



REVISED AGENDA

ORGANIZATIONAL MEETING OF COUNCIL

Monday, October 22, 2018, 9:30 AM
IN THE COUNCIL CHAMBER

1. CALL TO ORDER
2. OPENING REMARKS
3. CONFIRMATION OF AGENDA
4. APPOINT AND CONVENE A PRO-TEM NOMINATING COMMITTEE
5. REPORT OF THE PRO-TEM NOMINATING COMMITTEE FOR THE APPOINTMENT OF SPC MEMBERS
 - 5.1 SPC on Community and Protective Services
 - 5.2 SPC on Planning and Urban Development
 - 5.3 SPC on Transportation and Transit
 - 5.4 SPC on Utilities and Corporate Services
6. CONFIDENTIAL ITEMS
 - 6.1 Councillor Appointments to Boards Commissions and Committees
 - 6.1.1 Councillor Appointments to Standing Specialized Committees
 - 6.1.1.1 Audit Committee
 - 6.1.1.2 Gas, Power and Telecommunications Committee
 - 6.1.1.3 Intergovernmental Affairs Committee
 - 6.1.1.4 Priorities and Finance Committee
 - 6.1.2 Councillor Appointments to Other Boards, Commissions and Committees
Held confidential pursuant to Sections 17 and 19 of *FOIP*.
 - 6.1.2.1 2026 Olympic and Paralympic Winter Games Council Committee

- 6.1.2.2 Alberta Urban Municipalities Association
- 6.1.2.3 Calgary Aboriginal Urban Affairs Committee
- 6.1.2.4 Calgary Convention Centre Authority
- 6.1.2.5 Calgary Homeless Foundation
- 6.1.2.6 Calgary Metropolitan Region Board
- 6.1.2.7 Calgary Parking Authority
- 6.1.2.8 Calgary Planning Commission
- 6.1.2.9 Calgary Police Commission
- 6.1.2.10 Calgary Public Library Board
- 6.1.2.11 Calgary Stampede Board
- 6.1.2.12 Co-ordinating Committee of the Councillors' Office
- 6.1.2.13 Family and Community Support Services Association of Alberta
- 6.1.2.14 Federation of Canadian Municipalities
- 6.1.2.15 Inter-Municipal Committee - Foothills
- 6.1.2.16 The City of Calgary and The City of Chestermere Intermunicipal Committee
- 6.1.2.17 Inter-Municipal Committee - Rocky View
- 6.1.2.18 Nominations Committee
- 6.1.2.19 Pathways and Bikeways Project Steering Committee
- 6.1.2.20 Silvera for Seniors
- 6.1.3 Wholly-Owned Subsidiary Councillor Appointment Process, C2018-1240
Held confidential pursuant to Sections 17 and 19 of *FOIP*.
 - 6.1.3.1 Attainable Homes Calgary Corporation
 - 6.1.3.2 Calgary Arts Development Authority
 - 6.1.3.3 Calgary Economic Development Ltd.

- 6.1.3.4 Calhome Properties Ltd. Operating as Calgary Housing Company
 - 6.1.3.5 Calgary Municipal Land Corporation
 - 6.1.3.6 Opportunity Calgary Investment Fund (formerly Economic Development Investment Fund)
 - 6.1.3.7 Enmax Corporation
- 6.1.4 Potential Councillor Appointments
 - 6.1.4.1 Calgary Film Centre Appointment, C2018-1241
Held confidential pursuant to Sections 17 and 19 of *FOIP*.
 - 6.1.4.2 Inter-City Forum on Social Policy of Alberta
 - 6.1.4.3 Business Advisory Committee
- 6.2 Public Member Appointments to Boards, Commissions and Committees
 - 6.2.1 Consideration of Shortlists Submitted by Boards, Commissions and Committees (BCCs), N2018-1036
Held confidential pursuant to Sections 17 and 19 of *FOIP*.
 - 6.2.2 Consideration of Public Member Appointments to Boards, Commissions and Committees, N2018-1072
Held confidential pursuant to Sections 17 and 19 of *FOIP*.
- 6.3 Appointment of Chair for the Subdivision and Development Appeal Board (Verbal), C2018-1249
Held confidential pursuant to Sections 17 and 19 of *FOIP*.
- 6.4 Public Member Civic Partner Appointments, C2018-1145
Held confidential pursuant to Sections 17 and 19 of *FOIP*.
 - 6.4.1 Calgary Public Library Board
 - 6.4.2 Calgary Convention Centre Authority
 - 6.4.3 Silvera for Seniors
 - 6.4.4 Tourism Calgary
 - 6.4.5 Calgary Sports and Major Events Committee

7. ITEMS DIRECTLY TO COUNCIL

- 7.1 Administration Appointments to Boards, Commissions and Committees, C2018-1073

- 7.2 Authorization to Cover Meeting Costs of Council Representative to the Federation of Canadian Municipalities, C2018-0999
- 7.3 2018 BCC Advertising Campaign Statistics, C2018-1231
- 7.4 2019 Deputy Mayor Roster and Related Duties, C2018-1000
- 7.5 2018 - 2019 Council Seating Process, C2018-1001
- 7.6 2019 Council Calendar and Bylaw 42M2018 to Amend the Procedure Bylaw, C2018-1116

8. URGENT BUSINESS

- 8.1 *Scheduling of a Special Meeting of the Gas, Power and Telecommunications Committee (Verbal)- C2018-1263*
- 8.2 *Revision to the 2018 November 14 One Calgary Operating and Capital Budget Plan Start Time (Verbal) - C2018-1264*

9. CONFIDENTIAL URGENT BUSINESS

- 9.1 *Gas, Power and Telecommunications Update, C2018-1262*

10. ADJOURNMENT

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Administration Appointments to Boards, Commissions and Committees

EXECUTIVE SUMMARY

This report presents Administration's nominees for appointment by Council to 16 internal and external Boards, Commissions and Committees at the 2018 Organizational Meeting of Council. The report also presents, for information, the continuing Administration membership on five internal and external Boards, Commissions and Committees.

ADMINISTRATION RECOMMENDATIONS:

That Council:

1. Appoint the Administration nominees to the Boards, Commissions and Committees with terms commencing 2018 October 22 and ending as contained in Attachment 1; and
2. Receive for information the current Administration members that are continuing to serve on Boards, Commissions and Committees as contained in Attachment 2.

PREVIOUS COUNCIL DIRECTION / POLICY

The Council policy on Governance and Appointments of Boards, Commissions and Committees ("Council policy"), CP2016-03, was adopted by Council to establish a process for the appointment of Members of Council, Administration and Public Members to Boards, Commissions and Committees ("BCCs"). Section 1.3 of the Council policy provides that the "appointment of Members of Council and Administration to serve on BCCs promotes collaboration and collective decision-making with Public Members, ensuring that citizens, communities and customers of The City are better served". In accordance with section 5.7, appointment of Administration Members occurs as follows:

- 5.7.1 Council shall appoint Administration Members to BCCs as applicable. The City Manager shall provide Council with recommendations for appointments.
- 5.7.2 Administration Members shall be appointed to BCCs at the annual Organizational Meeting of Council.
- 5.7.3 The appointment term for Administration Members shall:
 - a) be until the next annual Organizational Meeting of Council, unless otherwise specified by a resolution of Council or a BCC's Governance Document(s); and
 - b) terminate immediately upon leaving the employment of The City of Calgary.

BACKGROUND

Procedure Bylaw 35M2017 provides that all Council appointments to City BCCs must be reviewed and approved annually at the Organizational Meeting of Council, unless otherwise specified in the BCC's governance documents.

Administration Appointments to Boards, Commissions and Committees

INVESTIGATION: ALTERNATIVES AND ANALYSIS

The appointment of Members of Council and Administration to serve on BCCs promotes collaboration and collective decision-making with Public Members, ensuring that citizens, communities and customers of The City are better served. Administration serves on 21 BCCs with voting or non-voting (advisory) privileges, sharing information and knowledge in their fields of expertise with Public and Councillor members that contribute to sound all-encompassing recommendations.

The appointment terms for Administration members vary depending on a BCC's individual Governance Document(s). Administration's nominations for membership to Council are being presented as follows:

- Attachment 1: For appointment by Council – Administration's nominees to BCCs in accordance with the individual BCC's Governance Document(s); and
- Attachment 2: For information – Administration members continuing to serve on BCCs as per previous Council appointment and Administration members serving on BCCs by virtue of their position at The City of Calgary.

Stakeholder Engagement, Research and Communication

Administration issued a request to City Departments and the City Manager's Office on 2018 August 14 for Administration's nominees for appointment to BCCs for the upcoming terms.

Strategic Alignment

This report aligns with Council's priority of a Well-Run City: "Calgary's government is open, responsive, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need" (Action Plan 2015-2018).

Social, Environmental, Economic (External)

Financial Capacity

Current and Future Operating Budget:

There are no current and future operational budget impacts as a result of this report.

Current and Future Capital Budget:

There are no current and future capital budget impacts as a result of this report.

Risk Assessment

The City Solicitor and General Counsel has identified this risk in the past and continues to identify that a risk may arise for The City if an employee's role as a member of Administration conflicts, or is perceived to conflict, with their duties as a board member of a partner or other

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Administration Appointments to Boards, Commissions and Committees

third-party organization. The likelihood and impact of this risk is mitigated by reducing the number of members of Administration serving on the boards of The City's partners or other independent organizations. As well, the Council Investing in Partnerships Policy (CP2017-01) encourages The City's partners, to maintain good governance policies and practices including codes of conduct, conflicts of interest, board orientation and board education

REASON FOR RECOMMENDATION:

In accordance with Council policy CC2016-03, *Governance and Appointments of Boards, Commissions and Committees*, Council shall appoint Administration members to Boards, Commissions and Committees at the annual Organizational Meeting of Council. This report includes Administration nominees for vacant positions as well as continuing Administration appointees.

ATTACHMENTS

1. Administration Nominees to Boards, Commissions and Committees
2. Continuing Administration Appointees



Administration Nominees to Boards, Commissions and Committees

BOARD, COMMISSION OR COMMITTEE	MANDATED APPOINTMENT AND TERM	NOMINEES
BIODIVERCITY ADVISORY COMMITTEE	<p><i>4 Members of City Administration appointed by resolution of Council from the following Departments:</i></p> <ul style="list-style-type: none"> Community Services Transportation Utilities & Environmental Protection <p>TERM: Continuing, expiring at the 2019 Organizational meeting</p>	<p>Chris Manderson Ethan Askey Natalie Young</p>
	<p><u>Half-Term Replacement</u></p> <p>1 position</p> <ul style="list-style-type: none"> Utilities & Environmental Protection <p>TERM: for continuation of a 2-year term, expiring at the 2019 Organizational meeting</p>	<p>Quincy Brown</p>
CALGARY CONVENTION CENTRE AUTHORITY	<p><i>1 General Manager appointed by resolution of the Council</i></p> <p>TERM: 1 year-term, expiring at the 2019 Organizational meeting (<i>term not specified in The Calgary Convention Centre Authority Act</i>)</p>	<p>David Duckworth</p>
CALGARY GENERAL HOSPITAL LEGACY FUND REVIEW COMMITTEE	<p><i>4 Representatives of City Administration:</i></p> <ul style="list-style-type: none"> Calgary Neighbourhoods Calgary Parks Calgary Recreation Finance <p>TERM: 1 year-term, expiring at the 2019 Organizational meeting (<i>term not specified in the Terms of Reference</i>)</p>	<p>Melanie Hulsker Kyle Ripley James McLaughlin Aaron Brown</p>
CALGARY PLANNING COMMISSION	<p><i>2 Employees of the City, each of whom must be a General Manager or a Director, appointed by the City Manager:</i></p> <ul style="list-style-type: none"> Employee of the City (Chairperson) Employee of the City <p>TERM: 1 year-term, expiring at the 2019 Organizational meeting</p> <p>NOTE: <i>The Chairperson of the Commission is appointed by the City Manager</i></p>	<p>Matthias Tita Ryan Vanderputten</p>

BOARD, COMMISSION OR COMMITTEE	MANDATED APPOINTMENT AND TERM	NOMINEES
CALGARY TRANSIT PUBLIC SAFETY CITIZEN OVERSIGHT COMMITTEE	1 Member (non-voting): ‣ Use of Force Instructor TERM: 3 year-term, expiring at the 2021 Organizational meeting	Dan Yontz
COMBATIVE SPORTS COMMISSION	<i>1 Member (non-voting):</i> <u>Half-Term replacement</u> ‣ Chief Licence Inspector, or designate TERM: for continuation of a 2-year term, expiring at the 2019 Organizational meeting	Kent Pallister
EAST PASKAPOO SLOPES JOINT ADVISORY COMMITTEE	<i>1 Representative:</i> ‣ City of Calgary Administration (Chair) TERM: 1 year-term, expiring at the 2019 Organizational meeting (<i>term not specified in the Terms of Reference</i>)	John W. Hall
LINDSAY PARK SPORTS SOCIETY	<i>1 Governor:</i> TERM: 2 year-term, expiring at the 2020 Organizational meeting	Greg Steinraths
MALL PROGRAMMING FUND MANAGEMENT COMMITTEE	<i>1 Representative:</i> ‣ City of Calgary (Chair) ‣ Alternate representative TERM: 1 year-term, expiring at the 2019 Organizational meeting	Joyce Tang Michael Magnan
MCMAHON STADIUM SOCIETY (THE)	<i>2 Members appointed by The City of Calgary</i> TERM: 1 year-term, expiring at the 2019 Organizational meeting	James McLaughlin Kyle Ripley
PARKS FOUNDATION CALGARY	<i>1 Governor who is a staff member of:</i> ‣ Calgary Parks, or ‣ Calgary Recreation TERM: 1 year-term, expiring at the 2019 Organizational meeting	Kyle Ripley
SILVERA FOR SENIORS	<i>1 Member:</i> ‣ City of Calgary Senior Administration TERM: 3 year-term, expiring at the 2021 Organizational meeting	Teresa Goldstein

BOARD, COMMISSION OR COMMITTEE	MANDATED APPOINTMENT AND TERM	NOMINEES
SOCIAL WELLBEING ADVISORY COMMITTEE	<i>1 Director of Calgary Neighbourhoods, or designate (non-voting):</i> ▸ Director, Calgary Neighbourhoods TERM: 3 year-term, expiring at the 2021 Organizational meeting	Melanie Hulsker
WINSPO	<i>1 Director appointed by The City of Calgary</i> <u>Half-term replacement</u> TERM: for continuation of a 2-year term, expiring at the 2019 Organizational meeting	James McLaughlin



Continuing Administration Appointees

BOARD, COMMISSION OR COMMITTEE	MANDATED APPOINTMENT AND TERM	CONTINUING MEMBERS
ADVISORY COMMITTEE ON ACCESSIBILITY	<p><i>3 Members of City Administration appointed by Council:</i></p> <ul style="list-style-type: none"> ▸ Calgary Recreation ▸ Calgary Transit ▸ Planning and Development <p>TERM: continuation of a 2 year-term, expiring at the 2019 Organizational meeting</p>	<p>James McLaughlin Laura Trollope Marco Civitarese</p>
BOW RIVER BASIN COUNCIL	<p><i>1 Municipal Government Member:</i></p> <ul style="list-style-type: none"> ▸ Utilities & Environmental Protection <p>TERM: continuation of a 2 year-term, expiring at the 2019 Organizational meeting</p>	<p>Carolyn Bowen</p>
COMMUNITY REPRESENTATION FRAMEWORK TASK FORCE	<p><i>2 Representatives:</i></p> <ul style="list-style-type: none"> ▸ Community Services ▸ Planning and Development <p>TERM: continuation of a 2 year-term, until mandate is complete (<i>end 2018 / early 2019</i>)</p>	<p>Katie Black Matthias Tita</p>
CALGARY HOUSING COMPANY	<p><i>2 Directors appointed at the Shareholder meeting:</i></p> <ul style="list-style-type: none"> ▸ City Treasurer ▸ Director of Calgary Neighbourhoods <p>Appointment by Position</p>	<p>Cathy An Melanie Hulsker</p>
CALGARY PARKING AUTHORITY	<p><i>2 Members of City Administration:</i></p> <ul style="list-style-type: none"> ▸ General Manager, Transportation ▸ Chief Financial Officer <p>Appointment by Position</p>	<p>Michael Thompson Carla Male</p>
CORPORATE PENSION GOVERNANCE COMMITTEE	<p><i>5 Members appointed by the City Manager:</i></p> <ul style="list-style-type: none"> ▸ Chief Human Resources Officer (Chair) ▸ Chief Financial Officer ▸ Administrative Law Representative ▸ Administrative Leadership Team (ALT) Representative ▸ Senior Management Team (SMT) Representative <p>Term: ALT and SMT Representatives are appointed for 24 month terms with option to renew term at the discretion of the City Manager</p>	<p>Leslie Shikaze Carla Male Rebecca Andersen Michael Thompson Laura Kennedy</p>

Continuing Administration Appointees

C2018-1073
Attachment 2

BOARD, COMMISSION OR COMMITTEE	MANDATED APPOINTMENT AND TERM	CONTINUING MEMBERS
EVENT CENTRE ASSESSMENT COMMITTEE	<i>The City Manager (voting):</i> <ul style="list-style-type: none">▸ City Manager Appointment by Position	Jeff Fielding
GAS, POWER AND TELECOMMUNICATIONS COMMITTEE	<i>1 Representative:</i> <ul style="list-style-type: none">▸ Chief Financial Officer, or▸ Designate Appointment by Position	Carla Male

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

EXECUTIVE SUMMARY

To provide authorization to cover the expenses of the prospective Member of Council representative to the Federation of Canadian Municipalities (FCM) Director position.

ADMINISTRATION RECOMMENDATION:

That Council agrees to cover all reasonable costs of attendance at meetings of the FCM National Board of Directors for its Member of Council representative to the FCM Board of Directors; such cost to be charged to Corporate Costs.

PREVIOUS COUNCIL DIRECTION / POLICY

At the 2002 October 21 Organizational Meeting of Council, the following resolution was adopted:

“That the Council of The City of Calgary hereby agrees that should its representatives to FCM be elected to the FCM Board of Directors, that Council is prepared to meet all reasonable costs of attendance at meetings of the FCM National Board of Directors; such costs to be charged to the Corporate Costs.”

This resolution is documented in the Council policy on Council to Cover Expenses of Prospective FCM (Federation of Canadian Municipalities) Directors (CC008).

BACKGROUND

The FCM Board of Directors manages or supervises the management of the activities and affairs of the Federation. In accordance with section 3.04(i) of By-Law No. 1 of the Federation of Canadian Municipalities (“By-Law No. 1”), there shall be seven (7) Directors representing Alberta, consisting of one (1) nominee selected by The City of Calgary. Only elected municipal officials are eligible to be Directors.

Section 3.13 of By-Law 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.”

INVESTIGATION: ALTERNATIVES AND ANALYSIS

Council selects a nominee to FCM annually at the Organizational Meeting of Council. FCM requires a resolution from Council each year confirming that costs of attendance at meetings of the FCM Board of Directors will be covered by The City of Calgary.

Stakeholder Engagement, Research and Communication

In preparation of this report, Administration reviewed the Council policy on *Council to Cover Expenses of Prospective FCM (Federation of Canadian Municipalities) Directors* (CC008) and By-Law No. 1 of the FCM (adopted 2018 June 03).

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

Strategic Alignment

This report aligns with Council's priority of a Well-Run City: "Calgary's government is open, responsive, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need" (*Action Plan 2015-2018*).

Social, Environmental, Economic (External)

There are no social, environmental, or external economic implications associated with the recommendations of this report.

Current and Future Operating Budget:

Reasonable costs of attendance at meetings of the FCM Board of Directors. The costs will be charged to Corporate Costs.

Current and Future Capital Budget:

There are no current and future capital budget impacts as a result of this report.

Risk Assessment

There are no significant risks associated with the recommendations of this report.

REASON FOR RECOMMENDATION:

The Federation of Canadian Municipalities requires an annual resolution from Council confirming that costs associated with meeting attendance will be covered by the respective municipality.

ATTACHMENT(S)

None.

2018 BCC Advertising Campaign Statistics

EXECUTIVE SUMMARY

Administration conducted the annual Boards, Commissions and Committees (BCC) recruitment campaign between 2018 August 16 and 2018 September 14. This report and attachment provides the advertising strategy and a statistical overview of the results of the campaign.

ADMINISTRATION RECOMMENDATION:

That Council accept this report and attachment for information.

PREVIOUS COUNCIL DIRECTION / POLICY

In 2014, Council expressed an interest in receiving statistical information about the annual Boards, Commissions and Committees (BCCs) recruitment campaign.

BACKGROUND

Since 2015, Administration has provided Members of Council with a statistical overview of the BCC recruitment campaign.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

Stakeholder Engagement, Research and Communication

The statistics in the attachment include information on:

- advertising strategy and effectiveness;
- Public Member applicants and applications; and
- non-binding nominees.

As part of the 2018 BCC recruitment campaign and the Gender Equity and Diversity baseline assessment initiative, Administration included a voluntary demographic survey as part of the online BCC application process. The attachment also includes the results of the survey.

Strategic Alignment

This report aligns with Council's priority of a Well-Run City: "Calgary's government is open, responsive, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need" (Action Plan 2015-2018).

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2018 BCC Advertising Campaign Statistics

Social, Environmental, Economic (External)

Financial Capacity

Current and Future Operating Budget:

There is no current or future impact to the operating budget as a result of this report.

Current and Future Capital Budget:

There is no current or future impact to the capital budget as a result of this report.

Risk Assessment

There are no risks identified with this report.

REASON FOR RECOMMENDATION:

Providing Council statistical information about the annual Boards, Commissions and Committees' (BCCs) advertising and recruitment campaign guides future directions and strategies to achieve objectives and priorities with regards to Public Member appointments to Council's BCCs.

ATTACHMENT

1. 2018 BCC Campaign



C2018-1231
Attachment

2018 BCC Advertising Campaign



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Executive Summary

The appointment of Public Members to serve on Boards, Commissions and Committees (BCCs) is important to The City of Calgary as it brings specific skills and expertise that contributes to good governance; represents stakeholder groups and specific groups of service users; and provides a variety of perspectives reflecting the diversity of the community.

Administration facilitates an annual recruitment campaign to recruit Public Members for BCC vacancies to be appointed that year at the Organizational Meeting of Council.

From 2018 August 16 to 2018 September 14, Administration recruited for Public Members (“2018 BCC Campaign”) to fill 92 vacancies on internal and external BCCs as follows:

- 12 – 16* non-binding nominations on three BCCs, and
- 76 – 80* Public Members on 18 BCCs.

**The Calgary Planning Commission has four vacancies that can be filled by either public members and/or non-binding nominees.*

The 2018 BCC Campaign did not include the following Civic Partners, all of whom conduct their own recruitment:

- Calgary Public Library Board,
- Calgary Convention Centre Authority,
- Calgary Tourism, and
- Silvera for Seniors.

The 2018 BCC Campaign included several new elements.

- The Subdivision and Development Appeal Board and the Licence and Community Standards Appeal Board were part of the annual BCC Campaign.
- As part of Gender Equity and Diversity Baseline Assessment, a voluntary demographic survey was included with of the BCC online application process.
- Advertising and recruitment for the Campaign was re-designed to attract a more diverse pool of applicants.

During the 2018 BCC Campaign, 516 applicants submitted 848 applications to serve on BCCs. The outcomes from the 2018 BCC Campaign are detailed in this report.

Advertising

Strategy

Council policy provides advertising requirements. Administration may advertise BCC vacancies through a variety of media sources including newspapers, trade bulletins, websites or newsletters of professional organizations, community newsletters and networks, and the City's website and social media accounts.

In 2018, Administration undertook a comprehensive advertising approach with a budget of \$23,000, an increase of \$5,500 from 2017 due to a transfer of advertising funds from the Quasi-Judicial Boards. The objectives included:

- increasing the total number of applications by 50% from last year;
- increasing the diversity of applicants and the total number of applicants from diverse backgrounds and experiences; and
- increasing the number of applicants with previous board experience.

The target audience for the campaign was identified as:

- Citizens - residents of Calgary, engaged citizens, community driven, most likely already volunteer or have served on other boards.
- Newcomers/ethno-cultural groups - residents of Calgary, interested in being a part of the City and looking to build their professional network and resume.
- Minority applicants – residents of Calgary who are interesting in participating in local government and identify as a minority.

Methods and Mediums

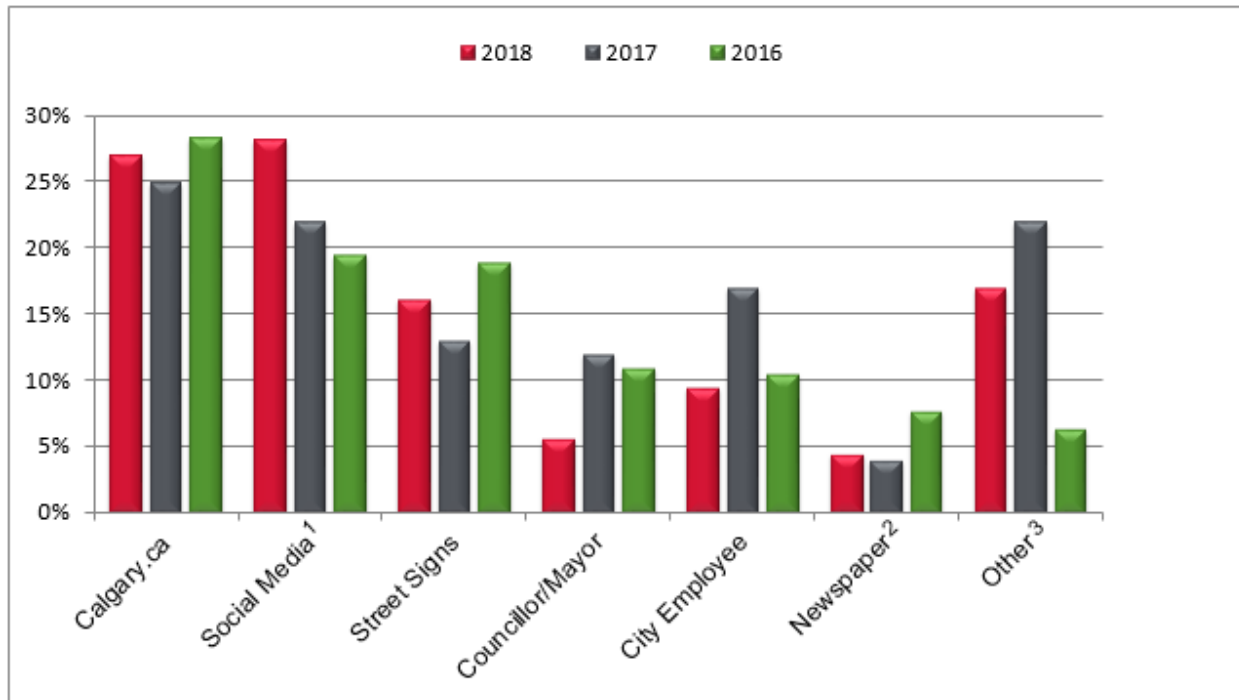
[Table 1: Advertising Methods and Mediums](#) on page 5 depicts the methods and mediums for advertising that were used during the campaign.

Table 1: Advertising Methods and Mediums

Medium	Type	Description
Digital	Programmatic	Digital ads purchased through DSA Media that include a variety of digital content publishers including: <ul style="list-style-type: none"> ▪ eBay ▪ Kijiji ▪ CBC ▪ Bell Media ▪ Post Media ▪ Corus ▪ MSN ▪ Rogers Media
	Social media	Targeted ads various social media platforms including: <ul style="list-style-type: none"> ▪ Facebook ▪ LinkedIn ▪ Twitter
	Online news, newsletters	Ads and banners published on the following sites: <ul style="list-style-type: none"> ▪ Alberta Native News ▪ Federation of Calgary Communities e-Newsletter <i>Get Engaged</i>.
	Professional job boards	Individual ads for various BCCs were place on the Board Opportunities listing of the Institute of Corporate Directors.
	Direct email campaign	Recruitment email sent to a variety of community organizations and networks (see Appendix A: Direct Email Distribution on page 14 for a complete list direct email recipients).
Print Ads	Mainstream newspapers	<ul style="list-style-type: none"> ▪ Calgary Herald ▪ StarMetro Calgary
	Ethnic newspapers	<ul style="list-style-type: none"> ▪ Canadian Chinese Times ▪ Trend Weekly ▪ South Asian Post ▪ Filipino Journal ▪ Canadian Latino Newspaper ▪ Alberta Native News
Street Signs	Bold signs	Bold signs placed in the following locations: <ul style="list-style-type: none"> ▪ Community/leisure centres ▪ Public spaces, parks, main roads ▪ Disability centres ▪ Aboriginal centres

Comparative Effectiveness of Advertising Mediums

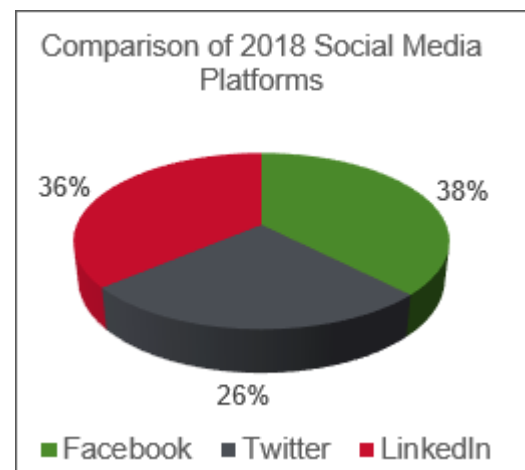
The following graph depicts applicants' annual responses to how they heard of the opportunity to volunteer on a BCC collected during the application process.



1. Social media includes Facebook, LinkedIn, and Twitter
2. Newspaper includes The Herald, StarMetro, ethnic newspapers
3. Other captures applicants' free-form responses, including external word-of-mouth or advertising (eg. Institute of Canadian Directors)

Highlights

- Social media has overtaken Calgary.ca as the primary source of information for BCC opportunities.
- Applicants receiving BCC information from newspapers increased slightly from last year, but overall, newspapers remain the least effective medium.
- There was a decrease in the number of applicants citing Councillor/Mayor and City Employees as source of information regarding BCC opportunities.
- Street signs continue to be moderately successful with a 3% gain over last year.

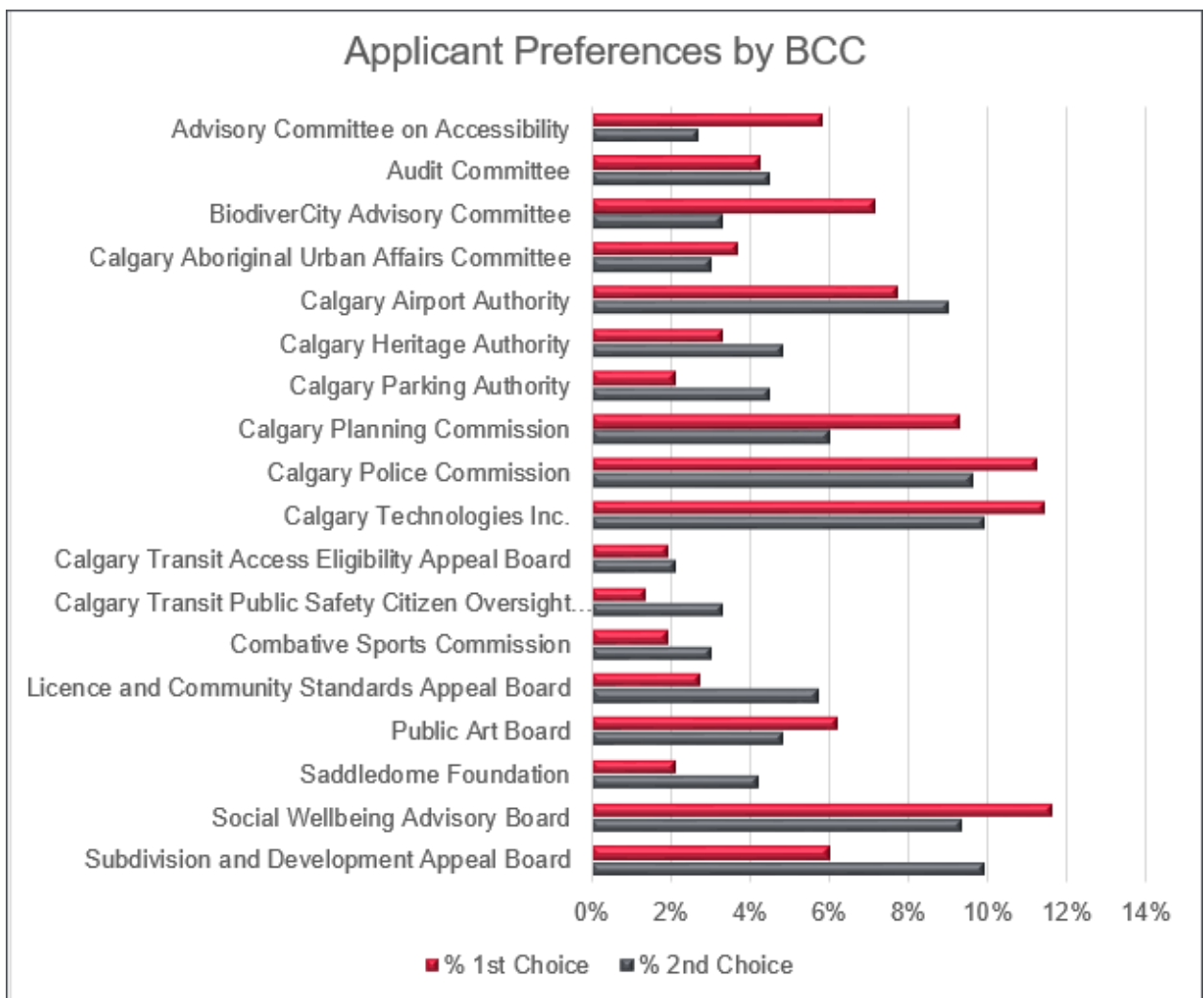


Applications

Applicant Preferences by BCC

During the 2018 BCC Campaign, 515 Public Member applicants submitted 848 applications (up to two BCC applications can be submitted per applicant) as follows:

Total number of Public Member applications received: **848 ▲** from 2017 (291).



Applications Received per Advertised BCC Vacancy

- BCCs with Advertised Vacancies: **18** ▲ from 2017 (15)
- Total number of Advertised Vacancies: **78** ▲ from 2017 (57)

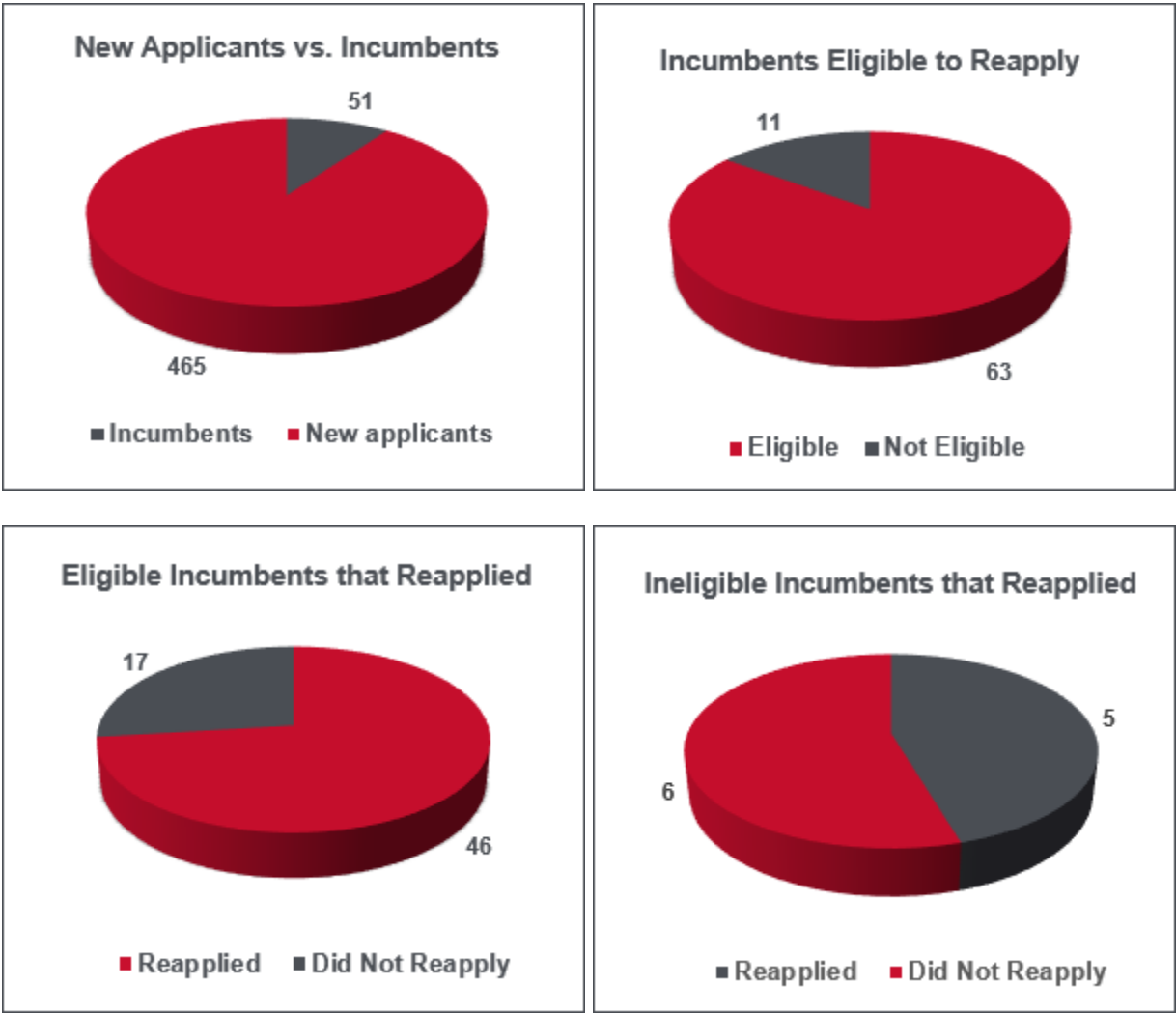
During the advertising campaign, the number of applicants per BCC was monitored to ensure that enough applications per vacancy were received. If the number of applicants for a specific BCC was low, additional social media ads were issued for that BCC.

Table 2: BCC Vacancies and Applications

Advertised BCCs	Vacancies	Applications Received	Applications per Vacancy
Advisory Committee on Accessibility	7	39	6
Audit Committee	1	37	37
BiodiverCity Advisory Committee	5	48	10
Calgary Aboriginal Urban Affairs Committee	5	29	6
Calgary Airport Authority	1	70	70
Calgary Heritage Authority	4	33	8
Calgary Parking Authority	5	26	5
Calgary Planning Commission	2	68	34
Calgary Police Commission	3	90	30
Calgary Technologies Inc.	3	92	31
Calgary Transit Access Eligibility Appeal Board	7	17	2
Calgary Transit Public Safety Citizen Oversight Committee	1	18	18
Combative Sports Commission	3	20	7
Licence and Community Standards Appeal Board	5	33	7
Public Art Board	2	48	24
Saddledome Foundation	1	25	25
Social Wellbeing Advisory Committee	5	91	18
Subdivision and Development Appeal Board	18	64	4

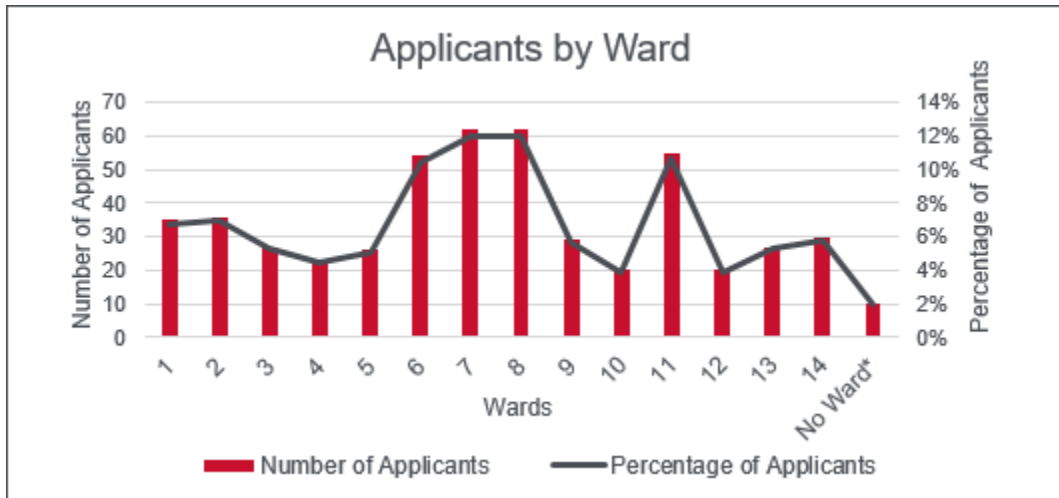
Applications Received from Incumbent Public Members

Sixty-three Public Members, who are eligible to be re-appointed for another term on the BCC in which they were serving, were sent notification letters to re-apply through the application process. Out of the 516 Public Member applicants, 51 incumbent Public Members re-applied.



Applicants by Ward

Administration selects methods and mediums that promote City-wide exposure of BCC vacancies. In 2018, Wards 7 and 8 had the highest number of Public Member Applicants.



* No Ward: Residing outside of Calgary

Table 3: Applicants by Ward

Ward	Ward Population*	Number of Applicants	Percentage of Total Applicants
1	88,424	35	7%
2	89,475	36	7%
3	69,877	27	5%
4	97,609	23	4%
5	92,694	26	5%
6	90,872	54	10%
7	76,406	62	12%
8	91,533	62	12%
9	90,749	29	6%
10	92,891	20	4%
11	99,437	55	11%
12	105,365	20	4%
13	90,220	27	5%
14	91,882	30	6%
No Ward	n/a	10	2%

* Based on 2018 Census Results

Non-Binding Vacancies and Nominations

Council policy provides that if a BCC's Governance Documents outline that Public Member vacancies are to be appointed through non-binding nominations from Organizations and other BCCs, these vacancies are not required to be advertised. Each year, the City Clerk's Office corresponds with BCCs and external organizations, in accordance with individual BCC Governance Document(s) and Council direction, to solicit nominations and recommendations outside of the advertising campaign.

The 2018 BCCs with vacancies required to be filled by non-binding nominations and recommendations from organizations are as follows:

- Calgary Planning Commission (up to four positions from these organizations or Public Members, but Council is not obliged to appoint a specific number from each one)
 - Alberta Association of Architects
 - Alberta Association of Landscape Architects
 - Alberta Professional Planners Institute
 - Association Professional Engineers & Geoscientists of Alberta
 - BILD Calgary Region
 - Canadian Bar Association
 - Federation of Calgary Communities
- Social Wellbeing Advisory Committee
 - 1 nominee from the Advisory Committee on Accessibility
 - 1 nominee from the Calgary Aboriginal Urban Affairs Committee
 - 1 nominee from the Calgary Local Immigration Partnership Council
 - 1 nominee from the Cultural Leadership Council
 - 1 nominee from the Family & Community Support Services Calgary Forum
 - 1 nominee from the Gender Equity and Diversity Strategy Committee
 - 1 nominee from the Senior's Age Friendly Strategy Steering Committee
- Urban Design Review Panel
 - 1 nominee from the Association of Professional Engineers and Geoscientists of Alberta
 - 2 nominees from the Alberta Association of Landscape Architects
 - 2 nominees from the Alberta Association of Architects

Five Year Comparison

BCC recruitment campaigns vary from year to year depending on the number of internal and external BCCs with vacancies, and the number of vacancies on each BCC.

Year	BCCs	Vacancies			Applicants		
		Public Members	Non-Binding	Total	Public Member Applicants	Public Member applications	Non-Binding Nominees
2018	18	76 – 80*	12 – 16*	92	516	848	22
2017	15	57	11	68	190	291	19
2016	18	69	23	92	374	446	25
2015	17	61	11	72	413	868	16
2014	19	55	7	62	233	404	12

**The Calgary Planning Commission has four vacancies that can be filled by either Public Members and/or non-binding nominees.*

Gender and Diversity Survey

At the 2018 May 28 Regular Meeting of Council, Council approved a recommendation to conduct a baseline assessment to support development of a gender and diversity strategy (CPS2018-0362). One of the three focus areas identified in CPS2018-0362 was City of Calgary Boards, Commissions and Committees.

Historically, the City has not collected data regarding gender or diversity within its BCCs. To establish a baseline, a voluntary BCC applicant survey was included as part of the 2018 BCC Campaign. Information from this survey will be used to inform the gender and diversity strategy development.

The key findings of this survey and other components of the Gender and Diversity Baseline Assessment will be included in the strategy to advance gender equity and diversity Council report to be presented in the second quarter of 2019.

Survey Questions

The questionnaire asked applicants to provide the following information. All questions were optional.

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

Response Rate

- 515 individuals applied to Boards, Commissions, and Committees.
- 232 people completed the questionnaire for a completion rate of 45%.

Appendix A: Direct Email Distribution

Interest Area	Organization
Accessibility	Accessible Housing Society
Accessibility	Ability Society
Accessibility	Alberta Council of Disability Services (ACDS)
Accessibility	Alberta Health Services – Alberta Healthy Living Program – Calgary Zone
Accessibility	ALS Society of Alberta
Accessibility	Alzheimer Society of Calgary
Accessibility	Alberta Sports & Recreation Association for the Blind (ASRAB)
Accessibility	Arthritis Society, The - Alberta and North West Territories
Accessibility	Association for the Rehabilitation of the Brain Injured
Accessibility	Autism Calgary Association
Accessibility	Between Friends
Accessibility	Canadian Down Syndrome Society
Accessibility	Canadian National Institute for the Blind (CNIB)
Accessibility	Carya
Accessibility	Cerebral Palsy Association of Calgary
Accessibility	Cerebral Palsy Association in Alberta (CPAA)
Accessibility	Champions Career Centre
Accessibility	Chrysalis Society
Accessibility	Children's Link Society
Accessibility	Calgary Rotary Challenger Park
Accessibility	Calgary Progressive Lifestyles Foundation
Accessibility	Calgary Scope Society
Accessibility	Calgary Society of Community Opportunities (CSCO)
Accessibility	Calgary Seniors Resource Society
Accessibility	Calgary Wheelchair Curling Association
Accessibility	Calgary Power Hockey League (CPHL)
Accessibility	Calgary Sledge Hockey Club
Accessibility	Canadian Association of Disabled Skiers – Calgary Zone (CADS Calgary)

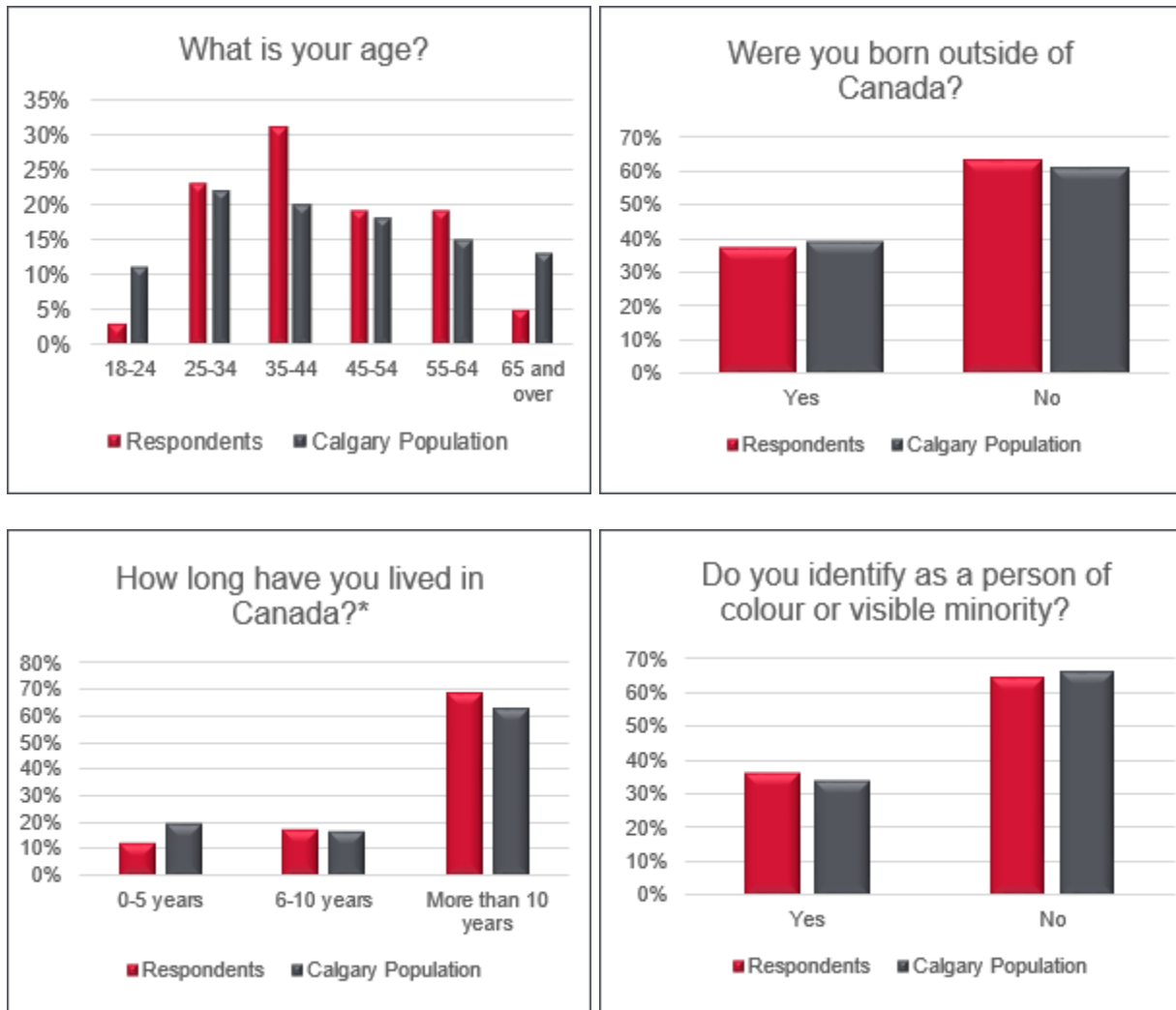
Interest Area	Organization
Accessibility	Canadian Mental Health Association
Accessibility	Champion Career Centre
Accessibility	Deaf & Hear Alberta
Accessibility	Developmental Disabilities Resource Centre (DDRC)
Accessibility	Disability Action Hall
Accessibility	Community Rehabilitation and Disability Studies - UofC (Director: Anne Hughson)
Accessibility	Easter Seal
Accessibility	Epilepsy Association of Calgary
Accessibility	Horizon Housing
Accessibility	JB Music Therapy (JBMT)
Accessibility	Kerby Centre
Accessibility	Inclusion Alberta
Accessibility	Independent Living Resource Centre (ILRCC)
Accessibility	L'Arche Calgary
Accessibility	March of Dimes
Accessibility	Momentum
Accessibility	Multiple Sclerosis Society of Canada
Accessibility	Mt Royal University Dept. of Interior Design
Accessibility	Mt Royal University Accessibility Services
Accessibility	MoMo Dance Theatre
Accessibility	Organization for Bipolar Affective Disorders
Accessibility	Pacekids
Accessibility	Prospect
Accessibility	Parkinson Alberta
Accessibility	Providence School
Accessibility	Resolve Campaign
Accessibility	SAIT Disability Accessibility Services
Accessibility	Special Olympics Calgary
Accessibility	Spinal Cord Injury Alberta
Accessibility	Silvera for Seniors

Interest Area	Organization
Accessibility	Southern Alberta Brain Injury
Accessibility	The Ability Hub
Accessibility	Trinity Place Foundation of Alberta
Accessibility	Renfrew Educational Services
Accessibility	University of Calgary - Faculty of Environmental Design (EVDS) - Laneway Project
Accessibility	University of Calgary - Student Accessibility Services
Accessibility	University of Calgary - Rehabilitation and Fitness for Persons with Physical Disabilities
Accessibility	Vecova Centre for Disability Services and Research
Diversity	Centre for newcomers
Diversity	YWCA
Diversity	Immigrant Access Fund
Diversity	Calgary Pride
Diversity	United Way
Diversity	HIV Community Link
Diversity	Action Dignity
Diversity	Equal Voice
Diversity	Calgary Sexual Health
Diversity	Women's Centre of Calgary
Diversity	Calgary Immigrant Women's Association
Diversity	Calgary Outlink
Diversity	Ask Her
Diversity	CRIEC
Indigenous	Treaty 7 - Blackfoot Confederacy (Siksika, Piikuni & Kainai)
Indigenous	Treaty 7 - Stoney Nakoda First Nations (Chiniki, Bearspaw & Wesley)
Indigenous	Treaty 7 - Tsuut'ina
Indigenous	Metis Nation of Alberta, Region 3

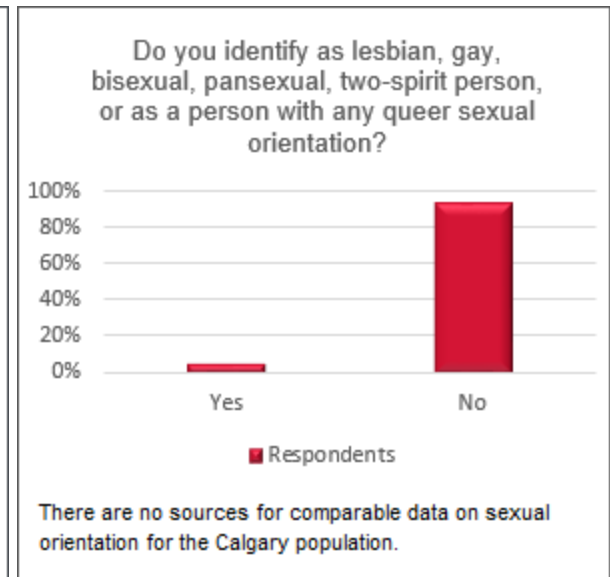
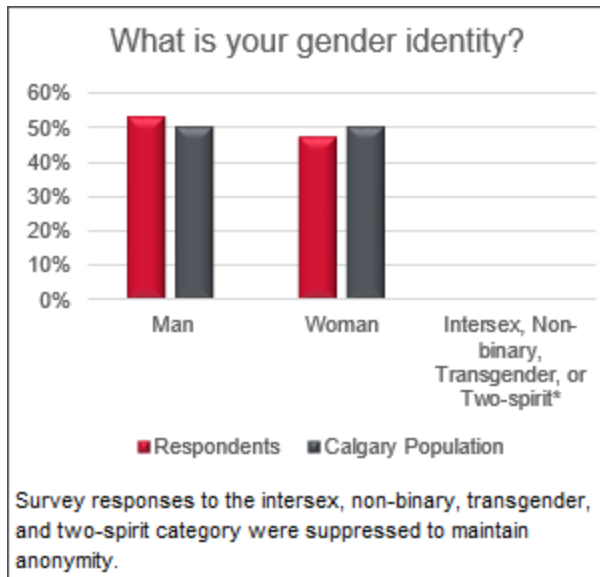
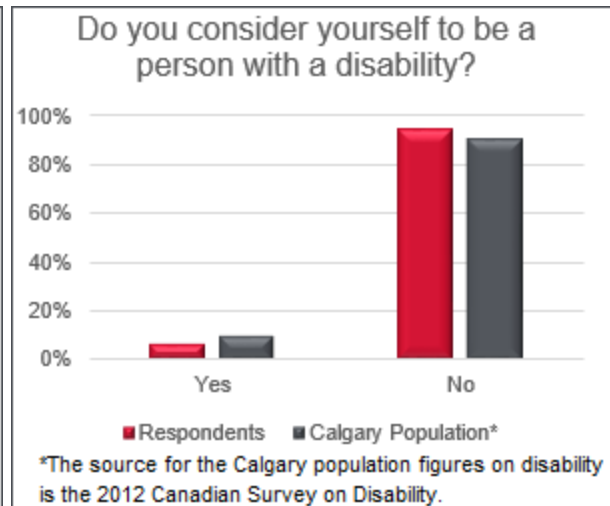
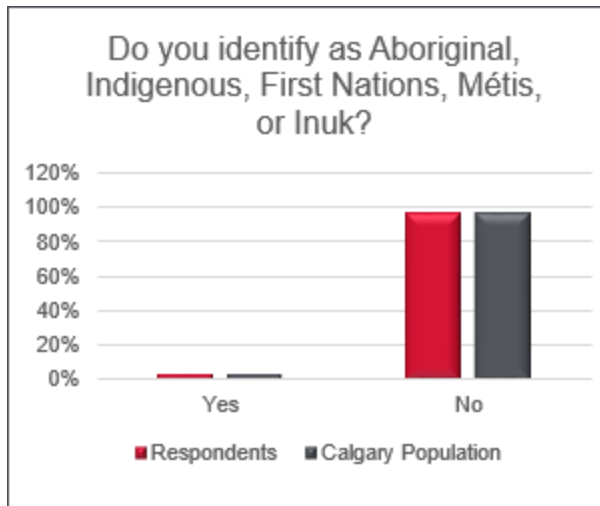
Appendix B: Survey Results by Question

The results of the demographic survey are presented in this report without commentary.

Note: The source for the Calgary population figures is the 2016 Census of Canada, unless otherwise indicated.



Appendix B: Survey Results by Question



Law and Legislative Services Report to
Organizational Meeting of Council
2018 October 22

ISC: UNRESTRICTED
C2018-1000

2019 Deputy Mayor Roster and Related Duties

EXECUTIVE SUMMARY

The Municipal Government Act and Procedure Bylaw require that Council adopt an annual Roster of Deputy Mayors. This report presents Administration's recommendation of the Deputy Mayor Roster for the months 2019 January 01 to 2019 December 31.

ADMINISTRATION RECOMMENDATION:

That Council adopt the 2019 Deputy Mayor Roster from 2019 January 01 to 2019 December 31, as follows:

Deputy Mayor Roster

2019	January	Councillor Chu
	February	Councillor Farkas
	March	Councillor Farrell
	April	Councillor Colley-Urquhart
	May	Councillor Keating
	June	Councillor Demong
	July	Councillor Gondek
	August	Councillor Jones
	September	Councillor Carra
	October	Councillor Sutherland
	November	Councillor Magliocca
	December	Councillor Chahal

PREVIOUS COUNCIL DIRECTION / POLICY

Section 152 of the Municipal Government Act states in part, that:

- "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 chief elected official is vacant."

Law and Legislative Services Report to
Organizational Meeting of Council
2018 October 22

ISC: UNRESTRICTED
C2018-1000

2019 Deputy Mayor Roster and Related Duties

Section 9 of the Procedure Bylaw 35M2017 states that:

- “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.”

BACKGROUND

Each year, City Council is required to ensure coverage of the duties of the Mayor, including responsibilities associated with the declaration of a State of Local Emergency in a disaster, when the Mayor is absent. This is accomplished through the adoption of the Deputy Mayor Roster.

The Deputy Mayor’s role is also to represent The City of Calgary on behalf of the Mayor at civic functions in cases where the Mayor is unable to attend.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

Councillors Chu and Farkas did not serve as Deputy Mayor during 2018 and it is recommended that they serve as Deputy Mayor for 2019 January and February, respectively.

A random drawing of the remainder of the Councillors was conducted for the months of 2019 March to December and the City Clerk’s recommendation reflects the order of names drawn.

Stakeholder Engagement, Research and Communication

None.

Strategic Alignment

This report aligns with Council’s priority of A Well-Run City: “Calgary’s government is open, responsive, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need” (*Action Plan* 2015-2018).

Social, Environmental, Economic (External)

No social, environmental, or external economic implications have been identified.

Financial Capacity

Current and Future Operating Budget:

There are no direct operating budget implications for this report.

Current and Future Capital Budget:

There are no direct capital budget implications for this report.

Law and Legislative Services Report to
Organizational Meeting of Council
2018 October 22

ISC: UNRESTRICTED
C2018-1000

2019 Deputy Mayor Roster and Related Duties

Risk Assessment

None.

REASON(S) FOR RECOMMENDATION(S):

Section 152 of the Municipal Government Act and The Procedure Bylaw 35M2017 require the adoption of an annual Roster of Deputy Mayors.

ATTACHMENT(S)

None.

**Law and Legislative Services Report to
Organizational Meeting of Council
2018 October 22**

**ISC: UNRESTRICTED
C2018-1001**

2018 – 2019 Council Seating Process

EXECUTIVE SUMMARY

This Report presents Administration's recommended City Council Chamber seating plan for the term beginning 2018 October 23 until the conclusion of the 2019 October Organizational Meeting of Council.

ADMINISTRATION RECOMMENDATION:

That Council adopt the proposed 2018-2019 Council Chamber seating plan as set out in Attachment 1 effective 2018 October 23 until the conclusion of the 2019 October Organizational Meeting of Council.

PREVIOUS COUNCIL DIRECTION / POLICY

During the 2017 December 10 Regular Meeting of Council, Council adopted Notice of Motion C2017-1179, as follows, after amendment:

"That with respect to Notice of Motion C2017-1179, the following be adopted, **as amended:**

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."

BACKGROUND

None.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

Stakeholder Engagement, Research and Communication

Prior to completing the random draw, Administration canvassed all Councillors to ascertain any accessibility needs and ergonomic concerns. Accessibility needs and ergonomic concerns were identified and appropriate placements were made.

To further address ergonomic issues, Administration will arrange for an ergonomic session to be held in the Council Chamber to ensure correct adjustment of chairs. Meeting invitations for this session will be sent by email to all members of Council from the City Clerk's Office.

Strategic Alignment

This report aligns with Council's priority of a Well-Run City to "Be as efficient and effective as possible, reducing costs and focusing on value-for-money.

Law and Legislative Services Report to
Organizational Meeting of Council
2018 October 22

ISC: UNRESTRICTED
C2018-1001

2018 - 2019 Council Seating Process

Social, Environmental, Economic (External)

No social, environmental, or external economic implications have been identified.

Financial Capacity

Current and Future Operating Budget:

There are no direct operating budget implications for this report.

Current and Future Capital Budget:

There are no direct capital budget implications for this report.

Risk Assessment

None.

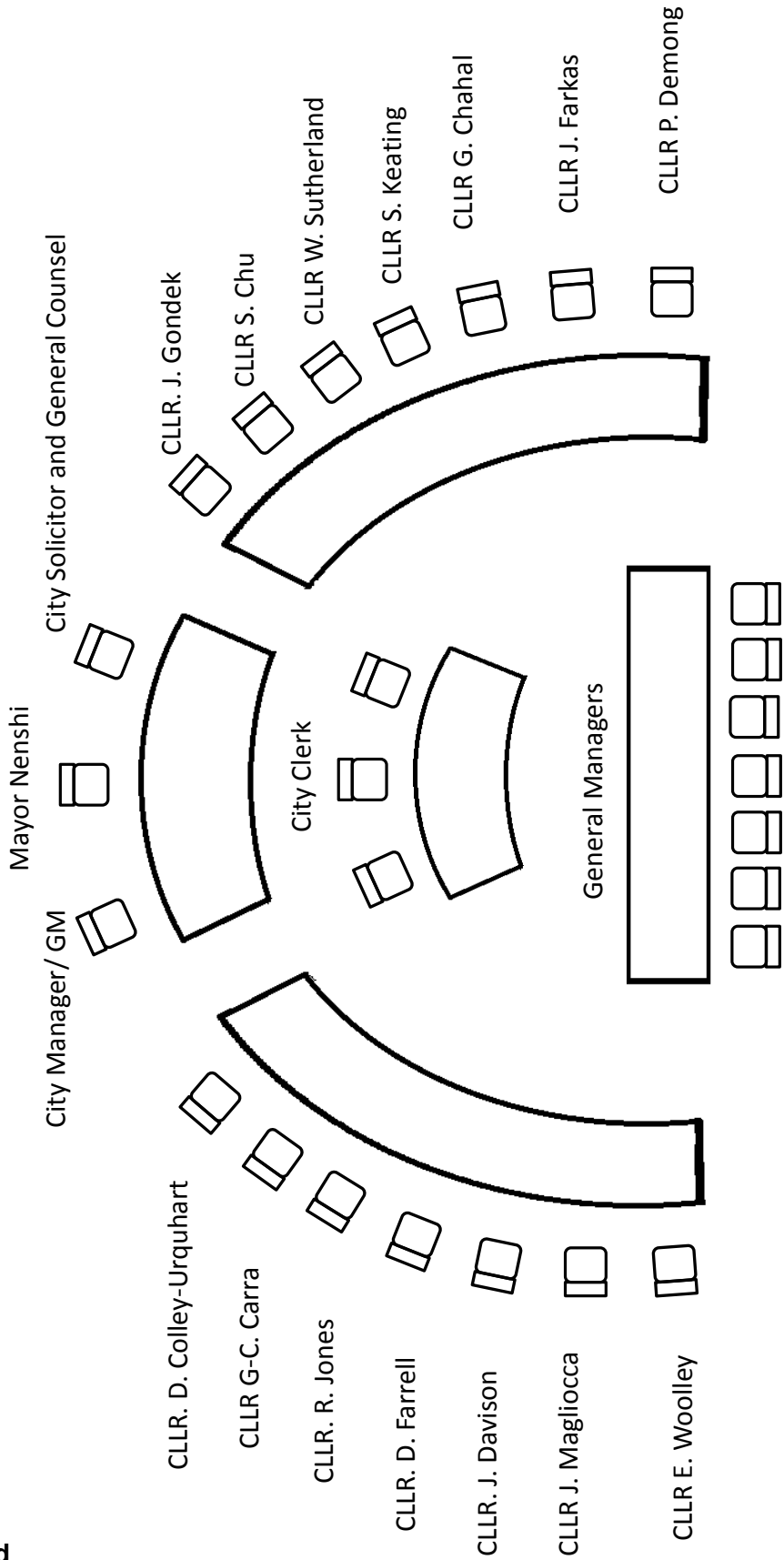
REASON FOR RECOMMENDATION:

Council adopted Notice of Motion C2017-1179 during the 2017 December 10 Regular Meeting of Council directing the City Clerk's Office to generate a new seating plan for Members of Council after each annual Organizational Meeting.

ATTACHMENT(S)

1. Attachment 1 – Proposed 2018-2019 Council Seating Plan
2. Attachment 2 – Notice of Motion Re: Council Chamber Seating, C2017-1179

PROPOSED 2018-2019 COUNCIL CHAMBER SEATING PLAN





Report Number: [Report Number]

Meeting: Combined Meeting of Council

Meeting Date: 2017 November 20

NOTICE OF MOTION

RE: Attach 2-C2018-1001 - Notice of Motion.docx

Sponsoring Councillor(s): Enter Councillors Names

WHEREAS the Council Chambers seating plan for Members of Council has not been revised in some time;

AND WHEREAS changes in Council can only be made through a request to the Mayor from two Members of Council;

AND WHEREAS there is currently no mechanism for a full reshuffle of Council seating arrangements;

AND WHEREAS regular seating changes could encourage more positive interactions between Councillors.

NOW THEREFORE BE IT RESOLVED that City Clerks 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.

Law and Legislative Services
Organizational Meeting of Council
2017 October 22

ISC: UNRESTRICTED
C2018-1116

2019 Council Calendar and Bylaw 42M2018 to Amend the Procedure Bylaw

EXECUTIVE SUMMARY

In accordance with Section 193(1) of the *Municipal Government Act*, Council establishes its Council meeting schedule for the upcoming year at its annual Organizational Meeting. All Members of Council must be in attendance, or participating in the meeting remotely, in order to adopt the 2019 Council Calendar.

Amendments to Procedure Bylaw 42M2018 will provide additional clarity to the order of business for Combined meetings of Council, and a process to delay the start of Council or Committee meetings when quorum may not be achieved due to an unforeseen emergency situation.

ADMINISTRATION RECOMMENDATIONS:

That Council:

1. Adopt the 2019 Council Calendar for the 2019 calendar year as contained in Attachment 1; and
2. Give three readings to proposed Bylaw 42M2018 as contained in Attachment 2.

PREVIOUS COUNCIL DIRECTION / POLICY

Since the 2017 Organizational Meeting, the 2026 Olympic and Paralympic Assessment Committee was established on 2018 April 23 and the Event Centre Assessment Committee was established on 2018 May 28.

BACKGROUND

In accordance with Section 193(1) of the *Municipal Government Act*, Council establishes its meeting schedule for the upcoming year at its annual Organizational Meeting. With approval and posting on the website of the 2019 Council Calendar, the general public will have notice of Council or Committee regularly scheduled meetings for 2019.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

The City Clerk's Office consulted with numerous internal stakeholders on the scheduling of Council and Committee meetings for 2019. The Mayor's Office and a working group of five Councillors provided ongoing advice throughout the development of the calendar. The City of Calgary's Administration Leadership Team and several business units were also consulted in preparing the Calendar.

1. Council Calendar

a) Council Meetings

In the proposed 2019 Council Calendar, all Public Hearing and Regular meetings of Council occur as Combined meetings of Council, which include a Public Hearing portion and a Regular portion in the same meeting. Combined meetings of Council will be scheduled on Mondays, with Tuesday at 1:00 p.m. as an overflow day. Feedback during consultation suggested concern with

**Law and Legislative Services Report to
Organizational Meeting of Council
2017 October 22**

**ISC: UNRESTRICTED
C2018-1116**

2019 Council Calendar and Bylaw 42M2018 to Amend the Procedure Bylaw

the need to hear regular and urgent business at Public Hearings. Procedure Bylaw amendments have been drafted to improve the order of business for Combined meetings.

Feedback during consultation noted that the length of time between reports being heard at Committee and Council may cause a delay in completing work plans. To reduce the time between reports being heard at Committee and Council, 2019 meetings of Council will be scheduled every three weeks, instead of monthly. As a result of this change, there will be 15 Combined Council meetings scheduled in 2019.

Strategic Council meetings are comprised of items previously identified by Council requiring more time for information sharing and discussion than is allotted for items to be heard generally during a regular meeting. In 2019, there are 11 Strategic meetings scheduled. Starting in 2019, the first Strategic meeting of Council of the year is a planning session for Council to determine its strategic goals for the year-ahead (noted as SC-P on the Council Calendar). The November 12 Strategic meeting is designated for the overview and release of the Adjustments to the 2020 One Calgary Service Plans and Budgets (noted as SC-B on the Council Calendar) that will be considered the week of November 25.

There are five Special meetings of Council scheduled in 2019. Three meetings are specifically for holding the City's Wholly-Owned Subsidiaries' Annual Meetings of Shareholders. The dates proposed are April 15, May 06, and June 24. One special meeting is reserved for Boards, Commissions and Committees (BCCs) of Council on March 04. This will be an opportunity for Council to discuss any specific BCCs work plans or invite any BCCs to that meeting to discuss annual progress. The final Special meeting is to deliberate the Adjustments to the 2020 One Calgary Service Plans and Budgets scheduled to begin on November 25 and conclude on November 29.

b) Standing Policy Committees (SPCs)

To provide greater predictability in terms of scheduling, Wednesdays are designated exclusively for Standing Policy Committee meetings and generally maintain the same order throughout the year. The order of SPCs are as follows:

- 1st Wednesday of the month: Utilities and Corporate Services
- 2nd Wednesday of the month: Community and Protective Services
- 3rd Wednesday of the month: Planning and Urban Development
- 4th Wednesday of the month: Transportation and Transit

The Civic Partners Committee Meeting is scheduled for May 07.

c) Standing Specialized Committees

To provide greater predictability in terms of scheduling, Standing Specialized Committees will generally meet monthly on a Tuesday or a Thursday, however, in months with limited availability of suitable meeting dates some meetings are scheduled on Fridays. Priorities and Finance Committees meetings are scheduled to meet once a month on Tuesdays. As a result of the three-week Combined Meeting of Council cycle, Priorities and Finance Committee meetings do not meet on a set Tuesday of the month but will generally meet in the first half of the month.

**Law and Legislative Services Report to
Organizational Meeting of Council
2017 October 22**

**ISC: UNRESTRICTED
C2018-1116**

2019 Council Calendar and Bylaw 42M2018 to Amend the Procedure Bylaw

There are 11 Intergovernmental Affairs and Gas Power and Telecommunications Committee Meetings, respectively. Both Committees are scheduled to meet on the second Thursday of the month.

Audit Committee is specifically scheduled to meet on April 23 to ensure The City's year-end financial statements are submitted to the provincial government prior to the May 01 deadline.

d) Other Committees and General Information

For the first time, the schedule for the Calgary Planning Commission (CPC) is being set by Council through the approval of the Council Calendar. CPC will move away from meeting every two weeks and begin meeting on the first and third Thursday of the month. This change is designed to reduce the scheduling conflicts for both Councillor members of CPC and for use of the Council Chamber. CPC meetings will continue to meet at 1:00 p.m. and have meetings from January to December, including two meetings in the month of August.

The start time for all meetings is at 9:30 a.m. In cases where there are two Committees meeting on the same day, the first Committee will commence at 9:30 a.m. and the second Committee will commence at 1:00 p.m. Breaks, holidays, events and conferences are indicated in pink shading where no Council or Committee meetings have been scheduled.

2. Procedure Bylaw Amendments

Three amendments are being proposed to the Procedure Bylaw 42M2018.

The first amendment would result in a re-organization of the Order of Business for Combined meetings. Following approval of the agenda, Council would select items to be discussed from the consent agenda. Those items not selected would be passed with a single approval omnibus motion. Items selected for further discussion, would be heard following the conclusion of the Public Hearing. Notices of Motion have been added to the regular portion of the Combined meetings.

The second amendment would be to move Question Period to be scheduled as the first item of business following the 12:00 p.m. recess. This would allow some Public Hearing items to be heard prior to question period occurring. Question Period is still limited to 15 minutes and maximum three questions.

The final amendment, is a new requirement, to allow the Chair of a Council or Committee to suspend Section 55 of the Procedure Bylaw and pre-emptively recess a meeting, in person or remotely, before the start of the meeting. This is only to be used in the case of an emergency or when the Emergency Operations Centre is activated. The Clerk, in consultation with the Chair, will send an electronic communication to all Council Members informing them of the recess and the City Clerk will notify the public via the Council/Committee webcast.

Stakeholder Engagement, Research and Communication

In preparing the proposed 2019 Council Calendar and amendments to the Procedure Bylaw, the City Clerk's Office engaged and collaborated with:

**Law and Legislative Services Report to
Organizational Meeting of Council
2017 October 22**

**ISC: UNRESTRICTED
C2018-1116**

2019 Council Calendar and Bylaw 42M2018 to Amend the Procedure Bylaw

- Administration including Senior Executive Assistants, BCC resource staff, ICS, Finance, Office of Partnerships, and the Administrative Leadership Team;
- Council including CCCO, Council Calendar Working Group and the Mayor's Office;
- Members of the Calgary Planning Commission;
- The City Auditor's Office; and
- Law and Legislative Services Department

Strategic Alignment

This report aligns with Council's priority of a Well-Run City: "Calgary's government is open, responsive, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need" (*Action Plan 2015-2018*).

Adoption by Council of regularly scheduled Council and Committee Meetings on specified dates, times and places through the Council Calendar satisfies the legislated requirement for notice in accordance with Section 193 of the *Municipal Government Act*.

Social, Environmental, Economic (External)

No social, environmental or external implications have been identified related to the recommendations in this report.

Financial Capacity

Current and Future Operating Budget:

There are no direct operating budget implications for this report.

Current and Future Capital Budget:

There are no direct capital budget implications for this report.

Risk Assessment

In accordance with Section 193(1) of the *Municipal Government Act*, all Members of Council must be in attendance in order to adopt the Council Calendar. Councillors who are unable to attend the 2018 October 22 Organizational Meeting may participate remotely.

REASONS FOR RECOMMENDATIONS

Adoption and publication of a Council Meeting schedule for the upcoming year ensures an efficient and transparent notification process which meets legislated requirements.

Amendments to the Procedure Bylaw will provide additional clarity to the order of business for Combined Meetings of Council. The amendments will also allow for Council and Committee Meetings to commence in the event quorum cannot be met due to emergency situations.

ATTACHMENT(S)

1. Attachment 1 – 2019 Council Calendar
2. Attachment 2 – Bylaw 42M2018



2019

Council, Standing Policy Committees (SPC), Standing Specialized Committees, and Various Committees of Council Meeting Dates

January						
Su	Mo	Tu	We	Th	Fr	Sa
		H	2	3	4	5
6	7	8	9	EC	11	12
13	C*	15	16	IGA	18	19
20	21	PFC	23	24	25	26
27	SC-P	OPC	30	AC		

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	C*	5	6	EC	8	9
10	SC	PFC	13	IGA	15	16
17	H	OPC	20	21	22	23
24	C*	26	27	AC		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	SP-B	PFC	6	EC	8	9
10	SC	OPC	13	IGA	15	16
17	C*	19	20	21	AC	23
24	25	26	27	28	29	30
31	CBE and CCSD Spring Break					

April						
Su	Mo	Tu	We	Th	Fr	Sa
	SC	PFC	3	EC	5	6
7	C*	9	10	IGA	12	13
14	SP-W	OPC	17	18	H	20
H	22	AC	24	25	26	27
28	C*	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	EC	3	4
5	SP-W	7	8	IGA	10	11
12	SC	PFC	15	16	17	18
19	H	OPC	22	23	24	25
26	C*	28	29	30	31	
FCM – Quebec City						

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	PFC	5	EC	7	8
9	SC	OPC	12	IGA	14	15
16	C*	18	19	20	21	22
23	SP-W	25	26	AC	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	H	PFC	3	EC	5	6
7	8	9	10	11	12	13
14	15	SC	17	OPC	AC	20
21	C*	23	24	IGA	26	27
28	C*	30	31			
Stampede – July 5-14						

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	H	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

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	H	AC	4	EC	6	7
8	C*	10	11	IGA	13	14
15	SC	PFC	18	19	20	21
22	23	OPC	25	26	27	28
29	C*					
AUMA - Edmonton						

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	EC	4	5
6	SC	PFC	9	IGA	11	12
13	H	OPC	16	17	18	19
20	C*	22	23	AC	25	26
27	O	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	PFC	6	EC	8	9
10	H	SC-B	13	IGA	15	16
17	C*	19	20	OPC	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	PFC	4	EC	AC	7
8	SC	OPC	11	IGA	13	14
15	C*	17	18	19	20	21
22	23	H	H	H	27	28
29	30	31				

Unless otherwise noted, meetings begin at 9:30 am

COUNCIL:	STANDING POLICY COMMITTEES:	STANDING SPECIALIZED COMMITTEES
Combined Council Meeting Day 1, 9:30 a.m. start; Day 2 1:00 p.m. start (if necessary)	SPC on Utilities & Corporate Services	Priorities and Finance Committee
Strategic Council Meeting	SPC on Community & Protective Services	Intergovernmental Affairs Committee
Strategic Council Meeting – Adjustments to One Calgary Service Plans and Budgets	SPC on Planning & Urban Development	Gas, Power & Telecommunications Committee
Strategic Council Meeting – Annual Planning Session	SPC on Transportation & Transit	Audit Committee
Organizational Council Meeting	<u>Special SPC on CPS Meeting:</u>	Nominations Committee
Special Council Meeting Wholly Owned Subsidiaries	Civic Partners (no public presentations)	Event Centre Assessment Committee
Special Council Meeting – Boards, Commissions and Committees	Committees on the top begins at 9:30 am; Committees on the bottom begins at 1:00 pm	2026 Olympic and Paralympic Winter Games Assessment Committee
Adjustments to the One Calgary Service Plans and Budgets	Holiday	Calgary Planning Commission

PROPOSED

C2018-1116
ATTACHMENT 2

BYLAW NUMBER 42M2018

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

WHEREAS Council has considered C2018-1116 and deems it necessary to amend Bylaw 35M2017, the Procedure Bylaw;

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

1. Bylaw 35M2017, the Procedure Bylaw, is hereby amended.
2. Section 49 is deleted and replaced with the following:

“49. *Council - Combined meetings (Regular)*

- Call to order;
- Opening remarks;
- Question period (*scheduled as the first item of business following the 12:00 p.m. recess*);
- Confirmation of agenda;
- Confirmation of minutes;
- Presentations/recognitions (*note time if scheduled*);
- Consent agenda (*Omnibus Motion*);

Begin Public Hearing Portion

- Planning matters for public hearing;
 - Calgary Planning Commission Reports, and
 - Other reports and postponements for public hearing (including non-statutory);
- Planning matters not requiring public hearing;
 - Calgary Planning Commission reports,
 - Other reports and postponements not requiring public hearing, and
 - Bylaw tabulations (related to planning matters);

Begin Regular Portion

- Postponed reports (*includes related/supplemental reports*);
- Items from Officers, Administration and Committees;
 - Consent agenda items selected for debate,
 - Officer of Council reports,
 - Administration reports, and
 - Committee reports;
- Items directly to *Council*;
 - Notice(s) of Motion
 - Bylaw tabulations, and
 - Miscellaneous business;
- Urgent business;
- Confidential items;
 - Consent agenda items selected for debate,

PROPOSED

BYLAW NUMBER 42M2018

- Items from Officers, Administration and Committees, and
- Urgent business;
- Administrative Inquiries; and
- Adjournment”

3. Section 55 is deleted and replaced with the following:

“Meeting Does Not Achieve Quorum

55. (1) If a *Council* or *Council Committee* meeting does not achieve a *quorum* 15 minutes after the time set for the start of the meeting, the *City Clerk* must record the names of the *Members* present and the meeting shall be adjourned.
- (2) Despite subsection (1), if the *Chair* deems that an emergency circumstance or the activation of the Emergency Operations Centre could prevent *quorum* from being achieved within 15 minutes after the time set for the start of the meeting, the *Chair* may, in consultation with the *City Clerk*, recess the meeting to the call of the *Chair*.
- (3) If the *Chair* recesses the meeting pursuant to subsection (2):
- (a) the *City Clerk* must notify all members of Council of the recess using electronic communication;
 - (b) the *City Clerk* must notify the public of the recess;
 - (c) the *City Clerk* must notify the public 15 minutes prior to meeting commencing.”.

4. This Bylaw comes into force on the day it is passed.

READ A FIRST TIME THIS ____ DAY OF _____, 2018.

READ A SECOND TIME THIS ____ DAY OF _____, 2018.

READ A THIRD TIME THIS ____ DAY OF _____, 2018.

MAYOR
SIGNED THIS ____ DAY OF _____, 2018.

CITY CLERK
SIGNED THIS ____ DAY OF _____, 2018.