

Law, Legislative Services & Security Report to
Regular Meeting of Council
2024 December 17

ISC: UNRESTRICTED
C2024-1368

Mid-term Council Member Appointments

PURPOSE

This Report recommends that Council appoint Members of Council to fill mid-term vacancies on Standing Specialized Committees (“SSCs”) and Boards, Commissions and Committees (“BCCs”), and to appoint a Deputy Mayor for 2025 August.

PREVIOUS COUNCIL DIRECTION

At both the 2023 and 2024 Organizational Meetings of Council, Council appointed Councillor Pootmans to the Standing Policy Committee (“SPC”) on Community Development, two SSCs (Audit Committee and Intergovernmental Affairs Committee) and several BCCs. Council also appointed Councillor Pootmans as Deputy Mayor for the month of 2025 August.

Section 5.6.4 of Council Policy CP2016-03 on *Governance and Appointments to Boards, Commissions and Committees* (“the Council Policy”) states that, “in the case of a mid-term Council Member vacancy, the City Clerk’s Office will canvass all Councillors for interest in the applicable BCC and bring a report forward for Council to make an appointment.”

RECOMMENDATIONS:

That Council:

1. Direct that the preferences of Members of Council for appointment to vacant positions on Standing Specialized Committees and Boards, Commissions and Committees be publicly released;
2. Appoint Councillors to fill mid-term vacancies on Standing Specialized Committees for terms to expire at the 2025 Organizational Meeting of Council;
3. Appoint Members of Council to fill mid-term vacancies on Boards, Commissions and Committees for terms to expire at the 2025 Organizational Meeting of Council; and
4. Appoint Councillor Mian as Deputy Mayor for the month of 2025 August.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

HIGHLIGHTS

At the 2024 November 26 Regular Meeting of Council, Chief Administrative Officer David Duckworth announced that he had received a letter of resignation from Councillor Pootmans. Section 161(3) of the *Municipal Government Act* provides that “the resignation is effective on the date it is received by the chief administrative officer.”

With respect to BCCs, section 5.6.2(b) of the Council Policy provides that “the appointment term for Council Members shall: b) Terminate immediately upon leaving office.”

Mid-term Council Member Appointments

The appointment of Members of Council to fill mid-term vacancies on SSCs and BCCs arising from the resignation of a Councillor ensures the continuity of appropriate governance and oversight, supporting effective decision making that serves Calgarians well.

DISCUSSION

When Council made its appointments to Standing Policy Committees (“SPCs”) at the 2024 October 22 Organizational Meeting of Council, Council appointed Councillor Pootmans to the Community Development Committee (“CDC”). Appendix A of Procedure Bylaw 35M2017 provides that “each Councillor must sit on one SPC.” In accordance with existing Procedure Bylaw provisions, no mid-term appointment is required as filling this vacancy would require that at least one Councillor sit on more than one SPC.

Standing Specialized Committees

At the 2023 October 24 Organizational Meeting of Council, Council appointed Councillor Pootmans to the Audit Committee for a two-year term. Section 7(6) of the Audit Committee Bylaw provides that:

“Vacancies on the Audit Committee caused by retirement, resignation, leave of absence or incapacitation of a member may be filled by resolution of *Council* for the balance of that member’s term. The Audit Committee may continue to operate and conduct business until vacancies are filled provided that the quorum requirement is met”.

At the 2024 October 22 Organizational Meeting of Council, Council appointed Councillor Pootmans to the Intergovernmental Affairs Committee (“IGA”) for a one-year term, representing Rocky View County and City of Calgary Intermunicipal Committee (“IMC-Rocky View”). Councillor Chabot was appointed to IGA and also sits on IMC-Rocky View; accordingly, the IMC-Rocky View representation on IGA is already fulfilled. Any Councillor can be appointed to IGA to fill the mid-term vacancy.

Pursuant to section A.14 of Procedure Bylaw 35M2017, the Mayor is an *ex-officio* member of all Council Committees, unless Council provides otherwise, and has all of the rights and privileges of other Members, is entitled to count for quorum, take part in discussion and to vote on all items. Section 6(2) of the Audit Committee Bylaw also provides that “the Mayor is an *ex-officio* member of the Audit Committee.”

Boards, Commissions and Committees

At the 2024 October 22 Organizational Meeting of Council, Council appointed Councillor Pootmans to the following BCCs:

- Calgary Metropolitan Region Board – Governance Board
- Calgary Metropolitan Region Board – Land Use and Servicing Committee (alternate)

Mid-term Council Member Appointments

Deputy Mayor Roster Appointment

At the 2024 October 22 Organizational Meeting of Council, Council adopted the Deputy Mayor Roster for 2025. Council appointed Councillor Pootmans to serve as Deputy Mayor for August.

The only two Wards not represented in the 2025 Deputy Mayor Roster adopted by Council are Wards 3 (Councillor Mian) and 14 (Councillor Demong). From amongst those two Councillors, the City Clerk's Office randomly selected Ward 3 Councillor Mian to be appointed as Deputy Mayor for 2025 August.

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 express interest in appointment to vacant mid-term positions on SSCs and BCCs. This information may be presented to Council for distribution at the 2024 December 17 Regular Meeting of Council.

IMPLICATIONS

Social

Not Applicable.

Environmental

Not Applicable

Economic

Not Applicable.

Service and Financial Implications

No anticipate financial impact.

RISK

No anticipated risk.

ATTACHMENT

1. Presentation

Law, Legislative Services & Security Report to
Regular Meeting of Council
2024 December 17

ISC: UNRESTRICTED
C2024-1368

Mid-term Council Member Appointments

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: Jeremy Fraser, City Clerk's Office