

# PROPOSED

EC2025-0561  
ATTACHMENT 2

## BYLAW NUMBER 37M2025

### BEING A BYLAW OF THE CITY OF CALGARY TO CONTINUE THE CALGARY SALUTES COMMITTEE

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**WHEREAS** Council directed administration to bring forward a proposed bylaw to establish a Calgary Salutes Committee by resolution passed on June 6, 2023, approving Notice of Motion EC2023-0610;

**AND WHEREAS** Council directed the Calgary Salutes Committee to develop its mandate to support the Canadian Military through coordination and planning of local Canadian military ceremonial and community events;

**AND WHEREAS** the *Red Tape Reduction Statutes Amendment Act*, 2022, SA 2022, c 16, came into force on May 31 2022 and amended section 145 of the *Municipal Government Act*, RSA 2000, c M-26 such that Council must establish committees by bylaw rather than by resolution;

**AND WHEREAS** Council has considered report EC2025-0561 and deems it necessary to enact a bylaw to continue the Calgary Salutes Committee by bylaw;

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

#### SHORT TITLE

1. This Bylaw may be cited as the “Calgary Salutes Committee Bylaw”.

#### DEFINITIONS

2. (1) In this Bylaw,
  - (a) “*Chief Administrative Officer*” means the Chief Administrative Officer of the *City* established by Bylaw 52M2022, or the employee of the *City* who has received delegated authority to exercise the powers, duties, and functions of the Chief Administrative Officer under this Bylaw;
  - (b) “*City*” means the municipal corporation of The City of Calgary, or the geographic area of the city’s boundaries, as context requires;
  - (c) “*City Clerk*” means the position of the City Clerk as established by Bylaw 73M94 or the employee of the *City* who has received delegated authority to exercise the powers, duties, and functions of the City Clerk under this Bylaw;
  - (d) “*Committee*” means the Calgary Salutes Committee established by this Bylaw that is comprised of the Calgary Salutes Coordinating Committee and all additional subcommittees listed in section 4 of this Bylaw;

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- (e) “*Council*” means the municipal council of the *City*;
  - (f) “*Organizational Meeting*” means the meeting of *Council* held under section 192 of the *Municipal Government Act*, RSA 2000, c. M-26; and
  - (g) “*Public Member*” means an individual who has been appointed to a Board, Commission, or Committee by *Council* and who is not a Member of *Council* or a *City* administration representative.
- (2) If this Bylaw refers to any statutes, regulations or bylaws, the reference is to the statute, regulation or bylaw as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any statute, regulation or bylaw that may be substituted in its place.

### ESTABLISHMENT

3. The Calgary Salutes Committee is hereby continued as a Council Committee and includes all subcommittees listed in section 4.

### GENERAL MANDATE

4. The *Committee* will coordinate the planning and support of local Canadian military ceremonial and community events through the activities of the Calgary Salutes Coordinating Committee and the following 3 subcommittees:
- (a) the Friends of HMCS Calgary Subcommittee;
  - (b) the Heritage and History Subcommittee; and
  - (c) the Community Engagement Subcommittee.

### SPECIFIC RESPONSIBILITIES

5. (1) The Calgary Salutes Coordinating Committee will:
- (a) develop and oversee execution of multi-year strategic plans;
  - (b) review and approve subcommittee annual workplans;
  - (c) provide oversight to the *Committee*’s budget and approve budget requests or resource allocations for subcommittee led events identified on the annual workplans;
  - (d) develop and approve policies for the *Committee*;
  - (e) ensure alignment and consistency across subcommittees;
  - (f) report to *Council* as needed; and

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- (g) represent the work of the subcommittees to the public.
- (2) The subcommittees will:
  - (a) prepare annual workplans for approval by the Calgary Salutes Coordinating Committee, outlining:
    - (i) proposed activities;
    - (ii) resourcing plans; and
    - (iii) communication plans;
  - (b) meet regularly, as scheduled by the respective subcommittees, to plan and execute the approved workplans; and
  - (c) engage with and support existing organizations to leverage their expertise, programming, and networks to achieve the goals set out in approved workplans of the subcommittees.
- (3) The Friends of HMCS Calgary Subcommittee will, as it regards HMCS *Calgary* or its successor:
  - (a) promote knowledge of, and connect Calgarians to, the ongoing peace and security work by service personnel from Calgary or units and people who represent the *City* in name;
  - (b) enhance and maintain the connection between Canadian Armed Forces personnel, the *City* and Calgarians; and
  - (c) engage communities in paying tribute to the Canadian military community through civic recognition events.
- (4) The Heritage and History Subcommittee will, as it regards the history of the Canadian military:
  - (a) increase public awareness of, and connect Calgarians with, the heritage, history and proud legacy of accomplishments of the Canadian Armed Forces, and in particular those Units with connections to Calgary;
  - (b) honour the achievements of the Canadian military;
  - (c) promote knowledge of, and connect Calgarians to, the ongoing peace and security work by service personnel from Calgary or units and people who represent the *City* in name;
  - (d) enhance and maintain connection between Canadian Armed Forces personnel, the *City* and Calgarians; and
  - (e) engage communities in paying tribute to the Canadian military community through civic recognition events.

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- (5) The Community Engagement Subcommittee will support the existing Canadian Military Units stationed in Calgary and their currently serving members by:
  - (a) recognizing the contributions that the Canadian military, Canadian military families and veterans make to the community;
  - (b) promoting knowledge of, and connecting Calgarians to, the ongoing peace and security work by service personnel of the Canadian Armed Forces and its service personnel, particularly those stationed in, or who have connections with, the *City*;
  - (c) enhancing and maintaining the connection between Canadian Armed Forces personnel, the *City* and Calgarians;
  - (d) supporting the provision of programs and services that serve, involve or advocate for the Canadian military community;
  - (e) engaging communities in paying tribute to the Canadian military community through civic recognition events; and
  - (f) providing recognition of Canadian military members and veterans, their families, and volunteers by championing causes and sustaining meaningful collaborations with public, private and nonprofit organizations.

### REPORTING

6.
  - (1) The *Committee*, represented by the Calgary Salutes Coordinating Committee, will report annually to *Council* through the Community Development Committee.
  - (2) The subcommittees will report to the Calgary Salutes Coordinating Committee.

### COMPOSITION OF THE COMMITTEE

7.
  - (1) The Calgary Salutes Coordinating Committee is composed of up to 15 members that include:
    - (a) the following voting members:
      - (i) 2 members of *Council*;
      - (ii) the Chairs of each of the 3 subcommittees;
    - (b) the following non-voting members:
      - (i) a representative chosen by each of the 3 subcommittees;
      - (ii) the Brigade Commander, or designate, of 41 Canadian Brigade Group;
      - (iii) the Captain, or designate, of HMCS *Tecumseh*;

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- (iv) a member of *City* administration as nominated by the *Chief Administrative Officer*; and
  - (v) 1 to 4 members from the following:
    - (A) the Calgary business community;
    - (B) the Calgary tourism community;
    - (C) the Indigenous community; or
    - (D) the non-profit community.
- (2) The Friends of HMCS Calgary Subcommittee will have 1 member appointed by the Executive Officer of HMCS *Calgary* and up to 8, and no less than 6, *Public Members* appointed by *Council*.
- (3) The Heritage and History Subcommittee and the Community Engagement Subcommittee are composed of up to 9, and no less than 6, *Public Members* each appointed by *Council*.
- (4) The *Public Members* of the Heritage and History Subcommittee and the Community Engagement Subcommittee, as well as the *Public Members* of the Friends of HMCS Calgary Subcommittee must:
  - (a) have expertise in communications, marketing, fundraising, finance or connection to underrepresented populations (members may be from the general public or from sectors that directly support the Canadian military or perform public safety activities);
  - (b) collectively have experience in making connections between Calgarians and various ethno-cultural communities, and a willingness to apply this experience to forging strong connections between Calgarians and the Canadian Armed Forces; or
  - (c) have experience through leadership or service within communities such as:
    - (i) local nonprofit organizations engaged in direct community support to Calgarians;
    - (ii) one or more of the many diverse ethno-cultural communities in Calgary;
    - (iii) Calgary based educators, education administrators and academics;
    - (iv) Calgary based sports teams, athletes, retired athletes or community organizations;

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- (v) the Ship to Shore, Canadian Leaders at Sea, and Canadian Leaders Alongside programs;
- (vi) Calgarians with private or public communications and marketing experience;
- (vii) Calgary Stampede leadership and volunteers;
- (viii) Calgary based businesses and professional organizations; or
- (ix) the Canadian Armed Forces.

### TERM

8. (1) Members will be appointed by *Council* at the annual *Organizational Meeting of Council*.
- (2) Members of *Council* will be appointed annually and serve 1-year terms.
- (3) *Public Members* will serve 2-year terms expiring at the *Organizational Meeting* in the year their term expires, or until their successors are appointed, whichever is later.
- (4) *Council* may stagger the appointments and appoint 4 *Public Members* of each subcommittee for 1-year terms in the first year.
- (5) A *Public Member* may serve a maximum of 6 consecutive years unless re-appointed beyond that time by a two-thirds vote of *Council*.
- (6) The service of a member beyond the appointed term until the appointment of a successor will not count toward the limit on the length of service in subsection (5) above, if the additional service is 1 year or less.
- (7) When an appointment is made to fill a *Public Member* vacancy then the following applies:
- (a) if the balance of the term to be served is 1 year or less, that service will not count toward the limit on the length of service; and
  - (b) if the balance of the term to be served is more than 1 year, that service will count toward the limit on the length of service
- (8) The terms of members who were appointed prior to the coming into force of this Bylaw will count towards the member's limit on length of service.

### QUORUM

9. Quorum is established as greater than 50% of voting members.

### CHAIR AND VICE CHAIR

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10. (1) Each subcommittee will elect a Chair and Vice-Chair at its first meeting each year following confirmation of subcommittee members by *Council*. The Chair of each subcommittee will then complete the membership of the Calgary Salutes Coordinating Committee.
- (2) *Council* must appoint a member of *Council* as the Chair of the Calgary Salutes Coordinating Committee at the *Organizational Meeting of Council*.

### MEETINGS

11. (1) The Calgary Salutes Coordinating Committee will meet at least 3 times a year and will call further meetings as required to carry out its mandate and meet project workplans and timelines. Meetings of the Calgary Salutes Coordinating Committee will be called or cancelled at the call of the Chair. Meetings of the subcommittees will occur as determined by the subcommittee.
  - (2) Notice of meetings of the *Committee* must comply with the *Municipal Government Act*, sections 195 and 196(2). Notice by email to *Committee* members is permitted.
  - (3) The *Committee* meetings are open to the public; however, the *Committee* may use its discretion under section 197(2) of the *Municipal Government Act* to close all or part of its meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25.
  - (4) The subcommittees must report back to the Calgary Salutes Coordinating Committee for review and decision on any issue within the subcommittee's mandate under this Bylaw.
12. (1) Members must make best efforts to attend all *Committee* meetings.
  - (2) Members who will be absent from a *Committee* meeting must notify the Chair by phone, email or text message.
  - (3) Where a member has been absent for 2 or more consecutive meetings without prior notification to the Chair, the *Committee* may make a recommendation to *Council* to revoke the appointment of the member.

### MEETING SUPPORT

13. (1) *City* administration representatives will act as a resource to the Calgary Salutes Coordinating Committee.
- (2) *City* administration will arrange venues, agendas and minutes for meetings of the Calgary Salutes Coordinating Committee in consultation with the Chair and will distribute required materials to members.

### GOVERNANCE

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14. (1) Except as otherwise provided for in this Bylaw, the *Committee* will act in accordance with Council Policy CP2016-03, *Governance and Appointments of Boards, Commissions and Committees*, and the Procedure Bylaw 35M2017.
- (2) Any records submitted to the *Committee* are governed by the applicable provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.
- (3) The *Committee* will ensure that there is purposeful dialogue between the *City*, established entities, and key interested parties, to provide information to inform sound decision-making.

### RECORDS AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

15. (1) The *Committee* is not a separate public body from the *City* under section 1(i)(xii) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25 ("*FOIP Act*").
- (2) The *City Clerk* is appointed Head of the *Committee* for the purposes of the *FOIP Act*.
- (3) The *Committee* must prepare and keep safe *Committee* records in accordance with the Corporate Records and Information Management Program and provide them to the *City Clerk* on request.
- (4) The *Committee* must abide by the *City's* Protection of Privacy Policy.
- (5) The *City Clerk* must respond to requests for *Committee* records in compliance with the *FOIP Act*.
- (6) The *Committee* must provide records upon request and cooperate with the *City Clerk*.
- (7) The *City's* fee schedule will apply to requests for records of the *Committee* made pursuant to the *FOIP Act*.
- (8) Nothing in this Bylaw precludes the *City* from disclosing information pursuant to the *FOIP Act*.



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## REPEAL

16. Bylaw 36M2023, the Calgary Salutes Committee Bylaw, is hereby repealed.

## COMING INTO FORCE

17. 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 \_\_\_\_\_