

Calgary Metropolitan Region Board

Agenda April 29, 2022

9:30 AM @ Mount Royal University

Room EC2010, Roderick Mah Centre for Continuous Learning

Meetings are recorded & live-streamed

CMRB Admin will utilize the recording function on GoToMeeting as a backup recording in case internet connection is lost and CMRB's YouTube account is unable to record the meeting. When the recording function is enabled, you will hear an audio prompt notifying that the meeting is being recorded.

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| 1. Call to Order & Opening Remarks | Clark | |
| 2. Adoption of Agenda
<i>For Decision: Motion to adopt and/or revise the Agenda</i> | All | |
| 3. Approval of Minutes (Attachment)
<i>For Decision: Motion that the Board approve the Minutes of the March 11, 2022 meeting</i> | All | 3 |
| 4. Meeting with Siksika Nation (Attachment)
<i>For Decision: Motion that the Board reaffirm its commitment to pursuing a Memorandum of Understanding with Siksika Nation</i> | Clark | 7 |
| 5. In Person Board Meetings (Attachment)
<i>For Decision: Motion that the Board direct CMRB Administration to hold Board meetings in person and Committee meetings virtually</i> | Genung | 9 |

CLOSED SESSION (Pursuant to Section 21 & 23 of FOIP)

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| 6. Ministerial Amendments to Growth Plan (Separate Attachment)
<i>For Decision: Motion that the Board direct Administration to send a letter to the Minister of Municipal Affairs about changes to the Growth Plan and the REF</i> | Copping/
Tipman | |
| 7. Board Chair Goal Tracking and Self Assessment (Separate Attachment) | Genung | |

RETURN TO OPEN SESSION

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|--|----------------------|-----------|
| 8. Output Data from Digitization of Existing and Approved Land Use
<i>For Decision: Motion that the Board approve that the Output Data for the DEAL Version 2 dataset be classified as Open Data</i> | (Attachment) LeClair | 12 |
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- 9. Roundtable All
- 10. Next Meeting: Friday May 27, 2022 Clark
- 11. Adjournment

Upcoming Meetings:

Board Meeting	Friday May 27 @ 9:30 AM	Mount Royal University
Land Use & Servicing Committee	Thursday May 5 @ 9:00 AM	GoTo Meeting
Governance Committee	Friday May 13 @ 9:00 AM	GoTo Meeting

Delegates in Attendance

Councillor Tina Petrow – City of Airdrie
Mayor Jyoti Gondek – City of Calgary
Mayor Jeff Colvin – City of Chestermere
Mayor Jeff Genung – Town of Cochrane (Vice Chair)
Reeve Delilah Miller – Foothills County
Mayor Tanya Thorn - Town of Okotoks
Councillor Kevin Hanson – Rocky View County
Mayor Pat Fule – Town of Strathmore
Reeve Amber Link – Wheatland County
Shawn Ewasiuk - Municipal Affairs

CMRB Administration:

Greg Clark, Chair
Jordon Copping, Chief Officer
Liisa Tipman, Project Manager–Land Use
Jaime Graves, Project Manager–Intermunicipal Servicing
Shelley Armeneau, Office Manager
JP Leclair, GIS Analyst

1. Call to Order & Opening Comments

Called to order at 8:33 AM. Chair Clark referenced a letter that had been circulated by the Town of Strathmore and Wheatland County asking the Board to support their removal from CMRB. He also updated the Board on his recent conversation with Minister McIver who has requested a meeting with the Board to announce his proposed approach to the Growth and Servicing Plan, along with information about ongoing membership. The date for this meeting is being scheduled and will hopefully be before the next Board meeting on April 29th. In light of this, Chair Clark suggested discussion on membership of Strathmore and Wheatland be deferred to after the meeting with the Minister. No concerns were raised.

2. Approval of Agenda

Moved by Mayor Thorn **Seconded by** Councillor Petrow, accepted by Chair.

Motion: That the Board approve the agenda of the March 11, 2022 meeting.

Motion carried unanimously.

M 2022-10

3. Review and Approve Minutes

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

M 2022-11

Motion: That the Board approve the Minutes of the January 21, 2022 meeting.

Motion carried unanimously.

4. 2021 Draft Audited Financial Statements

Calvin Scott from AVAIL LLP, Chartered Professional Accountants, presented to the Board and advised that AVAIL are bringing forward a clean opinion, with nothing significant to note. No illegal acts or fraud, no disagreements with management, and no difficulties were encountered during the audit. He thanked the CMRB Administrative team for their cooperation. The Governance Committee reviewed the Draft Audited Financial Statements on February 25 and recommended approval to the Board.

M 2022-12

Moved by Councillor Hanson **Seconded by** Councillor Petrow, accepted by Chair.

Motion: That the Board approve the 2021 Audited Financial Statements.

Motion carried unanimously.

5. Indigenous Engagement Update

Anne Harding and Andrea Hanson provided an update to the Board on the Indigenous engagement planning approach, outreach and connections, what we've learned so far, early recommendations and next steps.

Members discussed engagement with affected indigenous groups on possible train lines from Calgary to Banff, MOU frameworks, budget, inviting Siksika to the April 29, 2022 Board meeting, and building relationships. In response to a question about meeting with the Tsuut'ina Nation, Anne Harding advised she has a meeting with Chief Whitney scheduled on May 2. Jordon Copping also noted he and former Chair Chris Sheard met with Tsuut'ina Nation in early 2019.

Jordon Copping noted that he has been in touch with member CAOs about a topic of interest that arose when he and Chair Clark met with members of the Siksika Nation Council. In December 2021 the Siksika Nation voted to accept the Global Settlement Agreement. Jordon Copping is meeting with CAOs to discuss if they have developed, or are in the process of developing, an Urban Reserves Strategy or similar document as there may be efficiencies to be found by working together with Indigenous Nations near the Calgary Metropolitan Region. Efficiencies may include developing a template document which could be tailored to the needs of each member municipality. He will provide a further update once the scheduled meetings have been completed.

M2022-13

Moved by Mayor Thorn, **Seconded by** Mayor Gondek, accepted by Chair.

Motion: That the Board receive for information an update on CMRB Indigenous Engagement and direct CMRB to begin discussions with Siksika Nation and MNA Region 3 regarding MOU frameworks.

Motion carried unanimously.

6. Joint Planning Area Context Study Terms of Reference

Jaime Graves presented this item and answered questions about timeframes, providing assistance to member municipalities in creating TORs, sequencing, and the effects of the lack of ministerial approval of the Growth Plan and Servicing Plan which is linked to commitments in the plans and work going forward.

Moved by Mayor Genung, **Seconded by** Councillor Petrow, accepted by Chair.

Motion: That the Board submit a request to the Minister that the Joint Planning Area Context Study Terms of Reference committed to in the Growth Plan be due 6 months from the Minister's approval of the Growth Plan.

Motion carried unanimously.

M2022-14

7. Annual Report

CMRB Administration answered questions about the Annual Report, including acknowledgement of the challenges and concerns some members had in the approval of the Growth and Servicing Plans. Jordon Copping confirmed the printed Annual Report would be circulated to councils. A member encouraged Board members to review the Annual Report with their councils.

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

Motion: That the Board approve the Annual Report.

Motion carried unanimously.

M2022-15

8. Q4 Actuals

Jordon Copping presented and answered questions about the 2021 Q4 actuals.

Moved by Councillor Petrow, **Seconded by** Councillor Hanson, accepted by Chair.

Motion: That the Board review and receive for information the 2021 Q4 Actuals.

Motion carried unanimously.

M2022-16

9. Next Meeting

Friday April 29, 2022 @ 9:30 AM.

10. Adjournment at 9:35 AM.

Greg Clark, Chair

DRAFT

Agenda Item	4
Submitted to	Board
Purpose	For Decision
Subject	Meeting with the Leadership of Siksika Nation
Meeting Date	April 29, 2022
<i>Motion that the Board reaffirm its commitment to pursuing a Memorandum of Understanding with Siksika Nation</i>	
<p>Summary</p> <ul style="list-style-type: none"> • In 2018, CMRB directed Administration to reach out to Indigenous Nations in and around the CMR. Some initial engagement and relationship building occurred between 2019 and 2020. • Administration met with Siksika Nation Chief and Council virtually on November 16, 2020 to provide an introduction to the CMRB and ask how Siksika Nation would like to be engaged in the future. • CMRB directed Administration to conduct Indigenous Awareness Training for the Board which involved three sessions over the month of June 2021, including a representative from Siksika Nation. The Board committed to building long-term relationships with Indigenous Nations and communities. • The Board directed the Chair and Chief Officer to work with Indigenous Nations and communities to determine how they would like to engage with the CMRB, and to provide a progress update in Q1 2022. The Board also authorized CMRB Administration to continue to work with Forum Community Relations in meeting the direction. • Consequently, the following efforts have been ongoing since December 2021: <ul style="list-style-type: none"> ○ Outreach to established contacts, starting with those who presented at the Indigenous Awareness Training sessions; and ○ Initial meetings with representatives of the Indigenous Nations and communities in and around CMR. • During the March 11, 2022, Board meeting the following motion was passed <ul style="list-style-type: none"> ○ That the Board receive for information an update on CMRB Indigenous Engagement and direct CMRB to begin discussions with Siksika Nation and MNA Region 3 regarding MOU frameworks. • Leadership of the Siksika Nation has accepted an invitation to attend a meeting of the Board. 	

1. Introduction

The Board has pursued strengthened relations with Indigenous Nations adjacent or near the Calgary Metropolitan Region since inception. Siksika Nation leadership will join the board meeting on April 29th to continue building a relationship between the Siksika Nation and the CMRB. Siksika Nation leadership will share high level information about their recent Global Settlement Agreement, as well as their interests related to the purchase and creation of urban reserves through the Additions-To-Reserve (ATR) process. The Siksika Nation would also like to understand, at a high level, the CMRB's current scope, role and policies related to land designation and what the opportunities might be to work proactively together to align Siksika Nation's ATR interests and the interests of municipalities in the Region.

In particular, a desired outcome of this meeting, from Siksika Nation's perspective, is to agree to work together to create an MOU in which an ATR framework is named.

2. Recommendation

Motion that the Board reaffirm its commitment to pursuing a Memorandum of Understanding with Siksika Nation.

Agenda Item	5
Submitted to	Board
Purpose	For Decision
Subject	In Person Board Meetings
Meeting Date	April 29, 2022
<i>Motion that the Board direct CMRB Administration to hold Board meetings in person and Committee meetings virtually</i>	
<p>Summary</p> <ul style="list-style-type: none"> • On April 21, 2022, CMRB Administration received a request from Vice Chair Genung to add a 'For Decision' item to the Board Agenda to discuss in person meetings of the Board. • CMRB Administration added the item to the April 29th Agenda of the Board and developed this background briefing document. • CMRB Board, Committee and TAG meetings have been conducted virtually since March 2020. While the meetings have been successful, there is an ongoing interest in conducting Board meetings in person. • There are benefits to meeting in person, including greater camaraderie among Board members. • The cost of holding hybrid meetings is relatively high. • One option identified was to use municipal council chambers, however this option may be onerous on member municipal staff and not all Council Chambers may be set up to accommodate the Board. • CMRB does not currently have technical experts on staff to host and run full hybrid virtual meetings. • CMRB can stream the agenda and meeting audio to reduce the need for staff attendance at Board meetings at a reasonable cost. This option does not allow staff participation. • CMRB Governance Committee and Land Use and Servicing Committee meetings will continue virtually. 	

Offsite Meetings

Mount Royal University uses an external AV company to accommodate a hybrid meeting at a cost of approximately \$2,500 per meeting. This service must also be booked approximately 2 weeks in advance.

Cspace has in-house AV options to accommodate a hybrid meeting at a cost of approximately \$150. The larger theatre space is not available for a number of our future Board meeting dates, however the smaller Treehouse space used at the March 11, 2022 meeting is available.

The Royal Hotel costs are yet to be confirmed.

Public Access to Meetings

The CMRB Regulation requires that the public be able to access Board meetings. Pre-pandemic, this requirement was met by posting meeting details to the CMRB website and the public attending meetings in person. While meetings were held virtually, this requirement was met by live streaming meetings through Youtube link.

If meetings were held in person going forward, this requirement could be met in one of two ways:

- Having the public attend meetings in person; or
- Streaming the audio of the meeting to youtube along with the meeting agenda (no camera).

CMRB Meeting at Member Municipality Council Chambers

In 2020, 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).

Most municipal council chambers had capacity limitations and were unable, at the time, to host a CMRB meeting, with the exception of the City of Calgary and the Town of Cochrane.

Given the reduced Board membership and fewer Covid protocols in 2022, CMRB Administration is uncertain which Council Chambers could accommodate meetings of the Board.

CMRB Committee Meetings

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.

Proposed Motion

Motion that the Board direct CMRB Administration to hold Board meetings in person and Committee meetings virtually.

Agenda Item	8
Submitted to	Board
Purpose	For Decision
Subject	Output Data from Digitization of Existing and Approved Land Use
Meeting Date	April 29, 2022
<i>Motion that the Board approve that the Output Data for the DEAL Version 2 dataset be classified as Open Data</i>	
<p>Summary</p> <ul style="list-style-type: none"> • The Digitization of Existing and Approved Land use (DEAL) dataset was created to provide information about planned and existing land uses for the development of the Growth Plan. • The DEAL dataset is essentially member municipalities' individual land use maps "stitched" together across the CMR with the land use districts put into broader regional categories, with the addition of approved statutory plans in place (e.g., ASPs) categorized into planned regional categories. • The first and only DEAL (version 1) dataset was delivered to CMRB in December 2019. It is based on data from 2018. • The Data Sharing Framework was approved by the Board November 20th, 2020. The Framework provides a guide for the sharing of data generated by a study, process, report, or similar that is produced by or for the Calgary Metropolitan Region Board (CMRB) as part of its work. • CMRB Administration is recommending that the DEAL (version 2) data be classified as Open Data as per the Data Sharing Framework. This recommendation was reviewed by the Land Use Technical Advisory Group and the Data and Analytics Subcommittee for the original DEAL (version 1) data; no significant concerns were identified. • The DEAL (version 1 or 2) dataset does not and will not include any assumptions or conclusions about available or unavailable land. • The Land Use & Servicing Committee (Feb. 3, 2022) recommended that the Board be updated once the DEAL (version 2) data is complete. 	

Introduction

The Digitization of Existing and Approved Land use (DEAL) dataset was created to provide land use information for the development of the Growth Plan. It was a key dataset for starting and developing the Growth Plan. The DEAL (version 1) dataset provides a map of existing and approved (planned) land use from CMRB municipalities' land use bylaws and approved Area Structure Plans and consolidates those categories into broader regional categories.

CMRB Admin is updating this dataset with more current information as the original DEAL dataset used 2018 information, this will be known as DEAL (version 2). Having a regional land use dataset will be essential in developing a Placetype database for the Region as per the Growth Plan and can be a very useful dataset for various future studies commissioned by the CMRB. Most regional boards have some sort of land use map for their region for this reason.

The Data Sharing Framework, approved by the Board November 20th, 2020, guides sharing of data generated by a study, process, report, or similar that is produced by or for the CMRB. It provides an overview on the process of data sharing and the roles of the Board and administrations in data sharing. The Framework states that the Board will be briefed on what the Output Data of a study will be and how it will be classified once the study is complete.

Output Data Classification

Output Data is defined as data that is generated from a CMRB study, process, report, or similar (i.e. Tables, Figures, GIS data). It may be classified as Open, Member, Stakeholder Organization, Confidential.

The Output Data of the DEAL (version 2) dataset update will be a data map that covers the CMR and classifies land use into regional categories for both existing and planned land use. Currently the original DEAL (version 1) dataset is classified as Open Data. Classifying the DEAL (version 1) data as Open Data was discussed with the Land Use Technical Advisory Group (LU TAG) September 24th, 2021, and with the Data and Analytics Subcommittee on October 21st, 2021. No significant concerns were identified to CMRB Administration at either meeting.

Open Data as defined by the Data Sharing Framework is structured data that is machine-readable, freely shared, used and built on without restrictions (open.canada.ca, 2019). That is, open for anyone (public, organization, etc.) to use.

CMRB Admin recommends that the Output Data for this second iteration of the DEAL (version 2) dataset be classified as Open Data. The dataset would then fall under the CMRB Open Data Licence Agreement.

If approved by the Board, the DEAL (version 2) dataset update would be available to anyone in GIS form as a data map that covers the CMR that classifies land use into regional categories for both existing and planned land use. It would not contain any

personal information. Open Data can be seen as an easy way to help drive economic development by providing easy-to-access, accurate, and formatted data for stakeholders and businesses in the Region to readily use.

The following verbiage will accompany the dataset: "This dataset is intended to be used on a regional scale and provides a general overview of land use. For landowners, please refer to your municipal Land Use Bylaw as this data is for reference purposes only. The CMRB provides no warranty, nor accepts any liability arising from any errors, incorrect, incomplete, or misleading information."

Recommendation

That the Board approve that the Output Data for the latest DEAL Version 2 dataset be classified as Open Data.