

**Planning & Development Report to
Regular Meeting of Council
2018 January 29**

**ISC: UNRESTRICTED
C2018-0097
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Amendment to the Calgary Planning Commission Bylaw

EXECUTIVE SUMMARY

The Calgary Planning Commission is a municipal planning commission established by Bylaw 28M95. Currently, the bylaw specifies that two members of Administration are to be appointed to the Commission by the City Manager: a General Manager and a Director, and that the General Manager so appointed shall be the chairperson of the Commission.

There is a need to provide greater flexibility for the City Manager to make appointments to the Commission, including the appointment of the chairperson, and to manage unexpected absences of employee members. This report presents proposed amendments to the Calgary Planning Commission Bylaw which will allow the City Manager to appoint two members of Administration to the Commission, each of whom must be a General Manager or Director. The City Manager can appoint either of the two employees to be the chairperson of the Commission. The City Manager may also appoint an employee to act in the place of a temporarily absent employee member on an interim basis.

ADMINISTRATION RECOMMENDATION:

That Council give three readings to Bylaw 19P2018 (set out in the Attachment) to amend the Calgary Planning Commission Bylaw 28P95.

PREVIOUS COUNCIL DIRECTION / POLICY

On 2016 October 24, Council adopted Bylaw 47P2016 which amended the Calgary Planning Commission Bylaw (28P95). The amendment empowered the City Manager to appoint one General Manager and one Director to the Calgary Planning Commission, and made the General Manager so appointed the Chairperson of the Calgary Planning Commission.

BACKGROUND

The Calgary Planning Commission (CPC) is a municipal planning commission established by Bylaw 28M95. The bylaw sets out the terms of reference for the Calgary Planning Commission, including provisions regarding the procedure, conduct, functions and duties of the Commission and its members. This bylaw has been amended from time to 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 City Manager: a General Manager, and a Director. The General Manager so appointed is designated the chairperson of the Commission.

Administration is proposing a change that would enable two employees, who could be either a General Manager or a Director, to be appointed to the CPC, and that either of the two employees could be appointed as the chairperson of the CPC. As well a change is proposed to enable the City Manager to appoint an employee to act in the place of a temporarily absent employee member on an interim basis. In order to give effect to these proposed changes, an amendment to the bylaw that governs the CPC is required.

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INVESTIGATION: ALTERNATIVES AND ANALYSIS

To provide the City Manager with greater flexibility in making appointments to the Commission, a proposed amendment to the Calgary Planning Commission Bylaw has been prepared. The proposed amendment is set out in the Attachment. The proposed amendment enables the City Manager to appoint two members of Administration to the Commission, each of whom must be a General Manager or Director. The City Manager can appoint either of the two employees to be the chairperson of the Commission. The amendment also allows for the appointment of an employee to act in the place of an absent employee member on an interim basis. These changes will provide greater flexibility to the City Manager to appoint employee members and to appoint the chairperson. They will also allow the City Manager to deal with unanticipated absences of the employee members.

Stakeholder Engagement, Research and Communication

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

Strategic Alignment

The proposed amendment to the Calgary Planning Commission Bylaw aligns with Council's priority for a Well-run City by providing additional flexibility for the City Manager in appointing employee members and the chairperson for the Commission. This will help support the effective governance and functioning of the Commission in carrying out its mandate.

Social, Environmental, Economic (External)

N/A

Financial Capacity

Current and Future Operating Budget:

There are no operating budget implications associated with this report.

Current and Future Capital Budget:

There are no capital budget implications associated with this report.

Risk Assessment

There are no significant risks associated with the proposed bylaw amendment.

REASON(S) FOR RECOMMENDATION(S):

The proposed amendment to the Calgary Planning Commission Bylaw will provide more flexibility to the City Manager in appointing Administration members and the chairperson. It will also provide the City Manager with flexibility in managing unanticipated absences. These changes will help support the Commission in functioning effectively in carrying out its mandate.

ATTACHMENT(S)

1. Attachment – Proposed Bylaw 19P2018