



Community Advisory Group on Flood Mitigation Measures Assessment

Terms of Reference

1. Background

The June 2013 flood in Southern Alberta was Canada's costliest natural disaster. In July 2013, The City of Calgary created an external Expert Management Panel on River Flood Mitigation that developed 27 recommendations aimed at achieving a safer, more flood resilient city.

As a result of the Panel's recommendations, The City is undertaking a triple bottom line assessment of structural and non-structural flood mitigation measures for Calgary. Mitigation measures include upstream and local infrastructure, operational strategies, land use policy and building practices and citizen-focused solutions to manage flood risk on the Bow and Elbow rivers.

A consultative, citizen-focused approach to this project will ensure that community input is considered in the resulting recommendations. Including the voices of the community is essential to improve the understanding of risks, community perspectives, and social impacts of flood mitigation. Community feedback will inform a recommended way forward on flood mitigation investments and actions.

2. Purpose:

The purpose of these Terms of Reference is to ensure that members of the Community Advisory Group (CAG) on the Flood Mitigation Measures Assessment are aware of expectations, commitments and their advisory role in providing input on the vision, mitigation measures, and project and engagement processes.

A draft Terms of Reference will be discussed and finalized at the first CAG meeting.

3. Scope:

The CAG will meet regularly to add insight throughout the flood mitigation option assessment process. The assessment of flood mitigation measures will consider CAG and the broader community and stakeholder feedback. Once CAG and community input is taken into consideration, Administration will bring a suite of flood mitigation solutions forward to Council in Q1 2017.

The specific types/topics of input that will be requested at each meeting will be outlined at future meetings and via the agendas. Many aspects of the input that will be requested from CAG members will be determined by the group's or public's input at previous stages of the project and cannot be defined more specifically until that previous stage of the project is complete. The scope of work for the CAG includes:

- Providing input into the triple bottom line selection criteria to analyse flood mitigation measures;
- Reviewing the flood mitigation measures, examining the trade offs, and providing input into optimizing solutions to meet community needs.

- Where possible, acting as liaisons to their respective stakeholder groups to communicate the flood mitigation measures assessment process.
- Providing feedback to the Government of Alberta's Bow River Working Group if requested.
- Reviewing the consultant's final report to provide final feedback for Administration to make recommendations to Council.

4. Principles and Guidelines

CAG members will join with City Administration in good faith to help determine the best flood resiliency actions and investments to meet community needs. The CAG will consult with Administration on public values around the floodplain and provide input to the screening criteria used to analyse the mitigation measures. The CAG will review the flood mitigation measures (as they are assessed by the technical consultant) and examine the trade offs of the measures from the community perspective.

Where possible, CAG members will also be a community link, with members acting as a communication liaison to their respective stakeholder groups to communicate project information and processes. CAG members are encouraged to help keep the community and stakeholders informed on the project process and upcoming opportunities for participation. The City will support this communication to the stakeholder groups.

The CAG is advisory to The City. City Administration will consider CAG input and public feedback in its final recommendations to Council. A summary of the input from CAG and the public will be contained in Administration's Council report.

5. Roles and Responsibilities

Community Advisory Group

- Group members must be prepared to invest the time and energy to attend all meetings, review information provided by The City, including email correspondence, and provide timely feedback and input on components of the project.
- If unable to attend a meeting in case of an emergency or significant reason, an alternate may be assigned to attend on a member's behalf. It is a member's responsibility to ensure their alternate is current on the information required to attend/provide input. If no alternate is provided and it is reasonably possible, The City will try to provide the opportunity for you to provide your input after the meeting, but for many meetings that require informed feedback, it may not be possible to ask for your input without the context of the meeting.
- Group membership is on a voluntary basis.
- Members must be prepared to work constructively to address areas of mutual interest.
- Members will provide input on flood protection measures that include their individual experience and values but that also reflect public good, which is a key factor in the ultimate decisions being made. Individual members' ability to learn about and consider the values and experiences of a wide range of city stakeholders is important.
- Where possible, members will act as a liaison to their respective stakeholder groups to communicate project information and processes.
- The group, with all its members, and The City will collaborate on the information and messages that will be shared with the public and stakeholder groups.

The City of Calgary

- Ensure that the meetings are facilitated.
- Provide an agenda (via email) for each meeting at least one week prior to the meeting date.

- The City will act as the designated media spokesperson.
- Provide the Group with balanced and objective information.
- Makes the engagement promise to *consult* with Advisory Group members wherever possible to develop the triple bottom line assessment of flood mitigation measures. In [The City of Calgary's engagement policy](#) “consult” (pg. 5) means The City promises to “consult with stakeholders to obtain feedback and ensure [your] input is considered and incorporated to the maximum extent possible. We will advise [you] how [your] consultation impacted the decisions and outcomes.”
- Provide all the necessary information for Group members to participate in a meaningful way.
- Inform the Group about opportunities to participate in public engagement activities.
- Inform the Group about opportunities to speak or provide input to Administration and Council.
- Support Group members to act as communication liaison to members' own communities/stakeholder groups.

Shared Responsibility:

- All information about members of this CAG is under protection of FOIP legislation.
- All meetings of the CAG will be run under the Chatham House Rule which is as follows: when a meeting, or part thereof, is held under Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.
 - Note: Any information that is deemed proprietary or confidential will be stated at the beginning of each meeting and will not be able to be shared outside the Community Advisory Group.

6. Composition of the Group

An ideal composition of the Group may include representative(s) from:

- Residents in flood-affected communities
- Residents in non-flood-affected communities
- Community Associations (flood-affected and non-flood-affected)
- Federation of Calgary Communities
- Businesses/organizations in flood-affected communities
- Community flood task forces
- Non-governmental watershed protection organisations

The optimal number of members is between seventeen (17) to twenty-one (21).

7. Meeting Schedule

- Approximately seven meetings are anticipated between March and December 2016 as follows:

March	April	May	June	September	October	Nov.-Dec.
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- Meeting dates will be confirmed at a later time.
- Each meeting will last approximately 3 hours and occur on weekday evenings.
- Meetings will normally take place at an accessible, central location, to be discussed at the first meeting.

8. Meeting Agendas and Notes

The City of Calgary facilitator will:

- Create and distribute meeting agendas and supporting materials in advance of each meeting.
- Host each meeting, including venue selection and refreshments.
- Facilitate each meeting.
- Record meeting summary notes.

- Prepare meeting notes for distribution in advance of the next scheduled meeting. Notes for a meeting will be sent via email to group members within 2 business days and members can provide corrections via email or at the next meeting.

