Calgary Metropolitan Region Board
Agenda — October 16, 2020, 9:30-11:00 AM
Go-To Meeting/Call-In

1. Call to Order & Opening Remarks — Sheard

2. Adoption of Agenda — All
   For Decision: Motion to adopt and/or revise the agenda

3. Review and Approve Minutes — (Attachment) — All
   For Decision: Motion that the Board review and approve the Minutes of the September 18, 2020 meeting

4. Growth & Servicing Plan Project Update — (Attachment) — HDRC
   For Information: Motion that the Board receive for information an update on the progress of the Growth & Servicing Plan

5. Public Engagement Update — (Attachment) — Harding
   For Information: Motion that the Board receive for information an update on public engagement for the Growth and Servicing Plan

6. In-Person Meeting Proposal — (Attachment) — Copping
   For Information: Motion that the Board receive for information CMRB Administration's report on returning to in-person meetings

7. Board & Committee Dates 2021 — (Attachment) — Copping
   For Decision: Motion that the Board approve the Board and Committee Dates for 2021

8. Roundtable Discussion Items
   i. Meeting with Minister of Municipal Affairs — Sheard
   ii. COVID Update — All

9. Next Meeting: Friday November 20, 2020

10. Adjournment — Sheard

WORKSHOP #4 FOR BOARD MEMBERS TO FOLLOW

Upcoming Meetings:

Land Use & Servicing Committee	Thursday Oct 29 - 9:30 AM	GoTo Meeting
Board Meeting	Friday Nov 20 – 9:30 AM	TBD
Governance Committee	Thursday Oct 22 – 9:30 AM	GoTo Meeting
Advocacy Committee	TBD	

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Delegates in Attendance:

Mayor Peter Brown – City of Airdrie
Councillor Gian-Carlo Carra – City of Calgary
Mayor Marshall Chalmers – City of Chestermere
Mayor Jeff Genung – Town of Cochrane
Reeve Suzanne Oel – Foothills County
Mayor Bill Robertson – Town of Okotoks
Reeve Greg Boehlke – Rocky View County
Mayor Pat Fule – Town of Strathmore
Reeve Amber Link – Wheatland County

Dale Beesley, 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**
   The meeting was called to order at 9:30 AM.

2. **Approval of Agenda**

   M 2020-82

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

   Motion: That the Board approve the agenda of the September 18, 2020 meeting, adding a discussion on 911 dispatch to the roundtable discussion.

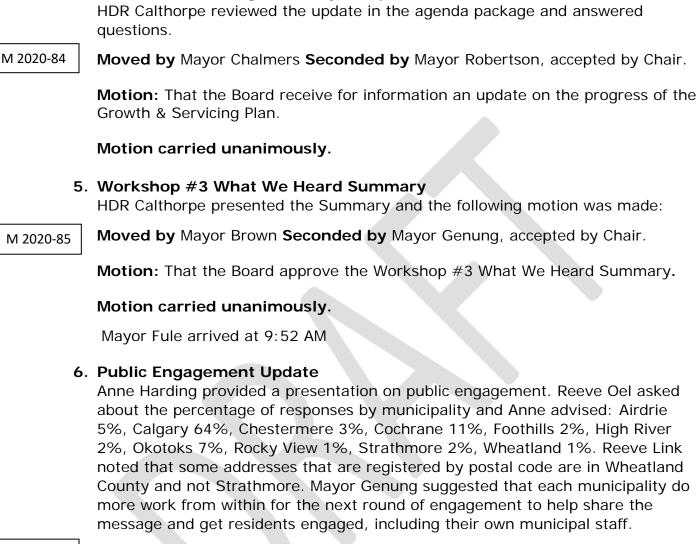   **Motions carried unanimously.**

3. **Approval of Minutes**

   M 2020-83

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

   Motion: That the Board approve the Minutes of the July 17, 2020 meeting.

   Motion carried unanimously.

Agenda Item 3

4. Growth & Servicing Plan Project Update

HDR Calthorpe reviewed the update in the agenda package and answered questions.

M 2020-84

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

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

Motion carried unanimously.

5. Workshop #3 What We Heard Summary

HDR Calthorpe presented the Summary and the following motion was made:

M 2020-85

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

Motion: That the Board approve the Workshop #3 What We Heard Summary.

Motion carried unanimously.

 Mayor Fule arrived at 9:52 AM

6. Public Engagement Update

Anne Harding provided a presentation on public engagement. Reeve Oel asked about the percentage of responses by municipality and Anne advised: Airdrie 5%, Calgary 64%, Chestermere 3%, Cochrane 11%, Foothills 2%, High River 2%, Okotoks 7%, Rocky View 1%, Strathmore 2%, Wheatland 1%. Reeve Link noted that some addresses that are registered by postal code are in Wheatland County and not Strathmore. Mayor Genung suggested that each municipality do more work from within for the next round of engagement to help share the message and get residents engaged, including their own municipal staff.

M 2020-86

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

Motion: That the Board receive for information an update on Public Engagement for the Growth & Servicing Plan.

Motion carried unanimously.

7. Indigenous Awareness Workshop

M 2020-87

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

Motion: That the Board approve proceeding with an Indigenous Awareness Workshop with a cost of up to $5,000.00 coming out of the contingency budget.

Motion carried unanimously.

8. **Board Chair Recruitment Subcommittee Update**

Mayor Genung advised that Leaders International has been retained to commence the recruitment process for a new Chair. A meeting has been set of the Committee to outline the job role and start the recruitment phase as soon as possible, in order to allow some overlap for the current Chair and the new Chair.

M 2020-88

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

Motion: That the Board receive for information an update on the Board Chair Recruitment Subcommittee.

Motion carried unanimously.

9. **Proposed 2021 Board & Committee Dates**

Jordon Copping noted that two Board meetings have been scheduled for both March and April in anticipation of potentially needing more time to finalize the Growth & Servicing Plan. Chair Sheard asked members to contact CMRB Administration if they are aware of any major conflicts with the dates provided.

M 2020-89

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

Motion: That the Board receive for information the proposed 2021 Board and Committee dates.

Motion carried unanimously.

10. **Roundtable Discussion**

   i. **New Minister of Municipal Affairs**
   o Chair Sheard advised that he and Jordon Copping have a meeting scheduled with the new Minister at the end of September. Topics to be addressed are: status of request for an extension to complete the Growth & Servicing Plan, discuss and ask questions about the Minister's views on regional planning, and invite the Minister to attend an upcoming CMRB Board meeting.

   o Dale Beesley provided an update on Municipal Affairs priorities and COVID-19.

   ii. **Resumption of in-person meetings**
   o The Board discussed resuming in-person meetings and the following motion was made:

M 2020-90	**Motion Arising:**

Motion Arising:
Moved by Mayor Robertson **Seconded by** Mayor Genung, accepted by Chair.

Motion: That the Board directs CMRB Administration to prepare a report on returning to in-person meetings and bring to the October meeting.

Motion carried unanimously.

iii. Emergency 911 Dispatch

o Mayor Nenshi joined the meeting and the Board discussed an announcement by Minister Shandro regarding potential changes to Emergency Medical Services (EMS) dispatch resulting from the AHS review, and the following motion was made:

Motion Arising:
Moved by Mayor Genung **Seconded by** Mayor Robertson, accepted by Chair.

Motion: To approve a letter to be signed by Chair Christopher Sheard to the Minister of Health and the Minister of Municipal Affairs expressing the Board's support of retaining local control of EMS Dispatch.

Motion carried unanimously.

A letter was drafted by CMRB Administration and circulated to the CMRB Board by email on September 20, 2020. Members voted via email and the motion to approve and send the letter was *carried.*

In favour: Airdrie, Calgary, Chestermere, Cochrane, Foothills, High River, Strathmore, and Okotoks (8)

Against: Rocky View and Wheatland (2)

Motion carries.

The letter to the Minister of Health (and copied to the Minister of Municipal Affairs) was sent on September 23 by email and regular mail.

11. Next Meeting
Friday October 16, 2020

12. Adjournment
The Chair declared the meeting adjourned at 11:44 AM.

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CMRB Chair, Christopher Sheard

Calgary Metropolitan Region Board

Agenda Item	4
Submitted to	**Board**
Purpose	**For Information**
Subject	**Growth & Servicing Plan Update**
Meeting Date	**October 16, 2020**

Motion that the Board receive for information an update on the progress of the Growth & Servicing Plan

Summary

- HDR|Calthorpe has provided a Growth & Servicing Plan project update for the information of the Board. The update includes a summary of progress and work completed to date.

Attachments

- Growth and Servicing Plan Update, HDR|Calthorpe

Agenda Item 4

CMRB Board Update

Meeting Date: Friday, October 16, 2020

Recent Progress

Scenarios
- Establishment of final HDR|C recommended scenario, including land consumption estimates by municipality
- One-on-one meetings with TAG and other municipal staff to review the HDR|C recommended scenario and inputs
- Ongoing refinement of the final HDR|C recommended scenario

Policy Development / Service Delivery
- Investigation of implementing policy mechanisms to support the final HDR|C recommended scenario

Engagement
- Completion of Round 1 What We Heard Report
- Planning for Round 2

Upcoming Progress

Scenario Development
- Workshop 4 and follow up with External TAG
- Land Use TAG meeting after start of engagement to further refine the final HDR|C recommended scenario

Policy Development / Service Delivery
- Policy development to support implementation of the final HDR|C recommended scenario
- Establishment of servicing options to support final HDR|C recommended scenario implementation
- Alignment of other policy direction with the final HDR|C recommended scenario

Engagement
- Execution of Round 2 of engagement

Agenda Item 4 Attachment

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	Complete
2.7	Public Outreach 1: Publish Scenarios	Ongoing
Phase 3		
3.1	Develop and Refine Preferred Plan	In progress, using input from Workshop 3, focused TAG meetings and public engagement
3.2	Detailed Analysis of Plan	In progress
3.3	CMRB Workshop 4: Review Initial Plan and Preliminary Policy	Planning in progress – scheduled for October 16
3.4	Public Outreach 2: Plan and Policy	October/November
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

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Agenda Item	5
Submitted to	**Board**
Purpose	**For Information**
Subject	**Public Engagement Update**
Meeting Date	**October 16, 2020**

Motion that the Board receive for information an update on public engagement for the Growth & Servicing Plan

Summary

- HDR|Calthorpe has completed Phase 1 engagement activities for the Growth and Servicing Plan ("G&SP"). The purpose of the Phase 1 engagement was to introduce the public to the CMRB and the G&SP, specifically to the regional scenario development process.

- The online engagement opportunity was available from July 24 to September 4. Promotion of the engagement opportunity was completed largely through social media.

- HDR|Calthorpe representatives worked with members of the Communications and Engagement Technical Advisory Group ("C&E TAG") to identify ways to promote public participation and to refine the website material and survey questions.

- Summary report of what we heard will be provided to the Land Use & Servicing Committee for its review at the November 2020 meeting. The report will include key themes and notable results from the quantitative input provided by the public.

- HDR|C is preparing for Phase 2 of public engagement, which is tentatively scheduled for early November once feedback from elected officials, member of municipal administrations, and the External Technical Advisory Group ("External TAG") has been received.

- The engagement will be held online using the same engagement website platform but with new questions for input. C&E TAG will have an opportunity to review the proposed website content.

- Phase 2 Engagement will include one virtual open house to be held in mid-November 2020.

Attachments:
    October Public Engagement Update Presentation, HDR|Calthorpe

Agenda Item 5

October
Public Engagement Update

Agenda Item 5 Attachment

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Overview | Phase 2 Public Engagement

Goal: to inform the public about the recommended scenario while gathering input about implementation that will contribute to policy development

- **Four weeks of online engagement (November 2 - 27)**

- **Virtual open house Tuesday, November 17**

- **Aiming for high volume of visitors with representative geographic distribution**

- **Value quality of input over quantity of responses**

CMRB Board Agenda Package October 16, 2020

Phase 2 | Proposed Timeline

Week of Oct 5

C&E TAG

Week of Oct 19

Finalize draft engagement questions & website for review

Media release drafted

Week of Nov 2

Phase 2 launch

Municipal promotions

Week of Nov 16

Virtual open house

Board update

Week of Nov 30

Engagement site closed for input

Week of Oct 12

C&E TAG review & contribute to engagement questions & promotional plan

Week of Oct 26

All comments due Oct 27

Media release finalized

Week of Nov 9

Promote open house

Facebook ad campaign

Week of Nov 23

Final week for input

Facebook ad campaign

Week of Dec 7

Key themes shared

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Phase 2| Proposed Information Sharing Tools

- FAQs
  - Current and new detailed information, organized by questions

- Short video vignettes
  - To describe elements of the recommended scenario in plain language and to build understanding about what the Growth Plan is (and what it isn't) and how it is being developed

- Photo arrays
  - To visually represent recommended infill and redevelopment ratios in different areas

- Infographics
  - To share potential impacts of the recommended scenario (e.g. land consumption, greenhouse gas emissions, water & wastewater required, etc.)

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Phase 2| Proposed Engagement Tools

- Guestbook
  - Open-ended question about where in the Region people spend most of their time to help us understand geographic distribution of visitors

- Discussion Forums
  - To identify community-specific considerations for implementation and policy development

- Survey
  - To evaluate recommended scenario against CMRB focus areas and identify considerations for future implementation

- Virtual Open House
  - To share information about the recommended scenario live, while offering community members the opportunity to ask questions and share their views outside of the engagement site

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Questions?

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Agenda Item	6
Submitted to	Board
Purpose	For Information
Subject	In Person Meeting Proposal
Meeting Date	October 16, 2020

Motion that the Board receive for information CMRB Administration's report on returning to in-person meetings

Summary

- CMRB Board, Committee and TAG meetings have been conducted virtually since March 2020. While the meetings have been successful, there is an interest in exploring options for conducting meetings safely in-person.

- At the September meeting of the Board, CMRB administration was directed to return to the October 2020 meeting with options for resuming in-person meetings as early as November 2020.

- One option identified was to use municipal council chambers where AHS recommendations could be accommodated.

- Mount Royal University is not hosting events until January 2021 at the earliest. Although Mount Royal University space is not currently available, costs are reported below for comparison purposes.

- Cost comparisons include use of a virtual platform so online participants can hear the meeting. This would also allow the meeting to be livestreamed via YouTube to meet the requirement of public viewing. No public in-person attendance can be accommodated at this time.

- The assumed hybrid meeting must be able to accommodate, at a minimum: the Reeve/Mayor of each municipality (10 people), one member of municipal administration per municipality (10 people), CMRB administration (5 people), Board Chair (1 person) and one HDR Calthorpe representative (1 person) for a total of 27 attendees.

- CMRB administration must document all in-person attendees and contact information to facilitate potential contact tracing, per AHS guidelines.

- At this time, meetings of the CMRB Governance Committee and Land Use and Servicing Committee will continue virtually.

Agenda Item 6

1. Offsite Meeting

1.1. Overview

The details regarding cost estimates for an offsite meeting are below, meaning a meeting taking place at an event centre in a central location like Calgary. Two of the three host facilities contacted currently do not have in-house AV technology with the ability to host a hybrid meeting (in-person and virtual). Consequently, CMRB would have to rent or purchase equipment and retain AV tech support for operation of the equipment. Note that cost estimates below were received from facilities located in Calgary. The mandatory mask bylaw in Calgary requires all attendees to wear a mask.

The mandatory mask bylaw in the Town of Cochrane is triggered by a case-count in the Town. See Table 1: Summary of Options and Costs.

Agenda Item 6

Table 1: Summary of Options and Cost

Location	Room Booking Fee	AV Tech Support & Rental (not purchased)[a]	Notes	Estimated Cost
WinSport (Calgary)	$2,650	$4,650	WinSport no longer has AV support in-house	**$7,300**
Mount Royal University – Ross Glen Hall (Calgary)	$4,350 (includes parking)	$4,650	AV+Technology not available in-house for a hybrid meeting MRU not hosting meetings until January 2021, earliest	**$9,000**
Royal Hotel – Emerald Ball Room (Calgary)	$1,000	$3,000	AV and tech support available in-house No fee for parking	**$4,000**
City of Calgary Council Chambers	None	$1,500	Reviewing AV costs at time of circulation	**$1,500**
Town of Cochrane Council Chambers	$1,000	Under review	Confirming AV costs at time of circulation	**$1,000**

Notes: [a] – AV equipment available for purchase for approximately $9,500.

1.2. Room Booking Fees

Offsite facilities provided the following estimates:

Table 2: Facility Meeting Room Estimates

Location	Room Booking Fee	Notes
WinSport (Calgary)	$2,650	WinSport no longer has AV support in-house
Mount Royal University – Ross Glen Hall (Calgary)	$4,350 (includes parking)	AV+Technology not available in-house for a hybrid meeting MRU not hosting meetings until January 2021, earliest
Royal Hotel – Emerald Ball Room (Calgary)	$1,000	AV and tech support available in-house for $3,000 No fee for parking

Note: For comparison purpose, pre-COVID meeting costs at Mount Royal University were historically ~$1,000/meeting including parking, AV equipment rental and setup etc.

1.3. Audio/Visual Equipment (Purchase or Rent)

Equipment security, transport, set up and take-down, as well as equipment sanitation, do not factor into the costs identified below. The equipment required includes large speakers, mics and mic stands, mixing board and other equipment that doesn't necessarily fit into the average vehicle for transport.

Both renting and owning AV and technology equipment will require trained operators to ensure the smooth function of CMRB meetings. Over time, administration may gain enough familiarity with the systems to operate them independently. The requirement for AV tech support can be revisited on an ongoing basis.

An estimate from Together By Tribe to provide tech support to run the meetings was $3,750 for the first meeting. Subsequent meetings would be $1,650/meeting. Equipment rental from Together By Tribe is approximately $3,000/meeting.

Long and McQuade provided an estimate of $9,500 to purchase equipment to run the meetings and included items such as desk-top microphones, speakers, mixing board and a camera on a stand. CMRB-owned equipment requires AV tech support for each meeting at $150/hour, or approximately $600/meeting.

Agenda Item 6

2. CMRB Meeting at Member Municipality Council Chambers

CMRB Administration connected with municipal staff to determine if municipal council chambers were able to accommodate 27 person capacity with appropriate social distancing measures, as well as the audio/visual (AV) and technology (virtual meeting platform and YouTube compatible for public streaming). All municipal councils have held council meetings over the last 6 months, many in a hybrid style described above.

Most municipal council chambers had capacity limitations and cannot host a CMRB meeting, with the exception of City of Calgary and the Town of Cochrane. City of Calgary Council Chambers are available on November 20, 2020. At the time of circulation, Town of Cochrane was still confirming availability on that date.

The cost for City of Calgary hosting the meeting is approximately $1,500/meeting for AV Tech support, however this cost was under review of the Mayor's office at the time of circulation.

The cost for Town of Cochrane hosting the meeting is approximately $1,000/meeting. AV Tech support costs were being confirmed at the time of circulation.

3. CMRB Committee Meetings

The Board identified an interest in evaluating the option of having all meetings of the CMRB Committees virtually going forward, even beyond the pandemic. CMRB Administration recommends continued virtual meetings of CMRB committees (Governance Committee, Advocacy Committee and Land Use and Servicing Committee) on a go-forward basis as the efficiencies of the virtual meeting platform have been well received. Virtual committee meetings offer significant time savings for member municipalities as there is no requirement for travel. Virtual committee meetings also offer cost savings related to facility rentals, AV rentals, parking costs and resources for organizing meetings. Virtual meetings are likewise convenient for the public for the same reasons.

4. Recommendation

CMR Board Meetings

The most cost-effective way to move forward with an in-person meeting of the Board is to utilize one of the member municipality council chambers.

Given the increased costs in hosting an offsite in-person and virtual meeting, and given the fluidity of the pandemic conditions, it may be warranted to hold one meeting in 2020 at a member municipality council chambers. CMRB may revisit offsite meeting opportunities once facilities have further time to adapt to AHS requirements and meet the needs of the CMRB.

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CMRB Administration recommends deferring offsite in-person meetings of the entire Board until January 2021, at a minimum.

CMRB Committee Meetings

CMRB Administration recommends continued virtual meetings of CMRB committees (Governance Committee, Advocacy Committee and Land Use and Servicing Committee).

Agenda Item 6

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Agenda Item	7
Submitted to	**Board**
Purpose	**For Decision**
Subject	**Board & Committee Dates 2021**
Meeting Date	**October 16, 2020**

Motion that the Board approve the Board and Committee Dates for 2021

Summary

- At the September 18, 2020 Board meeting the proposed 2021 Board and Committee dates were brought forward for review. Chair Sheard invited members to advise CMRB Administration of any major conflicts with the proposed dates.

- No feedback was received, and the confirmed dates are coming forward for approval.

Attachment: 2021 Board & Committee Meeting Dates

Agenda Item 7

CMRB Board & Committee Dates 2021

Meeting Type	2021 Dates
Land Use & Servicing Committee	January 14
Board	January 29
Land Use & Servicing Committee	February 4
Board	February 19
Land Use & Servicing Committee	March 4
Board	March 12 (placeholder if needed for G&S Plan)
Board	March 26
Land Use & Servicing Committee	April 1
Board	April 9 (placeholder if needed for G&S Plan)
Board	April 23
Land Use & Servicing Committee	May 6
Board	May 28
Land Use & Servicing Committee	June 3
Board	June 18
Land Use & Servicing Committee	July 8
Board	July 23
	No meetings in August
Land Use & Servicing Committee	September 2
Board	September 17
Land Use & Servicing Committee	October 7
Board	October 22
Land Use & Servicing Committee	November 4
Board	November 19
Land Use & Servicing Committee	December 2
Board	December 17

Agenda Item 7