

**Calgary Metropolitan Region Board
Agenda - Land Use & Servicing Committee Meeting
November 16, 2023, 9:00 AM, Go-To Meeting**

MEETINGS ARE RECORDED & LIVE-STREAMED

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The purpose of this meeting is to convene, discuss and make decisions regarding recommendations to the Calgary Metropolitan Region Board

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| 1. Call to Order & Opening Remarks | | Clark | |
| 2. Land Acknowledgment | | Snodgrass | |
| 3. Adoption of Agenda | | All | |
| <i>For Decision: Motion to adopt and/or revise the agenda</i> | | | |
| 4. Review and Approve Minutes | (Attachment) | All | 3 |
| <i>For Decision: Motion that the Committee review and approve the Minutes of the October 19, 2023 meeting</i> | | | |
| 5. Vice Chair Election | (Attachment) | Copping | 6 |
| <i>For Decision: Motion that the Committee elect a Vice Chair</i> | | | |
| 6. Board Strategic Initiatives Update | (Attachment) | Graves | 9 |
| <i>For Information: Motion that the Committee receive for information an update on Board initiatives</i> | | | |

Closed Session Pursuant to Section 23 of FOIP

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| 7. Infrastructure Canada Permanent Public Transit Fund | (Attachment) | Graves/ Kurji | |
| (Circulated separately) | | | |

Return to Public Session

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| 8. Next Meeting: Thursday January 18, 2024 @ 9:00 AM | | | |
| 9. Adjournment | | Clark | |

Committee Members:

Councillor Tina Petrow (Airdrie) Mayor Craig Snodgrass (High River)
 Cllr Gian-Carlo Carra (Calgary) Cllr Brent Robinson (Okotoks)
 Mayor Jeff Colvin (Chestermere) Reeve Crystal Kissel (Rocky View)
 Mayor Jeff Genung (Cochrane)
 Deputy Reeve Don Waldorf (Foothills)
 Cllr Suzanne Oel (Foothills)

Upcoming Meetings:

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|--------------------------------|-----------------------------------|--------------|
| Board Meeting | Friday November 24 @ 9:30 AM | Fort Calgary |
| Land Use & Servicing Committee | Thursday January 18 @ 9:00 AM | GoTo Meeting |
| Governance Committee | Friday December 8, 2023 @ 9:00 AM | GoTo Meeting |

The Calgary Metropolitan Region is honored to be in the traditional territory of the Siksika, Kainai, and Piikani Nations of the Blackfoot Confederacy; the Tsuut'ina Nation; the Bearspaw, Chiniki, and Goodstoney Nations of the Stoney Nakoda; and the home of Métis Nation of Alberta Region 3.

In the spirit of truth and reconciliation the CMRB is actively working to build meaningful and mutually beneficial long-term relationships with Indigenous Nations and communities in and around the Region.

Minutes of the Meeting of the
Land Use and Servicing Committee
of the Calgary Metropolitan Region Board
on Thursday October 19, 2023, by Go-To Meeting

Delegates in Attendance:

Councillor Tina Petrow, City of Airdrie
Councillor Gian-Carlo Carra – City of Calgary
Reeve Delilah Miller – Foothills County
Councillor Suzanne Oel – Foothills County
Mayor Craig Snodgrass – Town of High River
Councillor Rachel Swendseid – Town of Okotoks
Reeve Crystal Kissel – Rocky View County
Deputy Reeve Don Kochan – Rocky View County

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

1. Call to Order

Chair Clark called the meeting to order at 9:00 AM and Reeve Miller provided a land acknowledgement. Councillor Carra offered an apology to CMRB Administration following feedback regarding his comments at the last Committee meeting. He noted that he holds the CMRB Team in high regard and apologized for comments and tone that failed to convey that respect and appreciation. Chair Clark added a reminder that while sitting at the CMRB table members have a fiduciary duty to the CMRB, and that while the views of the respective municipalities factor into their comments, the final decisions made relate to the region as a whole.

2. Approval of Agenda

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

Motion: That the Committee approve the agenda.

Motion carried unanimously.

3. Review Minutes

Moved by Mayor Snodgrass, **Seconded by** Deputy Reeve Kochan, accepted by Chair.

Motion: That the Committee approve the Minutes of the September 21, 2023, meeting.

Motion carried unanimously.

4. Scoping the Regional Transportation and Transit Master Plan

Jaime Graves updated the Committee and summarized the new information since the last meeting on September 21, 2023.

- The Committee had a debate of this agenda item on September 21, 2023. A member found the proposed approach unacceptable, and a motion was passed to table the item.
- The Transportation and Transit TAG met on October 5, 2023 to discuss a path forward for the scoping project. It was agreed that CMRB Administration would draft a project charter for the RTTMP based on the forthcoming recommendations from the subject matter experts.
- The draft project charter will be reviewed and refined in consultation with TAG. The project charter for the RTTMP is anticipated to be complete in Q1 2024.

Members discussed this item and Jaime answered questions about time constraints for staff, how the scope may be amended moving forward and how that might affect consultant time/costs. A member asked whether Administration is considering procuring a transportation modelling expert to accelerate the regional transportation model at this time. Jaime advised that not enough information has been gathered yet around policy options to inform what might be tested in modelling scenarios so there is no intention to accelerate that work at this time.

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

Motion:

- a) That the Land Use and Servicing Committee receive an update on Scoping the Regional Transportation and Transit Master Plan.
- b) That the Land Use and Servicing Committee direct CMRB Administration to work with TAGs to complete the Scoping RTTMP project, and report back to the Committee in Q1 of 2024.

Motion carried unanimously.

5. Board Strategic Update

Moved by Councillor Swendseid, **Seconded by** Mayor Snodgrass, accepted by Chair.

Motion: That the Committee receive for information an update on Board initiatives.

Motion carried unanimously.

6. Roundtable

- Liisa Tipman confirmed an invitation had been sent to members and staff for the Speaker Series on Digital Twins at Fort Calgary on November 24, following the Board meeting. BILD Calgary Region has generously offered

to host a reception afterwards. Tickets are free and there is space for all members of council plus 5 staff members per municipality.

7. **Next Meeting:** Thursday November 16 @ 9:00 AM.
8. **Adjourned** @ 9:22 AM.

Chair Greg Clark

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| Agenda Item | 5 |
| Submitted to | Land Use & Servicing Committee |
| Purpose | For Decision |
| Subject | CMRB Vice Chair Election |
| Meeting Date | November 16, 2023 |
| <i>Motion that the Committee elect a Vice Chair</i> | |
| <p>Background</p> <ul style="list-style-type: none"> • The Committee must elect a Vice Chair. • The CMRB Board approved a Board and Committee Vice Chair Selection Process Policy on February 15, 2019. • The current Vice Chair position was vacated in October of 2023 following a change in Board representation at the Town of Okotoks organizational council meeting. • CMRB Administration circulated an email on November 1, 2023, inviting nominations from Committee members for the role of Vice Chair. | |
| Attachment: Board and Committee Vice Chair Selection Process Policy located here . | |

1. Introduction

The Land Use & Servicing Committee is required to elect a Vice Chair. Approval of the Board and Committee Vice Chair Selection Process Policy was approved at the February 15, 2019 Board meeting. At the October organizational meeting at the Town of Okotoks a change was made to the CMRB Committee representative. Accordingly, the Vice Chair position is now vacant. An email was circulated by Administration to members on November 1, 2023, inviting any eligible members to volunteer for the position or nominate another eligible individual for the role. No nominations were received by the circulation date for the agenda package.

2. Recommendation

That the Committee elect a Vice Chair.

3. Approved Policy

Board and Committee Vice Chair Selection Process Policy

Policy Purpose: To create a mechanism by which the Board and Committees of the Board can select a Vice Chair of the Board and of Committees of the Board.

Scope

This policy applies to the Board and all Committees of the Board.

Policy

Eligibility

Members in good standing of the Board or Committee are eligible to seek a Vice Chair position. Only a Mayor or Reeve is eligible to be a Vice Chair of the Board. Any member of a Committee, but not an alternate, is eligible to be Vice Chair.

Term

Vice Chair terms shall not exceed one year from the date of their selection, either through acclamation or winning a vote. There is no limit on how many terms a Vice Chair may serve.

Role

Vice Chairs will be required to participate in briefings given by CMRB Administration in advance of meetings and may be required to assume Chair duties at Board or Committee meetings. Vice Chairs are eligible to participate fully in any vote of the Board or Committee.

Nomination

Eligible members may volunteer for the Vice Chair role or be nominated for the role by another member of the Board or Committee. If a member is nominated by another member of the Board or Committee the nominated member must confirm they are able and interested to seek the position.

If more than one eligible member of the Board or Committee is nominated for the role of Vice Chair then the Chief Officer will conduct a selection process by secret ballot.

Voting

Members in good standing of the Board or Committee or their alternate are eligible to vote.

Each municipality is only eligible to cast one ballot and there is no weighting to the ballots, one member one vote. The selection of a Vice Chair requires the support of a simple majority of the Board or Committee.

In the event that no candidate achieves a majority on the first ballot, there will be a second round of voting with only the candidates who received the two highest number of votes in the first round on the ballot.

In the event of a tie after the second ballot, the names of both candidates will be written on a slip of paper and placed in a hat. The Chief Officer will draw one name and that candidate will become the Vice Chair.

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| Agenda Item | 6 |
| Submitted to | Land Use and Servicing Committee |
| Purpose | For Information |
| Subject | Board Initiatives Progress Update |
| Meeting Date | November 16, 2023 |
| <i>That the Committee receive for information a progress update on Board initiatives</i> | |
| <p>Summary</p> <ul style="list-style-type: none"> • In early 2022 CMRB Administration developed a draft 5-year planning timeline to visualize the recommendation to focus on implementing the Growth and Servicing Plans in the near term. • Following the Minister’s approval of the Growth Plan and Regional Evaluation Framework (REF) and the filing of the Servicing Plan by the Minister, CMRB began implementation of REF and the Growth and Servicing Plans. • In 2023, the CMRB confirmed five strategic initiatives. They are: <ul style="list-style-type: none"> ○ Phase 2 of Indigenous Relations ○ Regional Economic Development ○ Environmentally Sensitive Areas Database ○ Scoping the Regional Transportation and Transit Master Plan; and ○ Scoping the Water Roadmap Update ○ Stories of the Land Pilot Project • The purpose of this agenda item is to update the Board on the progress on these five initiatives and other pertinent projects. | |
| <p>Attachments</p> <ul style="list-style-type: none"> • Table 1: 2022/23 Board Initiative Update | |

Table 1: 2022/2023 Board Initiatives Update

| CMRB Initiative | Phase(s) | Status |
|--|--|---|
| 1. Indigenous Relations | Dialogue | Potential interest from Bearspaw First Nation for their Chief to come to a future board meeting and share information about the Nation and its interests. |
| | Learning | Next opportunity for learning to be identified. |
| | Co-create | Additions to Reserve (ATR) Framework - Delay impacting project schedule - one member municipality requested more time to provide feedback on the draft document. Anticipate having a draft ATR framework to the Board in Q4 2023. |
| | Celebrate | Project charter for Stories of the Land pilot project approved by the Board in June 2023. See Initiative 1 a) below. |
| | Summary Report Overall project status | Not Applicable Project delayed (ATR). |
| 1 a) Stories of the Land pilot project | Stage 1 | Outreach to cultural groups ongoing. Confirmation of Working Group complete. |
| | Stage 2 | Not Applicable |
| 2. Regional Economic Development | Procurement | MNP LLP is consultant team. |
| | Environmental Scan | Interviews with municipal and external stakeholders are complete. Summary document circulated. |
| | Gap Analysis | Summary document circulated. |
| | Vision & Framework | Workshops with Board and summary report complete. Board approved Purpose Statement and Objectives on June 23, 2023. |
| | Communications | Communications with interested and affected parties complete. |
| Overall project status | Project Complete. Implementation of first objective to begin in 2024. <i>Objective 1</i> <i>Define, Focus on, and Pursue Regionally Significant Opportunities</i> Meetings with municipalities ongoing. | |

Table 1: 2022/2023 Board Initiatives Update

| CMRB Initiative | Phase(s) | Status |
|--|--|--|
| 3. Scoping Regional Transportation and Transit Master Plan | Procure SMEs | Aziz Merali and David Cooper retained as subject matter experts (SMEs). |
| | Environmental Scan | Presentation of jurisdictional scan presented to LUSC March 9, 2023. First engagement with municipalities complete. Meetings with Working Group complete. |
| | Objectives and Scoping | Workshop completed May 11, 2023. TAG met and provided feedback on draft objectives. LUSC recommended draft objectives for approval June 2023. June 23, 2023, Board approved objectives. |
| | Finalize Scope, Sched and approx. budget | TAG meetings continue. Scoping project ongoing. CMRB Admin working on completing project charter for RTTMP with support from Transportation and Transit TAG, due to Committee in Q1 2024. |
| | Overall project status | Project delayed. |

Table 1: 2022/2023 Board Initiatives Update

| CMRB Initiative | Phase(s) | Status |
|---|---|--|
| 4. Scoping Water Roadmap Update | Procure SME | Arup retained for the project |
| | Environmental Scan and Governance Mapping | Ongoing with support from Water TAG. |
| | Confirm Areas of Focus | Arup draft findings discussion with TAG in July. |
| | Gap Analysis - Role | Arup draft findings discussion with TAG in July and August. Reporting Complete. |
| | Finalize Roadmap Update | At September 21 LUSC meeting, Committee requested additional information to strengthen Water Roadmap. CMRB Admin preparing report to address request, will discuss report with Water TAG, and report back to LUSC by January 2024. |
| Overall project status | Project delayed. | |
| 5. Environmentally Sensitive Areas Database | Procurement | Complete. O2 Planning and Design were the successful proponent. |
| | Available Datasets | Municipal Administrations and external organizations have provided data to the consultant. Phase I project summary delivered at June 8 2023 LUSC meeting. |
| | Data Gap Analysis | O2 has completed a gap analysis and presented results to TAG in September. Gaps that exist are not material to the progress of the project. |
| | Database Framework | Ongoing. |
| | Database | First iteration of database circulated to member municipalities for review and comment. O2 addressing feedback. |
| | Reporting | Ongoing. |
| | Overall project status | |

Table 1: 2022/2023 Board Initiatives Update

| CMRB Initiative | Phase(s) | Status |
|--------------------|---|---|
| 6. DEAL v2 dataset | GIS update (internal to CMRB) | Complete. |
| | Municipal Feedback | Feedback received. Updates Complete. |
| | Level 2 Data (approved, planned land use) | Feedback received. Updates Complete. |
| | Finalization | Complete. Board approved Dealv2 at July 21, 2023 Board meeting. Dealv2 was posted to CMRB Open Data Portal. |
| | Overall project status | Project Complete. |