

**Calgary Metropolitan Region Board**  
 July 17, 2020 Board Meeting Agenda  
 9:30 AM - GoTo Meeting

- |  |         |           |
|--|---------|-----------|
| 1. Call to Order and Opening Remarks   | Sheard  |           |
| 2. Adoption of Agenda<br><i>To adopt and/or revise agenda</i>  | All     |           |
| 3. Adoption of Minutes of Last Meeting (Attachment)<br><b>For Decision:</b> <i>Motion that the Board approve the Minutes of the June 26, 2020 meeting</i>  | All     | <b>2</b>  |
| 4. Growth & Servicing Plan Project Update (Attachment)<br><b>For Information:</b> <i>Motion that the Board receive for information an update on the progress of the Growth &amp; Servicing Plan</i>                            | HDRC    | <b>9</b>  |
| 5. Phase 1 Growth & Servicing Public Engagement (Attachment)<br><b>For Information:</b> <i>Motion that the Board receive for information an update on the Phase 1 Growth &amp; Servicing Plan public engagement activities</i> | HDRC    | <b>21</b> |
| 6. Policy for Members to Bring Forward Motions (Attachment)<br><b>For Decision:</b> <i>Motion that the Board approve the proposed Amended Procedural Policy on Motions</i>   | Copping | <b>35</b> |
| 7. Policy on Email Votes (Attachment)<br><b>For Decision:</b> <i>Motion that the Board approve the proposed Amended Procedural Policy on Conducting Board and Committee Votes</i>  | Copping | <b>38</b> |
| 8. Board Chair Recruitment Subcommittee (Verbal)<br><b>For Information:</b> <i>Motion that the Board receive for information an update on the Board Chair Recruitment Subcommittee</i>   | Copping |           |
| 9. COVID-19 Roundtable Discussion  | All     |           |

10. Next Meeting: Friday September 18, 2020

11. Adjournment

Upcoming Meetings:

Land Use & Servicing Committee	Sept 3 @ 9:30 AM	GoTo Meeting
Board Meeting	Sept 18 @ 9:30 AM	GoTo Meeting
Governance Committee	Sept 17 @ 9:30 AM	GoTo Meeting

**Delegates in Attendance:**

Mayor Peter Brown – City of Airdrie  
Mayor Naheed Nenshi – City of Calgary  
Mayor Marshall Chalmers – City of Chestermere  
Mayor Jeff Genung – Town of Cochrane  
Reeve Suzanne Oel – Foothills County  
Mayor Craig Snodgrass – Town of High River  
Mayor Bill Robertson – Town of Okotoks  
Reeve Greg Boehlke – Rocky View County  
Mayor Pat Fule – Town of Strathmore  
Reeve Amber Link – Wheatland County

Monte Krueger, Municipal Affairs

**CMRB Administration:**

Chris Sheard, Chair  
Jordon Copping, Chief Officer  
Liisa Tipman, Project Manager–Land Use  
Jaime Graves, Project Manager–Intermunicipal Servicing  
Shelley Armeneau, Office Manager

**1. Call to Order**

Called to order at 9:30 AM. Chair noted the meeting was being held virtually and that it was live streaming on YouTube for the public. The process for voting will be by verbal roll call poll alphabetically by member municipality.

**2. Approval of Agenda**

M 2020-56

**Moved by** Mayor Brown, **Seconded by** Mayor Genung, accepted by Chair.

**Motion:** That the Board approve the agenda of the June 26, 2020 meeting.

**Motion carried unanimously.**

**3. Approval of Minutes**

M 2020-57

**Moved by** Mayor Robertson **Seconded by** Reeve Link, accepted by Chair.

**Motion:** That the Board approve the Minutes of the May 22, 2020 meeting.

**Motion carried unanimously.**

#### 4. Growth & Servicing Plan Project Update

Stephen Power of HDR Calthorpe (HDC) provided the Board with an update:

- Completed Workshop #3 for Board and Committee members on June 11.
  - Workshop for TAGs starting July 9 with small breakout group discussions, format will be more technical in nature. HDC is moving towards identifying key issues for policy. A workshop with external TAG is scheduled on July 10. Feedback forms online and recording of Workshop #3 are available to municipalities online.
  - Meeting with Communications & Engagement TAG (C&E TAG) to review promotion plan. Progress has been made on building content of engagement website will be shared and tested with C&E TAG.
  - Workshop for TAGs on July 9 is a starting point. HDC will be having detailed meetings with each TAG over the summer.
  - HDC is starting to move forward on policy, and addressing concerns about policy development. Confirmed HDC's approach to policy development will meet the Regulation requirements. The level of detail is a framework for collaboration and looking at ways to deliver servicing in a less expensive manner. HDC stressed the importance of understanding that the scale we are working at is on a regional strategy level, and therefore creating a framework for municipalities to collaborate and achieve the plan goals.
- Mayor Brown noted that he would like to see on a future agenda a more detailed discussion on how members can help promote the public engagement and consultation process.

M 2020-58

**Moved by** Mayor Robertson **Seconded by** Mayor Brown, accepted by Chair.

**Motion:** That the Board receive for information an update on the progress of the Growth & Servicing Plan.

**Motion carried unanimously.**

#### 5. Request for Extension of Deadline to Deliver the Growth & Servicing Plan

**Motion:**

M 2020-59

**Moved by** Mayor Chalmers **Seconded by** Mayor Robertson, accepted by Chair.

**Motion:** That the Board approve the sending of the attached letter to the Minister of Municipal Affairs.

**Motion carried unanimously.**

## 6. South & East Calgary Regional Transportation Study

Foothills County asked the Board to acknowledge two letters of support that were submitted on behalf of Black Diamond and Turner Valley for this Study. In addition, Foothills indicated their preference would be for the process to be reviewed in 3-5 years. The City of Calgary noted some concerns about the prioritization of the projects and general lack of transit. Okotoks felt that safety could have played a larger role in the study.

M 2020-60

**Moved by** Mayor Robertson **Seconded by** Mayor Chalmers, accepted by Chair.

**Motion:** That the Board approve the South and East Calgary Regional Transportation Study.

**Motion carried.**

M 2020-61

**Moved by** Mayor Genung **Seconded by** Mayor Robertson, accepted by Chair.

**Motion:** That the Board share the South and East Calgary Regional Transportation Study with the Minister of Transportation and Senior Leadership at Alberta Transportation

**Motion carried.**

## 7. Integration of North and South & East Transportation Studies

The Board discussed the consecutive list and ranking of projects. Foothills noted their disagreement with sending the rankings to the Government of Alberta. CMRB Administration provided clarification on the development of the study and factors considered.

M 2020-62

**Amending Motion:**

**Moved by** Reeve Oel **Seconded by** Reeve Link, accepted by Chair.

**Motion** that the Board approve the Integration memo of the North Calgary Regional Transportation Study and the South and East Calgary Regional Transportation Study, **with the removal of the "rank" and "score" columns from table 4.2.**

**Motion** that the Board share the integration memo with the Minister of Transportation and Senior Leadership at Alberta Transportation **including a cover letter from the CMRB that indicates that the identified priority projects are not meant to be construed as a consecutive list. Rather, it is a compilation of**

projects that are regionally significant and are expected to provide benefit to the CMR.

**Motion defeated.**

M 2020-63

**Moved by** Mayor Robertson **Seconded by** Mayor Chalmers, accepted by Chair.

**Motion** that the Board approve the integration memo of the North Calgary Regional Transportation Study and the South and East Calgary Regional Transportation Study.

**Motion carried.**

M 2020-64

**Moved by** Mayor Genung **Seconded by** Mayor Fule, accepted by Chair.

**Motion** that the Board share the integration memo with the Minister of Transportation and Senior Leadership at Alberta Transportation.

**Motion carried.**

## 8. Transit Background Report

M 2020-65

**Moved by** Mayor Brown **Seconded by** Reeve Link, accepted by Chair.

**Motion:** That the Board approve the Transit Background Report.

**Motion carried unanimously.**

## 9. Approach to Development of Policy for Flood Prone Areas

M 2020-66

### Amending Motion #1

**Moved by** Reeve Oel, **Seconded by** Mayor Snodgrass, accepted by Chair.

**Motion** that the Board remove "that have been, or may be," from the definition of flood prone areas:

**Flood Prone Areas** – Includes the flood hazard area as defined by the Government of Alberta's flood hazard maps and other areas ~~that have been, or may be,~~ affected by riverine flooding greater than the design flood as defined by member municipalities in respect of their local context.

**Motion carried unanimously.**

M 2020-67

### Amending Motion #2

**Moved by** Reeve Oel, **Seconded by** Mayor Snodgrass, accepted by Chair.

Motion to add the following to 4.2 Medium Term Actions:

- a) Request that the Government of Alberta take a leadership role in developing policy for flood prone areas.

Mayor Snodgrass put forward a friendly amendment to add a sentence at the end that says “CMRB members strongly suggest changing this design standard to 1:200 years, or a 0.5% flood”. After discussion, the friendly amendment was withdrawn.

**Motion carried unanimously.**

M 2020-68

**Amending Motion #3**

**Moved by** Mayor Snodgrass, **Seconded by** Mayor Robertson, accepted by Chair.

**Motion** that the Board approve the following additions:

Design Flood – The current design standard in Alberta is the 1% flood, defined as a flood whose magnitude has a 1% chance of being equalled or exceeded in any year. Although it can be referred to as a 100-year flood, this does not mean that it will only occur once every hundred years. **CMRB members strongly suggest changing this design standard to 1:200 years, or a 0.5% flood.**

3.1 Confirming Board Objectives

The policies of the Growth and Servicing Plan need to reflect the Board’s objectives for flood prone areas. Given previous discussions at the Committee and the Board, and in consideration of information provided by the Land Use TAG and Water Table, a draft list of objectives is provided below for Board consideration:

- Prioritize public safety
- Mitigate risk to public, municipalities, businesses, park spaces, living assets and property/lands
- Over time and with appropriate inputs, examine how flood resilience might be achieved among CMR municipalities
- Educate the public and other development stakeholders on the risks of development in flood prone areas
- Maintain essential ecosystem function of flood
- **Minimum design standard of 1:200 years, or a 0.5% flood**

**Motion carries.**

M 2020-69

**Main Motion:**

**Moved by** Mayor Robertson **Seconded by** Mayor Snodgrass, accepted by Chair.

**Motion:** That the Board approve the approach to development of policy for flood prone areas, as amended.

**Motion carries.**

**10. Draft Recreation Policy**

Charlie Hales from HDR Calthorpe introduced the Draft Recreation Policy.

M 2020-70

**Amending Motion:**

**Moved by** Reeve Oel **Seconded by** Reeve Link, accepted by Chair.

**Motion:** That the Board amend Policy Objective B to replace the words “identify deficiencies, if any, in the” with the word “review” such that Policy Objective B read as follows: “To review current access to parks, open space, and recreation services for existing and future residents of the CMR”.

**Motion fails.**

M 2020-71

**Main Motion:**

**Moved by** Mayor Genung **Seconded by** Reeve Boehlke, accepted by Chair.

**Motion:** That the Board approve the Draft Recreation Policy for the Growth and Servicing Plan.

**Motion carries.**

**11. Participation of Non-Member Municipalities who Fall within the Boundaries of the CMR**

Foothills County brought forward this item. Following a discussion by members, Rocky View put forward a friendly amendment to change the word “process” to “policy”. This was accepted and the following motion was made:

M 2020-72

**Moved by** Reeve Oel **Seconded by** Mayor Robertson, accepted by Chair.

**Motion:** That the Board ask the Governance Committee to develop a policy to include and communicate with the municipalities within the CMR that are not represented on the Board.

**Motion carries unanimously.**

M 2020-73

## 12. Land Use & Servicing Committee Update

**Moved by** Mayor Brown **Seconded by** Reeve Link, accepted by Chair.

**Motion:** That the Board receive for information an update on the Land Use and Servicing Committee.

**Motion carried unanimously.**

## 13. COVID Roundtable

A short roundtable including an update from the City of Calgary was provided. Due to time constraints, the Board asked the Government of Alberta representative to provide an update by email.

## 14. Board Chair Recruitment

Members discussed the recruitment process for a new Board Chair, considering the request for an extension to the deadline to complete the Growth and Servicing Plan. CMRB Administration was given direction to continue with the Board Chair Recruitment process by bringing it to the next Governance Committee meeting.

**15. Next Meeting:** Friday July 17, 9:30 AM.

## 16. Adjournment

The Chair declared the meeting adjourned at 12:53 PM.

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**CMRB Chair, Christopher Sheard**



<b>Agenda Item</b>	<b>4</b>
<b>Submitted to</b>	<b>Board</b>
<b>Purpose</b>	<b>For Information</b>
<b>Subject</b>	<b>Growth &amp; Servicing Plan Update</b>
<b>Meeting Date</b>	<b>July 17, 2020</b>
<b><i>Motion that the Board receive for information an update on the progress of Growth &amp; Servicing Plan</i></b>	
<p><b>Summary</b></p> <ul style="list-style-type: none"> <li>• HDR Calthorpe has provided a Growth &amp; Servicing Plan project update for the information of the Board. The update includes a summary of progress and work completed to date.</li> <li>• This agenda item also includes a portion of the presentation delivered to the technical advisory groups at Workshop #3, held July 9, 2020, for the information of the Board.</li> </ul>	
<p><b>Attachments</b></p> <ul style="list-style-type: none"> <li>• Growth and Servicing Update, HDR Calthorpe</li> <li>• CMRB Growth and Servicing Plan, Presentation, HDR Calthorpe</li> </ul>	

# Growth and Servicing Update to Board

Board Meeting: Friday, July 17, 2020

## Recent Progress

### **Scenarios**

- Initial presentation to Committee, June 11
- Review of questionnaire comments received
- Final preparations for TAG and External TAG workshops

### **Policy Development / Service Delivery**

- Developing Flood Prone policy language based on input from last Board meeting
- Initial review of policy direction for various policy priorities based on all three workshops

### **Engagement**

- To be addressed as a separate agenda item

## Upcoming Progress

### **Scenario Development**

- Review and documentation of key findings
- Identification of outputs from the scenarios that will inform policy and service delivery

### **Policy Development / Service Delivery**

- Detailed reviews with TAGs through summer
- Identification of policy and service delivery focus for each policy/service area, including general framework
- Preparation of policy and plan direction based on scenario results and TAG and public input

### **Engagement**

- Online engagement period mid-July to mid-August
- Review and documentation of engagement results

## Work Plan Completion

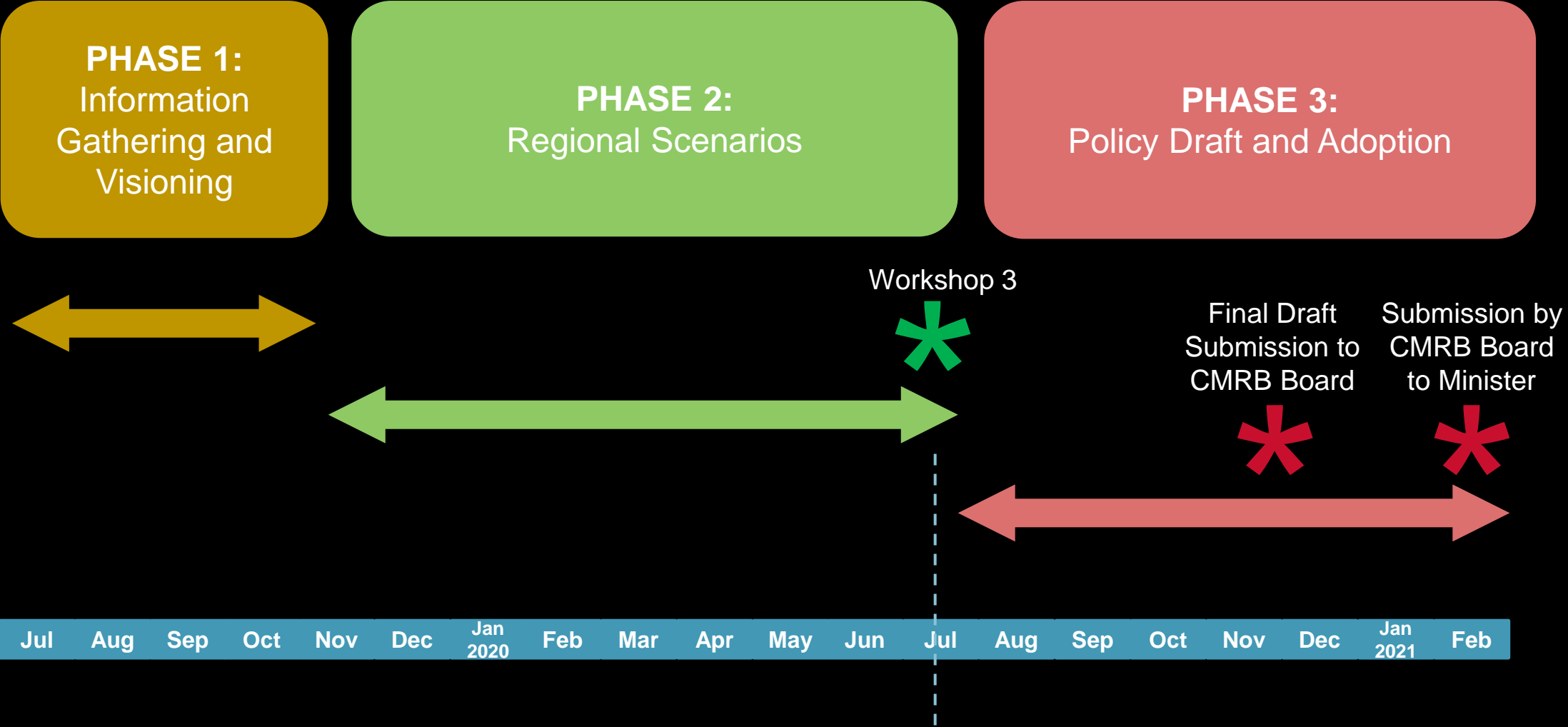
Task No	Description	Status
Phase 1		Complete
Phase 2		
2.1	Develop IGP as Base Scenario	Complete
2.2	Develop 2 Alternative Scenarios	Complete
2.3	CMRB Workshop 2: Shaping Scenarios	Complete
2.4	Finalize 3 Scenarios	Complete
2.5	Present Scenario Outcomes	Complete
2.6	CMRB Stakeholders Workshop 3: Review Scenarios	Part 1 Completed June 11 Part 2 (TAGs) scheduled for July 8, 9
2.7	Public Outreach 1: Publish Scenarios	Promotion plan complete, online site designed, content in final review; launch mid-July
Phase 3		
3.1	Develop and Refine Preferred Plan	TAG meetings over summer tentatively scheduled
3.2	Detailed Analysis of Plan	TAG meetings over summer tentatively scheduled
3.3	CMRB Workshop 4: Review Initial Plan and Preliminary Policy	Planned for early September
3.4	Public Outreach 2: Plan and Policy	
3.5	CMRB Workshop 5: Approved Preferred G&SP Plan	
3.6	Update and Finalize G&SP Plan	
3.7	Final Plan Adoption	Relates to Policy Development

# CMRB Growth and Servicing Plan

Agenda Item 4 Attachment



# Workshop 3 | Process + Timeline



**WE ARE HERE**

# Policy | CMRB Regulation Alignment

	Scenario/Reg. Alignment		Policy Development Status			
	Scenario Influence	Policy Required in Reg.	Background Report	Briefing Note	Policy Language	Draft Policy to Board
<b>Contents of the Growth Plan</b>						
Population and employment projections	Yes	No	In Progress	Not Applicable	Not Applicable	Not Applicable
Identification of:						
(i) growth areas	Partially	No	In Progress	In Progress	In Progress	In Progress
(ii) land supply for residential, commercial and industrial purposes	Partially	No	In Progress	In Progress	In Progress	In Progress
(iii) agricultural lands	Partially	No	In Progress	In Progress	In Progress	In Progress
(iv) density of development	Yes	No	In Progress	In Progress	In Progress	In Progress
(v) the development and location of infrastructure	Yes	No	In Progress	In Progress	In Progress	In Progress
(vi) corridors for recreation, transportation, energy transmission, utilities and intermunicipal transit	Yes	No	In Progress	In Progress	In Progress	In Progress
Policies regarding the planning for corridors for:						
Recreation	Partially	Yes	In Progress	In Progress	In Progress	In Progress
Energy Transmission	Partially	Yes	In Progress	In Progress	In Progress	In Progress
Utilities	Partially	Yes	In Progress	In Progress	In Progress	In Progress
Intermunicipal transit	Yes	Yes	In Progress	In Progress	In Progress	In Progress










Yes  
Partially  
No



Complete  
In Progress  
Not Started  
Not Applicable








# Policy | CMRB Regulation Alignment

	Scenario/Reg. Alignment		Policy Development Status			
	Scenario Influence	Policy Required in Reg.	Background Report	Briefing Note	Policy Language	Draft Policy to Board
<b>Contents of the Growth Plan</b>						
Policies regarding:						
Environmentally sensitive areas	Yellow	Green	Light Blue	Light Blue	Light Blue	Light Blue
Coordination of infrastructure planning and development among the participating municipalities	Yellow	Green	Light Blue	Light Blue	Light Blue	Light Blue
New settlement areas	Green	Green	Light Blue	Light Blue	Light Blue	Light Blue
Intensification of existing settlement areas	Green	Green	Light Blue	Light Blue	Light Blue	Light Blue
Conservation of agricultural lands	Yellow	Green	Dark Blue	Dark Blue	Light Blue	Light Blue
Specific actions to be taken by the participating municipalities to implement the Growth Plan	Yellow	Green	---	Light Blue	Light Blue	Light Blue
<b>Other Policies as Directed by the CMRB Board</b>						
Flood Prone Areas	Yellow	Green	Dark Blue	Dark Blue	Light Blue	Light Blue

	Yes		Complete
	Partially		In Progress
	No		Not Started
			Not Applicable

# Policy | CMRB Regulation Alignment

	Scenario/Reg. Alignment		Policy Development Status			
	Scenario Influence	Policy Required in Reg.	Background Report	Briefing Note	Policy Language	Draft Policy to Board
<b>Contents of the Servicing Plan</b>						
List the servicing required to support the development outlined in the Growth Plan, which may include:						
Transportation, including regional transit	Yellow	White	Dark Blue	Light Blue	Light Blue	Light Blue
Water, waste water and storm water	Yellow	White	Dark Blue	Light Blue	Light Blue	Light Blue
Solid waste	Yellow	White	White	Light Blue	Light Blue	Light Blue
Emergency services	Yellow	White	White	Light Blue	Light Blue	Light Blue
Any other services, identified by the board which benefit residents in more than one municipality as a party to the Servicing Plan	Yellow	White	White	Light Blue	Light Blue	Light Blue
For services to be provided on an intermunicipal basis, outline how each service will be:						
Intermunicipally delivered, including which municipality will lead delivery of the service	Yellow	Light Green	White	Light Blue	Light Blue	Light Blue
Intermunicipally funded	Yellow	Light Green	White	Light Blue	Light Blue	Light Blue

	Yes		Complete
	Partially		In Progress
	No		Not Started
			Not Applicable



# Review | Interim Growth Plan Principles

1

Promote the Integration and Efficient Use of Regional Infrastructure

2

Protect Water Quality and Promote Water Conservation

3

Encourage Efficient Growth and Strong and Sustainable Communities

# Review | Board Priorities

**1** Growth Management and the Efficient Use of Land

**2** Economic Wellbeing

**3** Celebrating Rural/Urban Differences

**4** Water Stewardship

**5** Environmentally Responsible Land Use

# Review | Findings From Scenarios

1

The municipalities in the Calgary Metropolitan Region have generally done a better job of land use planning compared with other comparable regions. But there is still sprawl and incompatible land uses throughout the Region.

2

The comparison between the scenarios don't show dramatic differences that are as dramatic as some regions, but they do show that doing things differently can save costs and reduce the negative effects of growth.

3

There are many examples where municipalities are doing well and have achieved a strong focus on infill, mixed use, walkability. There are important decisions to be made regarding the joint planning opportunity areas between municipalities

4

The extension of transit in the TOD scenarios has the greatest immediate benefit for the northern communities and Calgary. Transit expansion and focused TOD to the south will be a natural future step.

# Next Steps | to Workshop 4

- 1. Review and consider all feedback from Committee and TAG workshops and generate “What we Heard” summary report – July 17**
- 2. Launch public online engagement (3 - 4 week engagement period)**
- 3. Ongoing discussions with TAGs through July / August**
- 4. Scenario refinement and additional analysis through July / August considering TAG, Committee and public feedback**
- 5. Workshop 4: Preferred Scenario (late August / early September – date to be determined)**

<b>Agenda Item</b>	<b>5</b>
<b>Submitted to</b>	<b>Board</b>
<b>Purpose</b>	<b>For Information</b>
<b>Subject</b>	<b>Phase 1 G&amp;SP Engagement Activities</b>
<b>Meeting Date</b>	<b>July 17, 2020</b>
<b><i>Motion that the Board receive for information an update on the Phase 1 Growth &amp; Servicing Plan public engagement activities</i></b>	
<p><b>Summary</b></p> <ul style="list-style-type: none"> <li>• The HDR Calthorpe (“HDRC”) Public Engagement Plan was presented to the Land Use and Servicing Committee at the December 2019 and January 2020 meetings. The Public Engagement Plan was approved by the Board at the February 2020 Board meeting.</li> <li>• The HDRC Public Engagement Plan identified a range of promotional activities for Phase 1 of the engagement process, including in-person events. The COVID-19 pandemic has necessitated moving Phase 1 engagement to online activities only.</li> <li>• The purpose of the Phase 1 engagement activities is to introduce the public to the CMRB and the Growth and Servicing Plan (“G&amp;SP”), specifically to the regional scenario development process.</li> <li>• Online engagement will be held between approximately July 20 and August 18 through an online engagement site.</li> <li>• HDR Calthorpe representatives have been working with members of the Communications and Engagement Technical Advisory Group (“C&amp;E TAG”) to identify ways to promote public participation.</li> <li>• Social media will be the main vehicle for promoting online engagement activities, but printed posters and postcards will also be available for municipalities to put up at common gathering places (e.g. libraries, municipal buildings, parks, etc.).</li> <li>• The engagement website is not yet live to the public, however HDRC will provide a tour of the in-progress engagement website during the Board meeting.</li> </ul>	
<p><b>Attachments</b></p> <ol style="list-style-type: none"> <li>1. July Public Engagement Update Presentation, HDR Calthorpe</li> <li>2. Approved Public Engagement Plan, HDR Calthorpe</li> </ol>	

# July Public Engagement Update

Agenda Item 5 Attachment



# Overview | Phase 1 Public Engagement

**Goal: to gather public feedback on specific attributes of growth plan scenarios so that public input is meaningfully incorporated into policy development**

- **Online engagement open July 20 - August 18**
- **Promotion through social media, incentives & influencers**
- **Targeted information sharing and questions to gather input that is as useful as possible**
- **Flexible engagement opportunities**

# Phase 1 | Online Engagement

- Engagement platform is *EngagementHQ* (Bang the Table), found at [cmrbgrowthplan.ca](http://cmrbgrowthplan.ca)
- Unregistered site (low barrier to access, more anonymity)
- Interactive discussion and live polling results encourages multiple site visits
- Participants can share their comments via social media or email and invite others to join in the conversation



# Phase 1 | Common Promotional Opportunities

- Municipalities will amplify through social media
  - CMRB only has Twitter & YouTube
  - Driving to [calgarymetroregion.ca](http://calgarymetroregion.ca)
- Use of videos/quotes from Mayors/Reeves
  - Planned release throughout engagement period (~ 2 per week)
  - Key messages were provided July 6
- Media release
  - Including quotes from all Mayors and Reeves

# Phase 1 | Municipality-Specific Promotional Opportunities

- Posters and postcards at gathering places
- Incentives for participation to create buzz and build awareness
  - Gift cards for local vendors
- Municipal engagement websites
- Local news contacts for articles in papers, radio spots, etc.
- Social media influencer outreach

# Phase 1 | Targeted Information Sharing & Questions

- Information sharing will happen in short sentences/FAQs, and bite-sized audio clips that are directly related to the questions being asked
- Additional documentation will be available with more detail for those who are interested (links to CMRB website)
- Seeking public input on specific criteria that differentiate scenarios from a policy perspective
  - We won't ask questions that will give us answers we can't use

# Phase 1 | Flexible Engagement Opportunities

- Citizen-centred engagement requires flexibility opportunities to provide input
  - Quick polls
  - Discussion forums
  - Survey
- Engagement site is mobile-friendly
- Hard copy forms to provide input will be made available via mail or pickup upon request

# Demonstration of Engagement Site ([cmrbgrowthplan.ca](http://cmrbgrowthplan.ca))

# Growth and Servicing Plan

## Calgary Metropolitan Region Board

Date: Tuesday, January 07, 2020

Subject: UPDATED Preliminary Public Engagement Plan

The following outlines the public engagement associated with the CMRB Growth and Servicing Plan (G&SP). It is a living document and will evolve along with the G&SP development, and with input from the CMRB and member municipalities.

## Approach

Using the IAP2 spectrum (Figure 1), the public will be engaged at the “Consult” level. Regional engagement requires a wide geographic and demographic reach that is viewed as being equitable among all communities within the region. Opportunities will be provided for both face to face and digital participation.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Figure 1: IAP2 Levels of Engagement

As a starting point, it will be important to share the story of the Growth and Servicing Plan and why it matters to those who live and work in the Calgary Metropolitan Region (CMR). The public online engagement launch will occur in *Phase 2: Regional Scenarios* phase of the Growth and Servicing Plan. The public will be invited to provide input on the Growth and Servicing Plan

through and online engagement tool and an open house series. An engagement report summarizing what was heard will be prepared.

As the Growth and Servicing Plan is further refined, it will be shared with the public including how internal and public feedback was used in the process. The public will be asked to share their feedback on overall direction for regional growth to help refine the Plan. An engagement report summarizing what was heard will be prepared. The outcomes of the final plan will be shared broadly.

The tasks are further described in the *Engagement Process and Techniques* section below.

## Objectives

The objectives for the public engagement plan are:

- to inform the public about the project, including the impacts and the outcomes, using plain language;
- to encourage the public to share their feedback on potential and preferred scenarios;
- to reach a broad and diverse representation of the public from across the region; and
- to report back on what was heard during engagement events and the next steps.

## Public Participants

Public participants are people who live and/or work in the member municipalities:

- City of Airdrie
- City of Calgary
- City of Chestermere
- Town of Cochrane
- Foothills County
- Town of High River
- Town of Okotoks
- Rocky View County
- Town of Strathmore
- Wheatland County (portion as described in the *Calgary Metropolitan Region Board Regulation*)

In all requests for feedback, we will request which municipality respondents live and/or work in, so that we can identify differences in feedback from different areas in the CMR.

## Engagement Process and Techniques

This section outlines how we will undertake the public engagement. It is organized around public engagement activities that will take place through Phases 2 and 3 of the Growth and Servicing Plan. A “What We Heard” summary will be generated following each of the engagement events or activities. The project team has recommended creation of a

Communications and Engagement Technical Advisory Group (CE TAG), comprised of communication and engagement representatives from each of the member municipalities. We will work with the CE TAG to help promote the online and in-person engagement activities.

## Public Engagement Program Phase 1

The first phase of the public engagement program will introduce the public to the overall Growth and Servicing Plan, and specifically to the regional scenario development process. It will allow for feedback on the Plan process and on the initial scenarios as developed by the project team with input by the Land Use and Intermunicipal Servicing Committees (LUC and ISC).

The communications and engagement team will work closely with the rest of the project team to develop the narrative and visual materials that will be programmed into an online platform. This will be the first time many members of the public will engage with the CMRB regarding the Growth and Servicing Plan. The online engagement narrative will tell the full story and bring the public up to speed before diving into the scenarios and gather feedback. Our team will develop plug-and-play key messaging and marketing materials that can be easily shared by respective stakeholder communications to share on their existing communications channels.

An online platform will allow for easy use on a variety of devices from computers to smartphones, and will be designed to be accessible with all types of online connectivity, including cell service. The online site will be launched and announced via the CMRB website and through the various member municipality communications vehicles with the assistance of the CE TAG members.

Through the online site, community members will have a number of ways to share their input, from quick polls and surveys to more qualitative discussion forums on topics of their interest.

The effort will include:

- story creation;
- program, test, announce, and launch the online engagement platform;
- develop key messages, soundbites and regional scenarios newsletter;
- launch and monitor online platform;
- collect, review and summarize public feedback including a public-facing “What We Heard” report; and
- help refine preferred scenario direction based on public feedback.

A series of in-person engagement activities will be conducted around the region to engage the public in the process, inform them about the scenarios, and lead them to participate through the web site. Through “pop-up” engagement activities that “meet people where they are at” in high traffic locations, as well as heavily promoted open houses in larger urban centres, the public will be able to learn more about the Growth and Servicing Plan and provide meaningful input to help shape the preferred growth scenario. Up to ten “pop-up events” and three open houses are planned for the first phase of the public engagement program.



## Public Engagement Program Phase 2

The second phase of engagement will focus on refinement of a preferred growth scenario and input to supporting policy, and will occur in the later stages of *Phase 3: Preferred Scenario and Adoption* of the Growth and Servicing Plan. This engagement will seek input to support refinement of the preferred scenario.

It will continue to tell the Growth and Servicing Plan story using the online platform developed for the first phase of public engagement. The narrative will explain how the preferred scenario was identified, including how previous internal and public feedback was used in the process. The public will be asked to comment on the preferred scenario. Feedback gathered will be used to assist in the further refinement of the preferred scenario prior to the final review of the preferred scenario by the LUC and ISC.

The public engagement program will involve the following tasks:

- develop, program and test online engagement tools;
- develop key messages, soundbites and preferred scenario newsletter;
- launch online platform;
- summarize public feedback, including a What We Heard Report.

## Building Awareness

The CE TAG will be important in assisting in identifying advertising and promotional opportunities to build awareness about the project and the opportunities to provide feedback, given their knowledge of the most effective tools in their own community.

## Timelines

Early March – meet with the communication and engagement TAG for identification of advertising and promotional opportunities in each municipality

- Public Engagement Program Phase 1:
  - March to early April 2020 – creation of materials for both the online and face to face engagement and promotion
  - Mid to late April 2020 – online and face to face engagement
  - Late April to early May 2020 – report on what was heard in all engagement activities
- Public Engagement Program Phase 2:
  - June 2020 – creation of materials for online engagement and promotion
  - June to early August 2020 – online engagement
  - Mid-August 2020 – report on what was heard through online engagement

## Reporting and Evaluation

Reports will be completed at the end of each of the two phases of public engagement. They will speak to who participated, what feedback they provided and how it was incorporated into the project.

Evaluation will be collected at the end of each face to face activity and will be solicited on the online engagement platform. It will be used to identify any gaps in messaging and improvements for future processes.

<b>Agenda Item</b>	<b>6</b>
<b>Submitted to</b>	<b>Board</b>
<b>Purpose</b>	<b>For Decision</b>
<b>Subject</b>	<b>Introduction of a Motion concerning a subject matter not on an Agenda</b>
<b>Meeting Date</b>	<b>July 17, 2019</b>
<b><i>That the Board approve the proposed amended Procedural Policy on Motions.</i></b>	
<p>Background</p> <ul style="list-style-type: none"> <li>• The CMRB Regulation grants the Board the authority to create internal governance policies and processes.</li> <li>• At the June 21, 2019 Board meeting the following Motion was passed. <i>That the Calgary Metropolitan Region Board consider a policy on the issue of reintroduction of previously defeated motions.</i></li> <li>• In October 2019, the Board passed a Procedural Policy on Motions.</li> <li>• At the April 16, 2020 meeting of the Governance Committee, it was requested that Administration bring forward a policy which would address the ability of members to bring forward motions concerning a subject matter not on an Agenda.</li> <li>• At the July 2, 2020 meeting the Governance Committee discussed and approved the amended Policy.</li> </ul>	
<p>Attachments</p> <ul style="list-style-type: none"> <li>• Proposed amended policy</li> </ul>	

## Introduction

At the April 16, 2020 meeting of the Governance Committee, it was requested that Administration bring forward a policy which would address the ability of members to bring forward motions concerning a subject matter not on an Agenda. This concern arose in response to members bringing forward motions with little or no advance warning. This left other members with little or no time to examine the motion and understand the implications of the motion.

Administration decided to amend the existing Procedural Policy on Motions rather than draft a unique policy.

At the July 2, 2020 meeting the Governance Committee discussed and approved the amended Policy.

## **Recommendation**

That the Governance Committee RECOMMEND FOR APPROVAL BY THE BOARD the amended Procedural Policy on Motions.

### **Procedural Policy**

#### *Policy Purpose*

The Procedural Policy is intended to provide guidance on the procedure to be followed during Board and Committee meetings.

#### *Scope*

This policy applies to all Board and Committee meetings but does not apply to subcommittees of the Board nor does it apply to IREF Applications.

#### *Policy*

##### **1. Defeated Motions**

In the event a motion is defeated by the Board or Committee, the question shall not be introduced for a period of six (6) months, except with the unanimous consent of all members.

During a Board or Committee meeting a motion may be brought back to the table sooner than six months, if agreed upon by a vote of the Board or Committee.

Any circumstance arising not covered by this Policy, the Chair shall have consideration for Roberts Rules of Order.

The Board or Committee shall not reconsider any motion more than once, following which the question shall not be introduced for a period of six (6) months, except with the unanimous consent of all members.

##### **2. Introduction of a Motion concerning a subject matter not on an Agenda**

In the event that a member would like to introduce a motion concerning a subject matter not on an Agenda, the member must circulate the wording of the motion, along with any supporting documentation, to CMRB Administration at least seven (7) days in advance of the start of the meeting.

Any proposed motion concerning a subject matter not on an Agenda received after this cut off would not be placed on the Agenda for the upcoming meeting but would be placed on the Agenda for the following meeting.

In the event a member would like to introduce a motion concerning a subject matter not on an Agenda without giving seven days notice the member must receive a simple 2/3 by member vote of support of the Board or Committee of the Board in order to add the subject matter to the Agenda.

<b>Agenda Item</b>	<b>7</b>
<b>Submitted to</b>	<b>Board</b>
<b>Purpose</b>	<b>For Decision</b>
<b>Subject</b>	<b>Conducting Board and Committee Votes via Email</b>
<b>Meeting Date</b>	<b>July 17, 2019</b>
<b><i>That Board approve the proposed amended Procedural Policy on Conducting Board and Committee Votes</i></b>	
<p>Background</p> <ul style="list-style-type: none"> <li>• The CMRB Regulation grants the Board the authority to create internal governance policies and processes.</li> <li>• The advent of the COVID 19 pandemic has changed the way business has been conducted from holding meetings virtually to changing our approval processes.</li> <li>• In 2020 there have been three instances where the Board was asked to vote on an item via email. In one of those instances all Board members voted to approve the motion, in the other two CMRB Administration did not receive enough votes from members to approve the motion.</li> <li>• As there was no official policy regarding email votes on motions, the motions had to come to the next Board meeting for approval.</li> <li>• In order to address these concerns, this is a draft policy to conduct Board and Committee votes via Email.</li> <li>• At the July 2, 2020 meeting the Governance Committee discussed and approved the amended Policy.</li> </ul>	
<p>Attachments</p> <ul style="list-style-type: none"> <li>• Proposed amended policy</li> </ul>	

## Introduction

In order to ensure the efficient operations of the Board the proposed policy will codify how email votes by the Board and Committees of the Board will be conducted.

## Recommendation

That the approve the proposed amended Procedural Policy on Conducting Board and Committee Votes.

### Procedural Policy on Motions

#### *Policy Purpose*

The Procedural Policy is intended to provide guidance on the procedure to be followed during Board and Committee meetings.

#### *Scope*

This policy applies to all Board and Committee meetings but does not apply to subcommittees of the Board nor does it apply to IREF Applications.

#### *Policy*

##### 1. Defeated Motions

In the event a motion is defeated by the Board or Committee, the question shall not be introduced for a period of six (6) months, except with the unanimous consent of all members.

During a Board or Committee meeting a member may allow a motion to be brought back to the table sooner than six months, if agreed upon by a vote of the Board or Committee.

Any circumstance arising not covered by this Policy, the Chair shall have consideration for Roberts Rules of Order.

The Board or Committee shall not reconsider any motion more than once, following which the question shall not be introduced for a period of six (6) months, except with the unanimous consent of all members.

*(Section 2 is the subject of an earlier agenda item and has yet to be approved.)*

##### 2. Introduction of a Motion concerning a subject matter not on an Agenda

*In the event that a member would like to introduce a motion concerning a subject matter not on an Agenda the member must circulate the wording of the motion, along with any supporting documentation, to CMRB Administration at least seven (7) days in advance of the start of the meeting.*

*Any proposed motion concerning a subject matter not on an Agenda received after this cut off would not be placed on the Agenda for the upcoming meeting but would be placed on the Agenda for the following meeting.*

*In the event a member would like to introduce a motion concerning a subject matter not on an Agenda without giving seven (7) days notice the member must*

*receive 2/3 of support of the Board or Committee of the Board in order to add the subject matter to the Agenda.*

### 3. Conducting Board and Committee votes via Email

In the event the Board, a Committee of the Board or CMRB Administration determines that it is in the best interests of the CMRB to conduct a vote via email the following procedures shall be followed.

#### (a) Vote by the Board

- i. In the event it is deemed appropriate for the Board to vote on an item via email CMRB Administration will identify a deadline (date and time) by which members must respond. This deadline will be no shorter than five (5) full working days from when the vote is circulated via email unless otherwise directed by the Board.
- ii. The email shall contain the background information and motion wording for members to make an informed decision.
- iii. CMRB Administration will send a reminder email to Board members 24 hours in advance of the deadline.
- iv. The voting structure will be the same as outlined in Section 5 of the Calgary Metropolitan Region Board Regulation.
  - 5 (1) Subject to section 708.03(2) of the Act and section 4(4) and (6) of this Regulation, each representative has one vote.
  - (2) If a decision of the Board is to be made by a vote, the decision must be supported by not fewer than 2/3 of the representatives from participating municipalities that collectively have at least 2/3 of the population in the Calgary Metropolitan Region.
  - (3) Subject to section 2(5), if a representative is not present for a vote of the Board, or abstains from voting, the representative is deemed to have voted in the affirmative.
- v. Once the deadline for voting has passed, CMRB Administration will circulate the results of the vote to all Member Municipalities.
- vi. The results of the vote will be documented in minutes and reviewed for approval at the next Board meeting.

#### (b) Vote by a Committee of the Board

- i. In the event it is deemed appropriate for a Committee of the Board to vote on an item via email CMRB Administration will identify a deadline, date and time, by which members must respond. This deadline will be no shorter than five (5) full working days from when the vote is circulated via email.



- ii. The email shall contain the background information and motion wording for members to make an informed decision.
- iii. CMRB Administration will send a reminder email to Committee members 24 hours in advance of the deadline.
- iv. The voting structure will require a simple majority of Committee to approve the Motion. In the event the Committee has more than one representative per municipality each member municipality will have one (1) vote.
- v. Once the deadline for voting has passed, CMRB Administration will circulate the results of the vote to all Member Municipalities.
- vi. The results of the vote will be documented in minutes and reviewed for approval at the next Committee meeting.