



Flood Mitigation Community Advisory Group

Meeting #1 Summary

Attendees: Project Team (Carolyn Bowen [co-lead], Darrell Sargent [co-lead], Pamela Reid, Sandra Davis, Zarina Mackie, Lyndia Peters [Facilitator]), Community Advisory Group members (17 members in attendance)

Meeting Summary – March 15, 2016

1. Welcome and Introductions – Carolyn and Darrell
2. Presentation: (available on calgary.ca/floodinfo)
 - Flood Resilience and Mitigation Program overview – Carolyn, Darrell and Sandra
3. Discussion arising from the presentations:
 - What is the scope of the Community Advisory Group? Will input be collected for short-term measures or exclusively long-term measures?
 - How does emergency response fit into the Community Advisory Group? Should CEMA or other groups (i.e.: Utilities) attend a meeting, or future meetings?
 - Does the scope include city only response or will it include private response?
 - Is there a specific time frame for measures (short, medium, long-term measures) and will it be defined within the scope of the project?
 - How will the Group address items that fall outside of the defined scope?
4. Group Structure and Terms of Reference review

Discussion and decisions:

 - Discussion on attendance and allowing alternate attendees:
 - Members who occasionally are unable to attend may participate through conference call.
 - Members who wish to send an alternate on their behalf are responsible for providing background information and discuss the items that will be discussed at the meeting with the alternate. Given the complexity and progressive nature of the topics to be discussed at the meetings, alternates cannot be brought up to speed on previously covered material during the meeting.
 - Sharing the names of the members of the Community Advisory Group
 - Members decided that they will not share publicly their names or release this information.
 - Members decided that will share their names within the membership of the group.
 - City staff will provide meeting notes within two business days of each meeting.
 - Members agreed to review the draft Terms of Reference.
 - Media Spokesperson discussion.

Key Outcomes and Messages

- At the March 15, 2016 meeting it was decided by the Flood Mitigation Community Members to consider member names as private information and agreed to not share this information publicly.
- The Community Advisory Group has agreed that members, on an occasional basis, may ask a representative to attend a meeting on their behalf.
- Carolyn Bowen and Darrell Sargent will act as media spokesperson for the Community Advisory Group and members will direct media inquiries to them.
- The City of Calgary, for record and distribution purposes, adheres to an Information Security Classification system.



Flood Mitigation Community Advisory Group Meeting #1 Summary

Next Steps

- The City will work with the Community Advisory Group to review the scope and address points discussed at future meetings.
- The Terms of Reference will be modified to reflect the discussion regarding conference calls and the use of alternates.
- The modified Terms of Reference will be circulated for review prior to the next meeting.

Materials:

- Flood Resilience and Mitigation Program overview – available on calgary.ca/floodinfo.
- Draft Terms of Reference – available on calgary.ca/floodinfo.