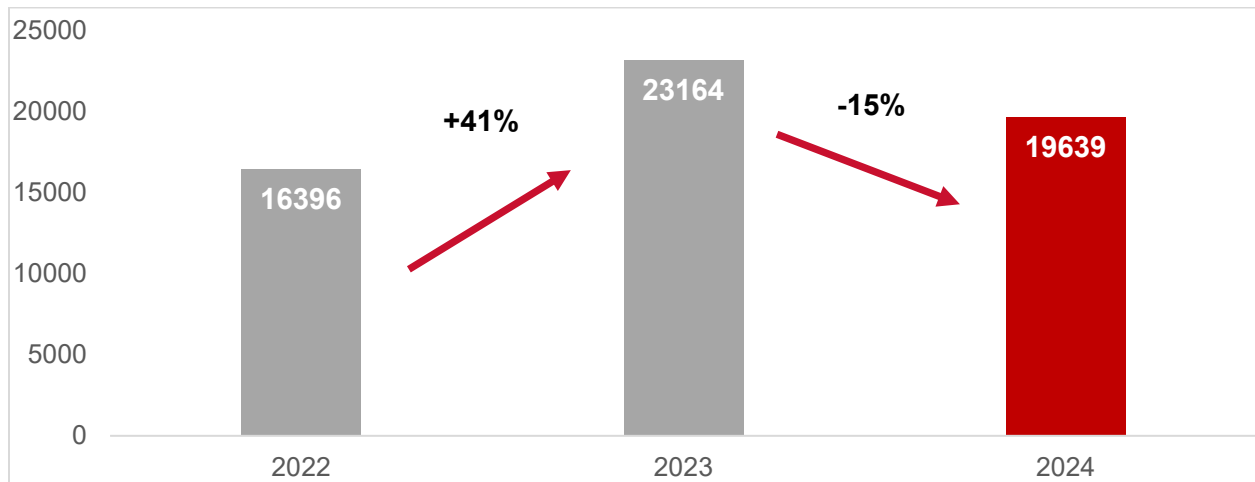
Advertising & Marketing Results

Web Results (calgary.ca/boards)

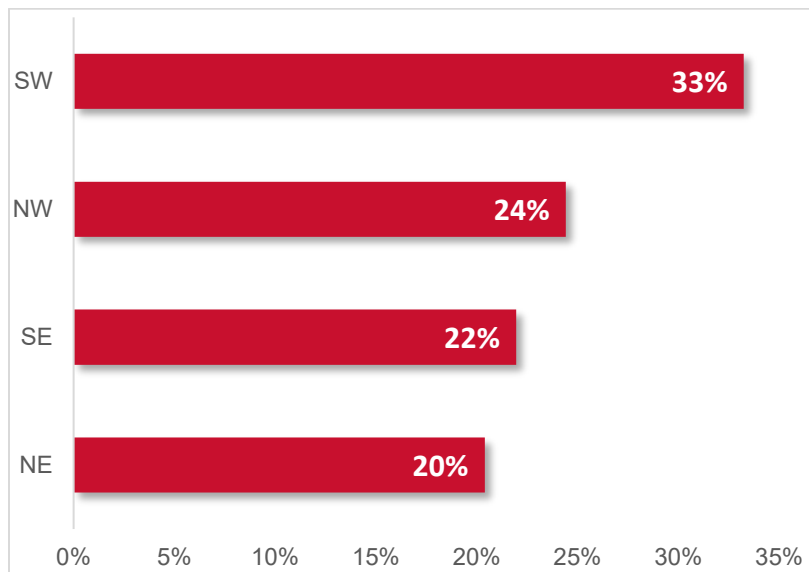
The results of the BCC webpage presented below are from data gathered during the recruitment period from 2024 August 12 - September 9.

A comparison between the 2024 campaign and the prior year shows there was a traffic decrease of 15%. It's worth noting that each year the campaign has an identical one-month duration.

BCC Webpage – Year to Year Comparison



BCC Webpage – Performance by Quadrant



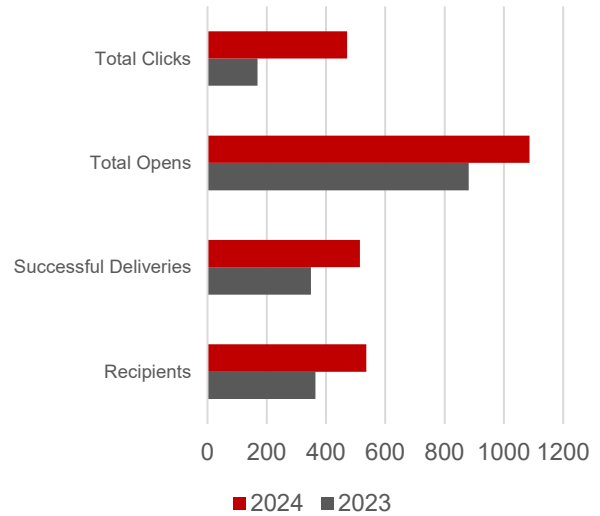
The Southwest accounted for the most traffic, accumulating 33% of the page views. The traffic distribution among the Northwest, Southeast, and Northeast regions was evenly spread.

E-mail Newsletter Results

This year's BCC newsletter targeted professional organizations, post-secondary institutions, and local non-profit organizations engaged in direct community support to Calgarians, including sectors that directly support the military or perform public safety activities.

Voluntary subscription to the BCC newsletters has been made available to the public by signing up through the BCC City webpage. This allowed for not only organizations to be included in our contact list, but also individual subscribers who wanted to receive updates on the BCCs' annual recruitment campaign.

Overall, the 2024 email campaign did better than the previous year. It is anticipated that our contact list will gradually increase in the next year as there's a continuous trend of individuals subscribing to the BCC newsletter.



536
Recipients



95.9%
Successful Deliveries

Recruitment Campaign Results

Applications

Applications Received per Vacancy

BCC with Vacancies	Number of Vacancies	Number of Applications	Ratio of Vacancies to Applications
Advisory Committee on Accessibility	6	41	1 : 6.8
Anti-Racism Action Committee	5	65	1 : 13.0
Assessment Review Board	13	37	1 : 2.8
Audit Committee	1	18	1 : 18.0
Beltline Community Investment Fund Committee	4	11	1 : 2.8
Calgary Aboriginal Urban Affairs Committee	7	30	1 : 4.3
Calgary Airport Authority	1	53	1 : 53.0
Calgary Planning Commission	7	36	1 : 5.1
Calgary Police Commission	4	77	1 : 19.3
Calgary Salutes Committee	11	14	1 : 1.3
Calgary Transit Access Eligibility Appeal Board	4	10	1 : 2.5
Climate Advisory Committee	8	76	1 : 9.5
Combative Sports Commission	4	18	1 : 4.5
Community Peace Officer Oversight Committee	2	13	1 : 6.5
Council Advisory Committee on Housing	15	62	1 : 4.1
Licence and Community Standards Appeal Board	10	30	1 : 3.0
Saddledome Foundation	1	24	1 : 24.0
Social Wellbeing Advisory Committee	3	47	1 : 15.7
Subdivision and Development Appeal Board	13	36	1 : 2.8
Urban Design Review Panel	5	11	1 : 2.2
Total	124	709	

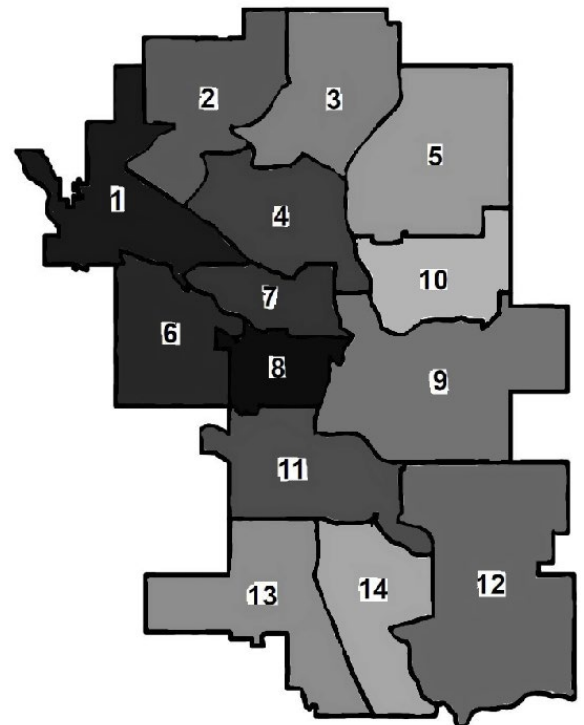
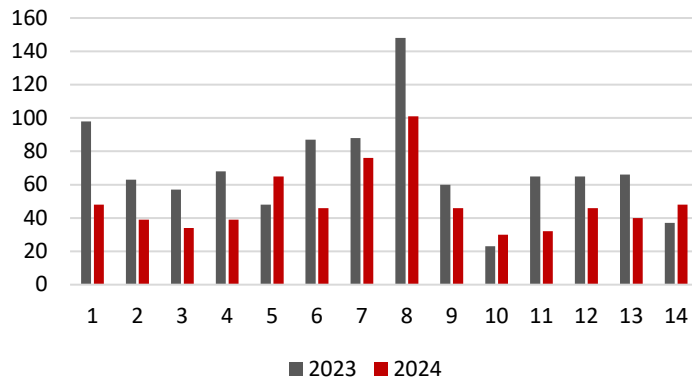
Non-Binding Nominations Received per Vacancy

BCCs	Positions to be filled by a Nomination	Positions to be filled either by nomination or by application	Nominations Received
Arts Commons Advisory Committee	3 or more	-	4
Beltline Community Investment Fund Committee	1		1
Event Centre Committee	2	-	2
Multisport Fieldhouse Committee	2	-	2
Calgary Planning Commission	-	7	7
Social Wellbeing Advisory Committee	2	-	0
Urban Design Review Panel	-	5	4
Tax Incentive Appeal Board	Up to 10	-	13

Applications by Ward

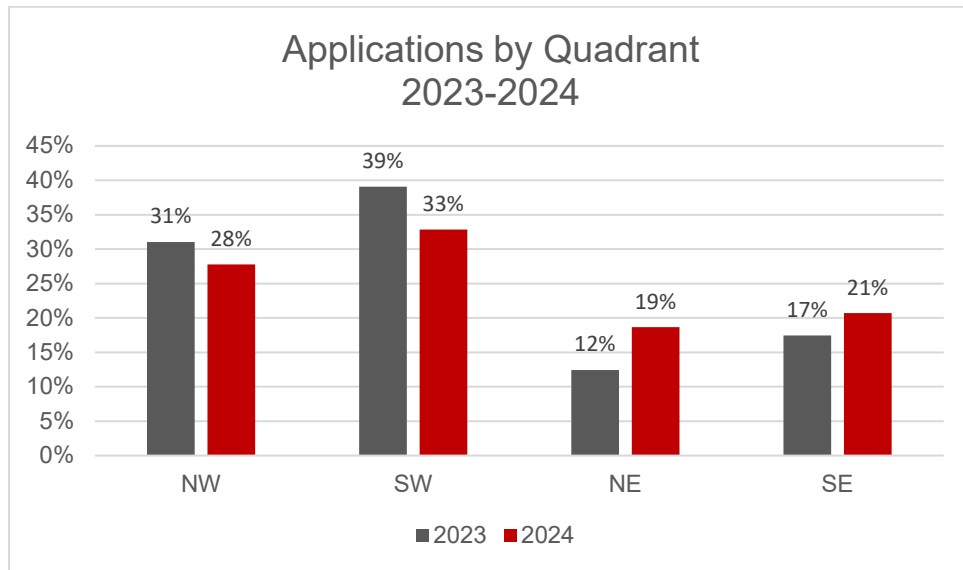
In 2024, most of the applications were received from Ward 8 with a total of 101. Ward 10 garnered the least amount with just 23 applications.

Applications by Ward
2023-2024



Applications by Quadrant

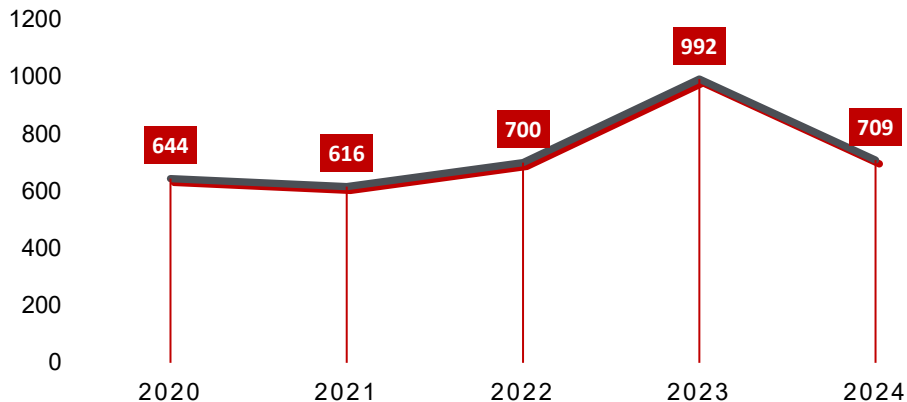
Analysis of the number of applications by City quadrant shows that 2024 is similar to 2023, where most of applications come from the Southwest and the least amount from the Northeast.



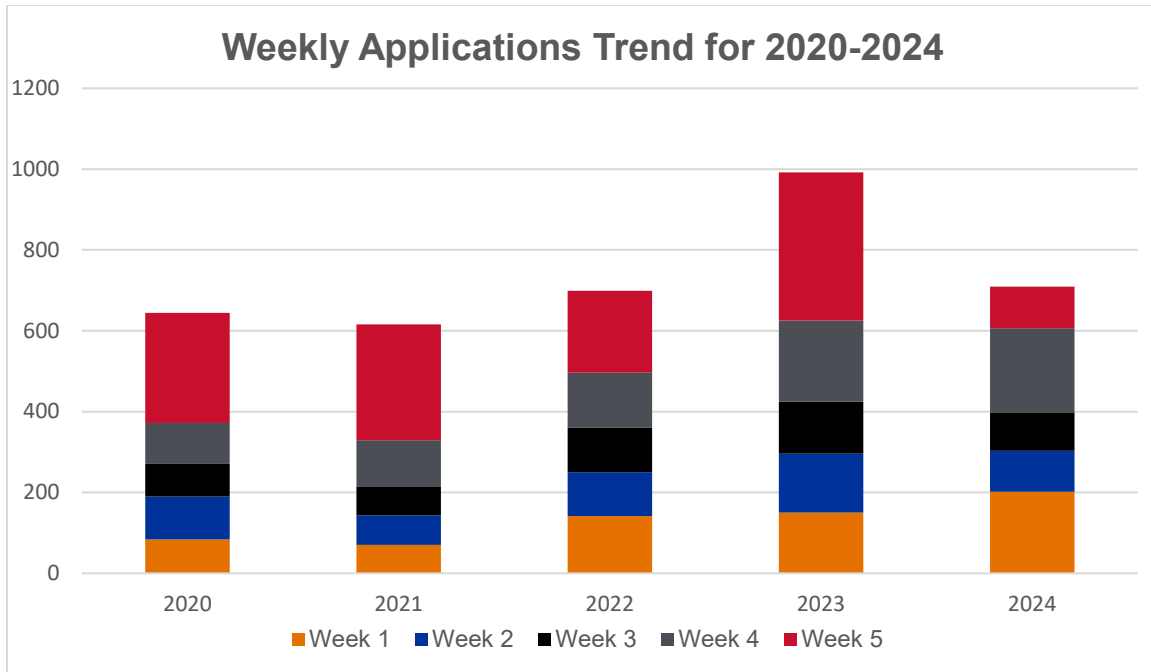
Five-Year Comparison

BCC recruitment campaigns vary from year to year, depending on the number of vacancies on each BCC. A comparison of the number of applications received within the past five years is presented below.

YEARLY APPLICATION TREND 2020 - 2024



This year, the BCC Recruitment Campaign received a total of 709 applications. It is important to note that in 2023, we had 163 vacant public member positions to fill versus 124 vacancies to fill in 2024.



Equity, Diversity, Inclusion and Belonging Survey

Since 2019, in line with the Council-approved Gender Equity, Diversity, and Inclusion (GEDI) Strategy (now called Equity, Diversity, Inclusion and Belonging [EDIB]), standard questions and response categories have been established for collecting demographic information from BCC applicants. This survey information helps track the diversity of applicants to BCCs and to assess the effectiveness of BCC recruitment practices over time.

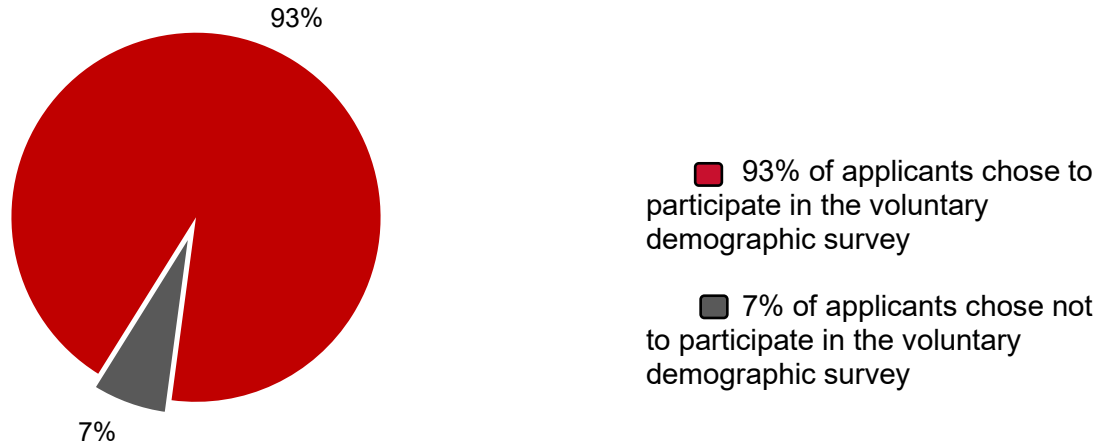
Voluntary Questions

The survey questionnaire asks applicants to volunteer information on their:

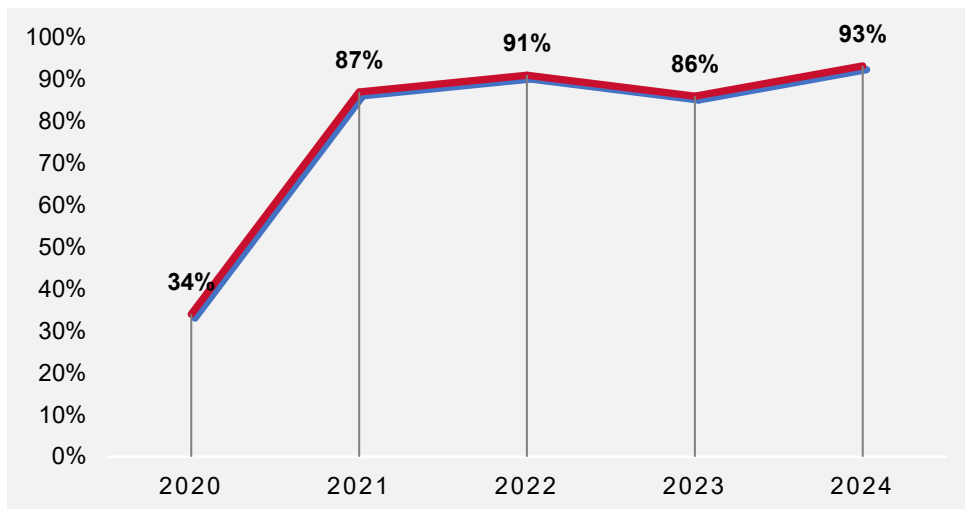
- Age
- Income
- Whether they were born in Canada
- If not born in Canada, how long they have lived in Canada
- Indigenous identity
- Visible minority status
- Whether they have a disability
- Gender identity
- Sexual orientation

Voluntary Demographic Survey Response Rate

2024 Voluntary Demographic Survey Response Rate



Five Year Comparison of the Demographic Survey Response Rate



Results Summary

The key findings of this survey will be used to support continuous improvement of strategies to advance equity, diversity, inclusion, and belonging in future BCC recruitment campaigns.

Majority of this year's BCC applicants:



Are men



Age between 35-44



Earn \$90,000-\$150,000



Born within Canada



Comparison of the 2023 and 2024 data highlights the increase of application numbers from the following groups:

0.94% increase from seniors (65+)



3% increase from people with a disability



No change from those who identify as lesbian, gay, bisexual, pansexual, two-spirit person, or person with any queer sexual orientation



8% increase from those who identify as a person of colour or visible minority



1% decrease from women



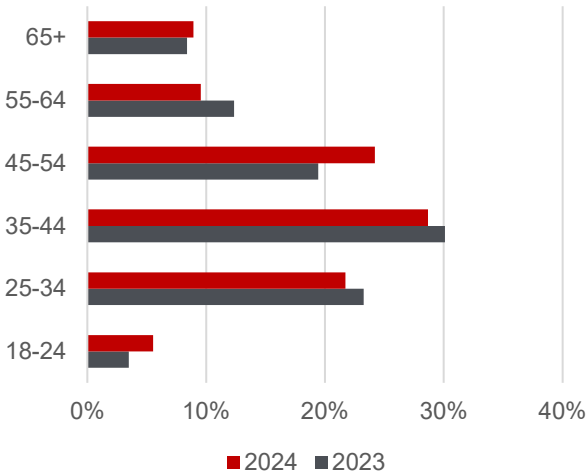
2% decrease from newcomers to Canada (those have been in Canada for 0-5 years)



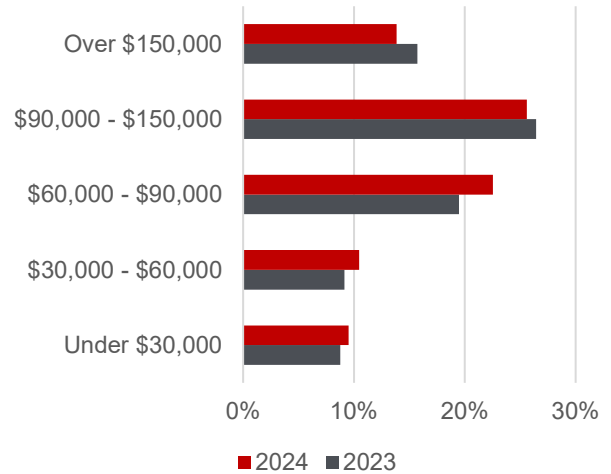
Survey Results by Question

The results of the demographic survey from the applicants who chose to participate are presented below, and reflect the number of applicants in each category.

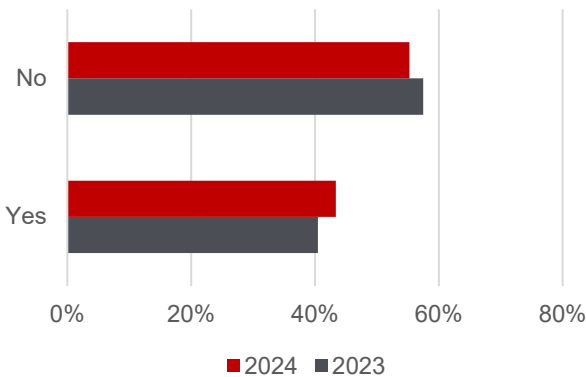
What is your age?



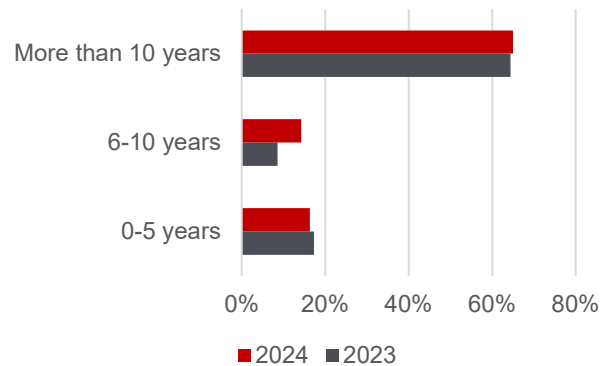
What income do you earn?



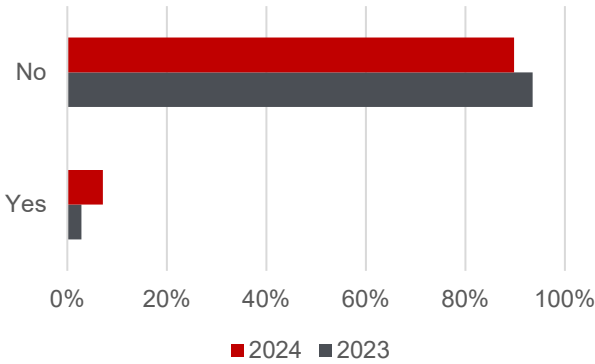
Were you born outside of Canada?



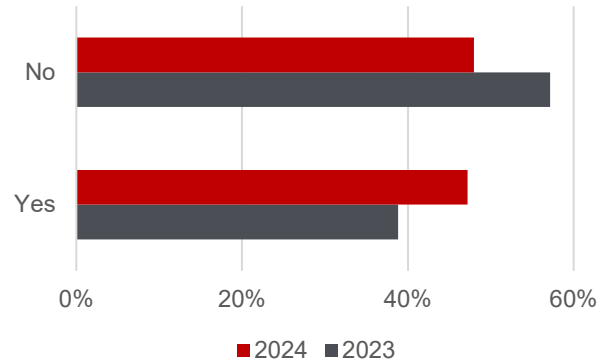
If born outside of Canada, how long have you lived in Canada?



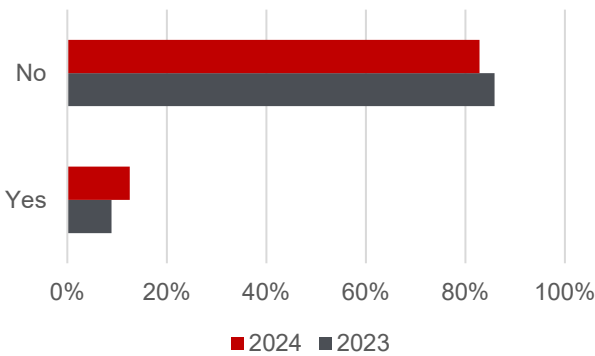
Do you identify as Aboriginal, Indigenous, First Nations, Métis, or Inuk?



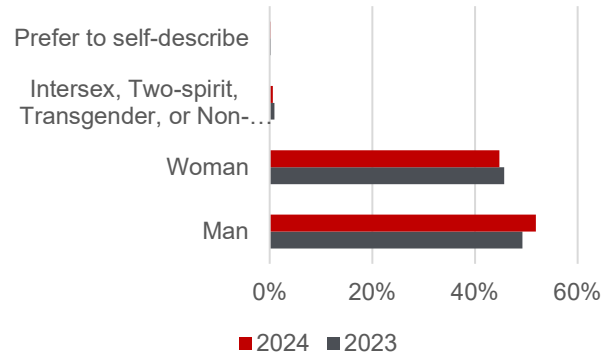
Do you identify as a person of colour or visible minority?



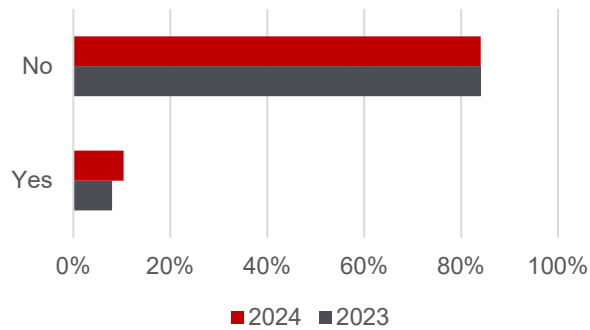
Do you consider yourself to be a person with a disability?



What is your gender identity?



Do you identify as lesbian,
gay, bisexual, pansexual,
two-spirit person, or person
with any queer sexual
orientation?



Law, Legislative Services and Security Briefing to

Organizational Meeting of Council
2024 October 22

ISC: UNRESTRICTED
C2024-0907

2024 Grey Cup and 2025 Quebec Carnival Council Representatives

PURPOSE OF BRIEFING

The purpose of this Briefing is to provide information about the selection of Council's representatives to attend the 2024 Grey Cup and 2025 Quebec Carnival.

SUPPORTING INFORMATION

The *Councillors' Budgets and Expenses Bylaw 36M2021* ("the Bylaw") provides that up to two Councillors may attend the Grey Cup and Quebec Carnival. Historically, two Councillors have been selected to attend each event.

The Bylaw allows:

- Grey Cup (2024 November 17, Vancouver) – up to five nights of accommodation. The Bylaw's allowance for out-of-town travel costs does not include a ticket to the game and, if such a ticket is purchased, it cannot be charged to The City.
- Quebec Carnival (2025 February 7-16, Quebec City) – up to four nights of accommodation.

At the 2024 March 19 Regular Meeting of Council, Council approved amendments to the *Councillors' Budgets and Expenses Bylaw 36M2021*. The amendments introduced a new process for the selection of Council representatives to attend these events.

In accordance with section 22(5) of the Bylaw, the City Clerk's Office solicited expressions of interest from Members of Council to attend each event. Each of the four expressions of interest received were from Members of Council who previously attended one or more of the events during the current Council term.

Two Members of Council each expressed their interest in attending one of the two events in particular, while the remainder expressed interest in both events. As provided for in section 22(5)(e) of the Bylaw, the two Members of Council who expressed interest in a single event were selected to attend that event without holding a draw. The City Clerk's Office conducted a random draw for the remaining two representative positions.

Draw Results

The Council representatives selected to attend the 2024 Grey Cup are as follows:

1. Councillor Mian
2. Councillor Carra

The Council representatives selected to attend the 2024 Quebec Carnival are as follows:

1. Councillor Chabot
2. Councillor McLean

ATTACHMENT(S)

1. Previous Council Direction – Attachment 1

Author: Connor Molineaux, City Clerk's Office

City Solicitor and General Counsel **Jill Floen** concurs with the information in this Briefing.

Background and Previous Council Direction

Previous Council Direction

DATE	REPORT NUMBER	DIRECTION/DESCRIPTION
2024 March 19	CSC2023-1249	Councillors' Budgets and Expenses Bylaw Amendments Council approved amendments to the Councillors' Budgets and Expenses Bylaw 36M2021 which included new provisions for selecting Grey Cup and Quebec Carnival attendees.
2024 October 24	C2023-1024	REVISED BRIEFING - 2023 Grey Cup and 2024 Quebec Carnival Council Representatives The Council Representative selected to attend the 2023 Grey Cup was Councillor Walcott. The Council Representatives selected by random draw to attend the 2024 Quebec Carnival were Councillor Chabot and Councillor McLean.

Bylaws, Regulations, Council Policies

Councillors' Budgets and Expenses Bylaw 36M2021

Out of Town Travel Costs

22. (1) Councillors and their staff may incur expenses for out-of-town travel that are related to the Councillor's duties as a Member of Council.
- (2) Without limiting subsection (1), all Councillors may attend annually either one or both of the following events up to the maximum of days noted:
- (a) Alberta Municipalities (up to three nights); and
 - (b) Federation of Canadian Municipalities "FCM" Conference (up to the length of the conference).
- (3) In addition, any Councillor elected to the FCM Board may also attend the FCM Annual Board of Director's Meetings (up to two nights).
- (4) Despite subsection (1), up to two Councillors may attend the following events in accordance with subsection (5):
- (a) Grey Cup (up to five nights); and

- (b) Quebec Carnival (up to four nights).
- (5) The selection of Councillors for the events in subsection (4) will be determined as follows:
- (a) A random draw of Councillors will be conducted by the City Clerk's Office;
 - (b) The pool for the random draw will be comprised of Councillors:
 - (i) who have responded to an expression of interest to attend the events; and
 - (ii) who have not attended either event previously in the current Council term;
 - (c) In the event a selected Councillor can no longer attend the event then a redraw will occur among the remaining pool;
 - (d) In the event there are not enough Councillors for a draw or redraw then the pool may be expanded to those Councillors who have previously attended either event in the current Council term and are interested and able to attend the upcoming event; and
 - (e) Where an expression of interest for a draw or redraw results in two or less interested Councillors then those Councillors will be selected to attend the event without a draw being necessary.
- (6) For further clarity, approved out of town travel must comply with the Accounts Payable Policy and supporting procedures which allow for meals when travelling. Where the out-of-town travel is to attend an event, venue or conference and a meal is provided to attendees then a separate meal may not be expensed.