

OFFICE CONSOLIDATION

BYLAW NUMBER 36M2023

**BEING A BYLAW OF THE CITY OF CALGARY
TO ESTABLISH THE CALGARY
SALUTES COMMITTEE**

(Amended by 45M2023, 11M2024)

WHEREAS Council has considered C2023-0761 and deems it necessary to pass this Bylaw;

(11M2024, 2024 February 27)

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

AND WHEREAS the Friends of HMCS Calgary Committee was established in 2020 and Council considers it necessary to continue that committee as a subcommittee of the Calgary Salutes Committee;

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

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) “*Calgary Salutes Committee*” means the Committee established by this Bylaw and that is comprised of the coordinating committee and all additional subcommittees identified in section 8 of this Bylaw;
 - (b) “*Council*” means the municipal council of the *City*;
 - (c) “*City*” means the municipal corporation of The City of Calgary;
 - (d) “*Chief Administrative Officer*” means the Chief Administrative Officer of the *City*, or the employee of the *City* who has received delegated

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authority under this Bylaw to exercise the powers, duties, and functions of the Chief Administrative Officer;

(45M2023, 2023 October 17)

(e) “*Public Member*” means an individual who has been appointed to a Board, Commission, or Committee by *Council* who is not a Member of Council or a *City* administration representative.

(2) If this Bylaw refers to any statute, regulation or bylaw, 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 established as a committee of *Council*.

MANDATE

4. The *Calgary Salutes Committee* will coordinate the planning and support of local military ceremonial and community events through the activities of a Coordinating Committee and three additional subcommittees, namely:

- (a) the Friends of HMCS Calgary Subcommittee;
- (b) the Heritage and History Subcommittee; and
- (c) the Education and Training Subcommittee.

RESPONSIBILITIES

5. The *Calgary Salutes Committee* will, through the activities of the Coordinating Committee and subcommittees, coordinate community and military activities and events that:

- (a) honour the achievements of the military;
- (b) recognize the contributions that the military and military families make to the community;
- (c) support the families of military personnel who are deployed;
- (d) 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;
- (e) enhance and maintain the connection between Canadian Armed Forces personnel and Calgarians;

- (f) promote remembrance through education and support for organizations that deliver commemorative activities;
 - (g) support the provision of programs and services that serve, involve, or advocate for the military community;
 - (h) engage communities in paying tribute to the military community through civic recognition events;
 - (i) provide recognition of military members and veterans, and their families, by championing causes and sustaining meaningful collaborations with public, private, and nonprofit organizations; and
 - (j) develop and implement fundraising plans to support activities.
6. The Calgary Salutes Coordinating Committee will:
- (a) approve the mandates of the subcommittees; and
 - (b) approve any proposed subcommittee budgets.

REPORTS TO

7. The *Calgary Salutes Committee*, represented by the Calgary Salutes Coordinating Committee, reports to *Council* through the Community Development Committee. The subcommittees will report to the Calgary Salutes Coordinating Committee.

COMPOSITION

8. (1) The Calgary Salutes Coordinating Committee is composed of nine members as follows:
- (a) two members of *Council* (voting);
 - (b) the Chairs of each of the three subcommittees (voting);
 - (c) the highest-ranking officer of each subcommittee, or other representative chosen by each of the three subcommittees (non-voting); and
 - (d) a *City* administration member as nominated by the *Chief Administrative Officer* (non-voting).
- (45M2023, 2023 October 17)
- (2) The Friends of HMCS Calgary Subcommittee is composed of up to nine, and no less than six members as follows:
- (a) up to eight, and no less than six, *Public Members* comprised of:
 - (i) one HMCS Calgary *crew member*, or a Canadian Forces member, current or former;

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- (ii) one representative from a Calgary-based civil society agency or organization, dedicated to the welfare of Canadian Forces members and their family; and
 - (iii) up to six *Public Members*-at-large; and
- (b) a person appointed by the Executive Officer of HMCS Calgary.
(11M2024, 2024 February 27)
- (3) The Heritage and History Subcommittee and the Education and Training Subcommittee are composed of up to nine, and no less than six, *Public Members* each.
(11M2024, 2024 February 27)
- (4) The *Public Members* of the Heritage and History Subcommittee and Education and Training Subcommittee, and the *Public Members*-at-large of the Friends of HMCS Calgary Subcommittee shall:
 - (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 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) Calgarians involved in community leadership and service in of 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, community organizations;
 - (v) Alumni of 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; or

- (viii) Calgary based businesses and professional organizations.

TERM

9. (1) Members of *Council* will be appointed annually for a one-year term. *Public Member* terms will be two years.
- (2) *Council* may stagger the appointments and appoint four *Public Members* of each subcommittee for one-year terms in the first year.
- (3) A *Public Member* may serve a maximum of six consecutive years.
- (4) A *Public Member* may serve until that member's successor is appointed. The service of a *Public Member* beyond the appointed term shall not count toward the limit on the length of service set out above if the additional service is one year or less.
- (5) 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 one year or less, that service shall not count toward the limit on the length of service; and
- (b) If the balance of the term to be served is more than one year, that service shall count toward the limit on the length of service.
- (6) A *Public Member* may serve more than six consecutive years by a two-thirds vote of *Council*.

QUORUM

10. Quorum is established as greater than fifty percent of voting members.

CHAIR and VICE-CHAIR

11. (1) Each subcommittee will elect a Chair and Vice-Chair at its first meeting. The Chair of each subcommittee will then complete the membership of the Calgary Salutes Coordinating Committee.
- (2) A member of *Council* will be appointed as the Chair of the Calgary Salutes Coordinating Committee.

MEETINGS

12. (1) The Calgary Salutes Coordinating Committee will meet at least three times a year for strategic planning 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 must comply with the Municipal Government Act, R.S.A. 2000, c. M-26, sections 195 and 196(2). Notice by email to committee members is permitted.
- (3) *Calgary Salutes Committee* meetings are open to the public; however, the Calgary Salutes Coordinating Committee and its subcommittees may use their discretion under section 197(2) of the Municipal Government Act to close all or part of their 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, R.S.A. 2000, c. F-25.

MEETING SUPPORT

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

PROCEDURES

- 14. The Calgary Salutes Coordinating Committee and its subcommittees will follow the Procedure Bylaw 35M2017 and may establish its own additional policies and procedures. The Calgary Salutes Coordinating Committee must pass a resolution to establish policies and procedures, and the resolution must be documented in the meeting minutes.

CODE OF CONDUCT

- 15. *Public Members* of the *Calgary Salutes Committee* must abide by the *Council* policy on the *Code of Conduct for Public Members Appointed to Council Established Boards, Commissions and Committees* (CP2022-05).

COMING INTO FORCE

- 16. This Bylaw comes into force on October 24th, 2023.

READ A FIRST TIME ON JULY 25, 2023

READ A SECOND TIME, AS AMENDED, ON JULY 25, 2023

READ A THIRD TIME, AS AMENDED, ON JULY 25, 2023

(Sgd.) J. Gondek
MAYOR

(Sgd.) K. Martin
CITY CLERK