

Calgary Metropolitan Region Board

Agenda June 9, 2022

9:30 AM to 1:30 PM @ Royal Hotel, 2828 23 Street NE, Calgary
Sapphire Room

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.

1. Call to Order & Opening Remarks Clark
2. Land Acknowledgment
3. Adoption of Agenda All
For Decision: Motion to adopt and/or revise the Agenda
4. Approval of Minutes (Attachment) All **Page 3**
For Decision: Motion that the Board approve the Minutes of the April 29, 2022 meeting.
5. Q1 Actuals (Attachment) Copping **Page 5**
For Information: Motion that the Board review and receive for information the 2022 Q1 Actuals
6. In Person Board Meetings (Attachment) Genung **Page 7**
For Decision: Motion that the Board direct CMRB Administration to hold Board meetings in person and Committee meetings virtually
7. Output Data from Digitization of Existing and Approved Land Use (Attachment) LeClair **Page 10**
For Decision: Motion that the Board approve that the Output Data for the DEAL Version 2 dataset be classified as Open Data

Closed Session pursuant to Sections 25 & 29 of FOIP

8. Chair & Chief Officer Goals (Attachment sent separately to Board only)
9. Strategic Session II (Attachment sent separately)

Return to Public Session

10. Roundtable All
Clark
11. Next Meeting: Friday July 22, 2022

12. Adjournment

Upcoming Meetings:

Board Meeting	Friday July 22 @ 9:30 AM	MRU
Land Use & Servicing Committee	Friday June 17 @ 9:00 AM	GoTo Meeting
Governance Committee	Thursday July 28 @ 9:00 AM	GoTo Meeting

**Minutes of the meeting of
the Calgary Metropolitan Region Board
held at Mount Royal University
on Friday April 29, 2022**

Delegates in Attendance

Mayor Peter Brown – 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 Craig Snodgrass – Town of High River
Mayor Tanya Thorn - Town of Okotoks
Councillor Kevin Hanson – Rocky View County
Shawn Ewasiuk - Municipal Affairs

CMRB Administration:

Greg Clark, Chair
Jordon Copping, Chief Officer
Liisa Tipman, Director of Regional Planning
Jaime Graves, Director of Regional Projects
Shelley Armeneau, Office Manager
JP Leclair, GIS & Data Lead

1. Call to Order & Opening Comments

Called to order at 9:30 AM and welcomed members of Siksika Nation to the meeting.

2. Approval of Agenda

Moved by Mayor Brown **Seconded by** Councillor Hanson, accepted by Chair.

M 2022-17

Motion: That the Board approve the agenda of the April 29, 2022 meeting, moving item #5 In Person Board Meetings to follow the closed session.

Motion carried unanimously.

3. Review and Approve Minutes

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

M 2022-18

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

Motion carried unanimously.

4. Meeting with Siksika Nation

Chair Clark acknowledged both the land and original stewards of Treaty 7 Territory and offered a gift to elected officials from the Siksika Nation to recognize the evolving relationship between CMRB and Siksika Nation. On behalf of the CMRB, Chair Clark welcomed Councillor Susan Solway, Councillor Ruben Breaker, Councillor Samuel Crowfoot, Councillor Carlin Black Rabbit, and

Councillor Jenny Goodin from Siksika Nation. A discussion on reconciliation, the Global Settlement Agreement, and an offer to arrange a strategic session and tour of a residential school located on Siksika Nation lands were well received by the Board.

Moved by Mayor Brown **Seconded by** Councillor Hanson, accepted by Chair.

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

Motion carried unanimously.

M 2022-19

Closed session

The Board moved into a closed session at 10:50 AM and returned to public session at 12:32 PM.

5. Ministerial Amendments to Growth Plan

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

Motion: That the Board receive for information a discussion about the Minister of Municipal Affairs proposed changes to the Growth Plan and REF.

Motion carried unanimously.

M2022-20

6. Board Chair Tracking and Self Assessment

Moved by Mayor Colvin, **Seconded by** Councillor Hanson, accepted by Chair.

Motion: That the Board receive for information feedback to the Board Chair on 2021 performance review and 2022 goals.

Motion carried unanimously.

M2022-21

The following items from the agenda were tabled to an upcoming meeting:

- Item #7 In Person Board Meeting; and
- Item #8 Output Data from Digitization of Existing and Approved Land Use.

7. Next Meeting

Friday May 27, 2021 @ 9 AM.

8. Adjournment at 12:36 PM.

Greg Clark, Chair

Agenda Item	5
Submitted to	Board
Purpose	For Information
Subject	CMRB 2022 Q1 Actuals
Meeting Date	June 9, 2022
<i>Motion that the Board review and receive for information the 2022 Q1 Actuals</i>	
<p>Background</p> <ul style="list-style-type: none"> • The CMRB has been funded by the Government of Alberta through the Alberta Community Partnership grant program. • The Governance Committee met on May 13, 2022 and recommended the Board review and receive for information the Q1 Actuals. 	
<p>Attachments</p> <ul style="list-style-type: none"> • Q1 Actuals 	

Introduction

CMRB Administration has compiled the Q1 Actuals. At the May 13, 2022 meeting the Governance Committee recommended the Board review and receive for information the Q1 Actuals.

Recommendation

That the Board review and receive for information the 2022 Q1 Actuals.

	2022 Budget	2022 Q1 Budget	2022 Q1 Actuals	Q1 Variance
REVENUE				
GoA Grant	\$1,000,000.00	\$0.00	\$0.00	\$0.00
Interest on GIC	\$0.00	\$0.00	\$0.00	\$0.00
Withdrawal from Reserves	\$937,000.00	\$367,000.00	\$268,202.29	\$98,797.71
TOTAL Revenue	\$1,937,000.00	\$367,000.00	\$268,202.29	\$98,797.71
EXPENDITURES				
<u>CAPITAL EXPENSES</u>				
Computers & Hardware	\$6,000.00	\$1,500.00	\$0.00	\$1,500.00
Office Furniture	\$6,000.00	\$1,500.00	\$0.00	\$1,500.00
Phone/Internet Hardware	\$3,000.00	\$750.00	\$0.00	\$750.00
TOTAL CAPITAL EXPENSES	\$15,000.00	\$3,750.00	\$0.00	\$3,750.00
<u>OPERATING EXPENSES</u>				
STAFFING COSTS				
Salary	\$655,000.00	\$169,000.00	\$169,360.50	-\$360.50
Benefits	\$124,000.00	\$31,000.00	\$23,767.73	\$7,232.27
Board Chair	\$110,000.00	\$27,500.00	\$27,060.00	\$440.00
TOTAL STAFFING COSTS	\$889,000.00	\$227,500.00	\$220,188.23	\$7,311.77
OFFICE LEASE	\$87,000.00	\$21,750.00	\$19,732.05	\$2,017.95
OFFICE OPERATING COST				
General Operating Costs	\$36,000.00	\$9,000.00	\$10,469.71	-\$1,469.71
Professional Fees	\$30,000.00	\$7,500.00	\$1,127.50	\$6,372.50
TOTAL OFFICE OPERATION COSTS	\$66,000.00	\$16,500.00	\$11,597.21	\$4,902.79
TRAVEL COSTS	\$30,000.00	\$7,500.00	\$0.00	\$7,500.00
MEETING COSTS				
Meeting Venue/Catering	\$40,000.00	\$10,000.00	\$1,226.15	\$8,773.85
Per Diem	\$55,000.00	\$13,750.00	\$663.63	\$13,086.37
TOTAL MEETING COSTS	\$95,000.00	\$23,750.00	\$1,889.78	\$21,860.22
CONSULTANT COSTS				
Regional Initiatives	\$600,000.00	\$150,000.00	\$12,944.90	\$137,055.10
REF Consultants	\$80,000.00	\$20,000.00	\$1,850.12	\$18,149.88
TOTAL CONSULTANT COSTS	\$680,000.00	\$170,000.00	\$14,795.02	\$155,204.98
CONTINGENCY	\$75,000.00	\$18,750.00	\$0.00	\$18,750.00
TOTAL EXPENDITURE	\$1,937,000.00	\$489,500.00	\$268,202.29	\$221,297.71

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Agenda Item 5i

Notes

- 1 Salary expenses are higher at the start of the year as CPP and EI are not evenly distributed throughout the year
- 2 Annual insurance is paid in Q1.

Agenda Item	6
Submitted to	Board
Purpose	For Decision
Subject	In Person Board Meetings
Meeting Date	June 9, 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	7
Submitted to	Board
Purpose	For Decision
Subject	Output Data from Digitization of Existing and Approved Land Use
Meeting Date	June 9, 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.