

Planning & Development Services Report to  
Regular Meeting of Council  
2023 November 28

ISC: UNRESTRICTED  
C2023-1153

## **Amendments to the Calgary Planning Commission Bylaw 28P95**

### **PURPOSE**

The purpose of this report is to amend the Calgary Planning Commission Bylaw to allow more flexibility for the appointments of members of Administration to the Commission, update section numbers of the Municipal Government Act and to remove the Mayor as an ex officio member of the Commission.

### **PREVIOUS COUNCIL DIRECTION**

Not applicable.

### **RECOMMENDATION:**

That Council give three readings to Proposed Bylaw 84P2023 to amend the Calgary Planning Commission Bylaw 28P95.

### **CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS**

Acting General Manager Debra Hamilton concurs with this report. Providing more flexibility in Administration appointments to Calgary Planning Commission will support Administration in effectively resourcing the Commission.

### **HIGHLIGHTS**

- The proposed amendments to the Calgary Planning Commission Bylaw 28P95 (Attachment 1) will provide more flexibility to the Chief Administrative Officer in appointing Administration members.
- The proposed amendments will update references to current section numbers of the Municipal Government Act S.A. 1994 cM-26.1 and replace with Municipal Government Act R.S.A. 2000.
- The proposed amendments will remove the Mayor as an ex officio member of the Commission.
- These changes will help support the Commission in functioning effectively in carrying out its mandate.

### **DISCUSSION**

The Calgary Planning Commission (CPC) is a municipal planning commission established by Bylaw 28P95 (bylaw). The bylaw sets out the terms of reference for the CPC, including provisions regarding the procedure, conduct, functions and duties of the Commission and its members. This bylaw has been amended over time to reflect best practices in governance and to help support the Commission to function effectively in carrying out its mandate.

Provisions for the membership of the CPC are set out in the bylaw. Presently, the bylaw provides for two members of Administration to be appointed to the Commission by the Chief Administrative Officer: a General Manager or a Director.

## **Amendments to the Calgary Planning Commission Bylaw 28P95**

Administration is proposing a change that would enable two employees, at the Manager, Director or General Manager level, to be appointed to the CPC, and that either of these employees could be appointed as the chairperson of the CPC.

To better align the bylaw with established practice, Administration is proposing a change to remove the Mayor as an ex officio member of CPC. Currently the bylaw establishes the Mayor as a member as long as they are not a member of the Subdivision and Development Appeal Board. While the bylaw provides for the Mayor to be a member, historically, the Mayor has rarely attended CPC. With this change, the Mayor will no longer be listed as a member. However, like any other member of Council, the Mayor could still be established as a member and serve on Commission as delegated through Council's annual Organizational Day. This change was discussed with the Mayor and no concerns were raised.

Administration has also included minor amendments to correct references to sections of the Municipal Government Act (MGA) that are out of date due to changes to the MGA. A review of the Calgary Planning Commission is underway and additional revisions to the Calgary Planning Commission Bylaw may be forthcoming subject to the recommendations of the review. The recommendations of this report are preceding the fulsome review.

### **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 |

Senior members of Administration will communicate the proposed changes to the Calgary Planning Commission.

### **IMPLICATIONS**

#### **Social**

Not applicable.

#### **Environmental**

Not applicable.

#### **Economic**

Not applicable.

#### **Service and Financial Implications**

#### **No anticipated financial impact**

There are no financial impacts associated with the recommendations in this report.

Planning & Development Services Report to  
Regular Meeting of Council  
2023 November 28

ISC: UNRESTRICTED  
C2023-1153

**Amendments to the Calgary Planning Commission Bylaw 28P95**

---

**RISK**

There are no significant risks associated with the proposed bylaw amendment. Allowing additional Administrative support to CPC is consistent with best practice in Boards and Commission governance and future succession planning.

**ATTACHMENT**

1. Proposed Bylaw 84P2023

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Debra Hamilton	Planning & Development Services	Approve
David Duckworth	Chief Administrator's Office	Inform

Author: Teresa Goldstein