

# SMITH CREEK AREA STRUCTURE PLAN (ASP)

## Community Advisory Group (CAG)

### Meeting #1 - June 25, 2015

### 7-9 pm @ Elevation Place

#### In Attendance:

- Wanda Bogdane, Recreation
- John Borrowman, Town Council - Mayor
- Kyla Conner, Canmore Resident
- Ken Davies, Recreation
- Karsten Heuer, Environmental
- Pat Kamenka, Canmore Resident
- Sean Krausert, Town Council – Councillor
- Paul Lessard, TSMV Resident, Canmore Business
- Andrew Nickerson, Canmore Business and Tourism
- Chris Ollenberger, Owners Representative for TSMV

#### CAG Support

- Lori Van Rooijen, Facilitator
- Tracy Woitenko, Town of Canmore
- Jessica Karpat, QPD
- Kate van Fraassen, Town of Canmore
- Andrew Nakazawa, QPD

#### Agenda

1. Introductions
2. ASP Boundary and Background
3. ASP Process and Terms of Reference
4. Community Advisory Group and Terms of Reference
5. Next Steps

#### Introductions

##### **Role of the facilitator of the Smith Creek ASP Community Advisory Group was discussed**

- Ensure that everyone has a voice and opportunity to contribute to the discussion
- Ensure that information is provided on a timely basis and that information helps promote discussion of both the opportunities and concerns at the meetings and in the community
- Ensure that discussions are documented and ideas, solutions and opinions are recorded
- Ensure there is a clear link between the discussions and the final recommendations made by the Advisory Group
- Ensure that the Advisory Group is focused on solutions, the opportunities and issues related to the Smith Creek ASP and that the long term future of Canmore is considered
- Ensure that “ground rules” for the Community Advisory Group are understood
  - When someone is speaking, we need to really listen to what they are saying
  - No sidebar conversations
  - Respect for others views

- Lori will be available between each meeting to answer questions, discuss what is and what is not working, meeting dynamics, etc.

**Role of the Smith Creek ASP support team was discussed**

- Jessica, Tracy, Kate and Andrew are all providing support to the Advisory Group. Together they have significant experience in planning and understand both the process and the policy related to area structure plans, Council process and community engagement
- They will provide information required by members of the Advisory Group as they work with members of the broader community or their constituent areas
- They will attend informal meetings with members of the community when requested
- Using the advice and recommendations of the Advisory Group, they will be drafting the Smith Creek ASP, run the engagement process, and communicate with the broader public on the progress of the Area Structure Plan

**Members of the Advisory Group were asked to share their thoughts on three questions:**

*1. What experience/knowledge/skills do you feel you bring to the group?*

- It was noted that the make-up of the Advisory Group is wide ranging and balanced:
  - Subject area specialists
  - Facilitators
  - Community leaders
  - Long-time residents
  - Young families
- The Advisory Group feels they are also representative of:
  - Residents both in Canmore and from within TSMV
  - Business, community
  - Development industry
  - Special interest areas such as wildlife and recreation
  - Historical context
  - Future context

*2. What are your expectations for the Community Advisory Group?*

- That we respect different points of view in our discussions and understand that while our language may be different, we have common ground
- That we are open with each other in our discussions
- That the broader process is transparent
- That the Group is solutions oriented
- That we are not limited by past thoughts and that we have a clean slate to discuss new solutions to issues
- That even if we don't agree, we represent our discussions fairly and honestly to members of the community

- That we find solutions to issues identified by the community where possible, to take advantage of opportunities
- That if our solution(s) is not possible, we are given a reason why
- That we can walk away from this process feeling that we made a difference and that we are proud of our work

### 3. *What does success look like for you?*

- That the final recommendations allow for recreational space for many to use and enjoy
- That the ASP provides enough space for wildlife to live in a relatively undisturbed way
- That the ASP provides guidelines for development that keeps the “small town feel” – the things we love about our community and at the same time provides sustainability so that young families can stay and work
- That the ASP provides certainty and allows future developments to be viable and sustainable for both the developer and for the Town of Canmore and its residents
- That the process is not divisive in the community
- That our views are taken seriously and our input is evident in the final recommendations within the ASP
- That the process is iterative and changes made are based on feedback and input either through CAG members or the broader engagement activities
- That the development that results from the ASP is financial successful and provides opportunities for economic growth in our community
- That the development that results from the ASP is successful so that desires of the community such as wildlife and recreation amenities can be addressed
- That the end product works for businesses, the community and the developers
- That the process works, the discussion robust and that ultimately Council feels comfortable approving the ASP
- That at the end of the day, we still talk to each other on the street

Members of the Group expressed gratitude for being involved in the process and were hopeful that this time the issues can be discussed and solutions found that meet the long term needs of the Town of Canmore.

## ASP Boundary and Background

The potential boundary of the ASP was discussed based on the constraints that are being studied and identified. The Smith Creek area was identified.

The vision for the lands was discussed. Nothing is written in stone however, it is helpful to have some “bubbles” drawn on the maps as to what this development could be.

How this ASP relates to other ASP's in the area was discussed and whether there would be continuity of corridors throughout the area. The idea that other ASP's would be opened up is not likely unless there is a very good reason to do that. However, things like the unfinished golf courses may be discussed at the CAG.

## ASP Process and Terms of Reference

Tracy reviewed the “Working Together” guideline and discussed how the document came about and how it would be used to define our relationship between the Town, its residents and the developer. It contains sections like dispute resolution and generally defines how we will work through the process. This document is more about the relationship and the process than the ASP document itself.

Jessica discussed the Terms of Reference (TOR) for the ASP that is going to Council on June 30 for consideration and approval. The document sets the framework for the ASP and left the door open to the CAG to provide comment and feedback if there is something not considered. This document will be the guiding document for the ASP and the CAG discussions. It is a requirement that prior to creating an ASP that Council must review and then approve the Terms of Reference for the ASP.

Tracy reviewed the Environmental Study section and pointed out that it is different language than people are used to seeing. There is recognition that there were frustrations in the past around EIS's throughout the community so the Town is currently in the process of updating the Municipal Development Plan, including EIS requirements and a revised EIS policy. This will set parameters on what future reports will contain and what the Town wants out of environmental studies. The requirements for an Environmental Study in the Terms of Reference should meet the expectations of what the Town will be looking for out of EISs in the future with the MDP update. The Town and the developer are creating the scope and hiring consultants for all studies in the ASP together and will be hearing the results at the same time.

Based on a comment from the CAG, Tracy and Kate confirmed that this document meets the Town's needs for what will be required within an Area Structure Plan document.

## Community Advisory Group and Terms of Reference

Mechanisms for communicating with the broader community were discussed, particularly the role of CAG members within the community. It was recognized that the CAG is one of several conduits to the community and as such members asked for messaging and support materials when speaking to members of their own constituency. The need for speaking with one voice was raised and discussed by members. The FAQs is not static and will be updated on a regular basis. This document can provide that support. It will be important for CAG members to provide the types of questions being asked by members of the community. CAG members are expected to bring back a broader perspective from the community to the discussions.

The broader engagement process was discussed. Traditional activities such as open houses are planned and the use of online discussion tools such as *Place Speak* will also be used. There are a number of interactive functions in *Place Speak* like mapping features that allow members of the public to make comments. The CAG is one way the views of the public can be heard but not the only way. The CAG however is important because it is the group that acts as the filter and the mechanism for more detailed discussion of those ideas. This is a ground up process and the CAG helps to provide the transparency for the process.

Meeting notes will be posted to the Smith Creek web page once all members of the CAG have the opportunity to review. The CAG members can use these notes as reference when out speaking with the broader community.

It was acknowledged by all that there will be times when information will not be ready to take to the broader community. Members of the CAG will decide as a group when and how such information will go out. Members decided that it is simple to say we agreed to the guidelines and that when information is ready to bring things to the public we will bring it to them. For example, there may be some high level concepts that will have way more detail than what will be required in an ASP but will be necessary for the CAG discussion. We will have to determine the best way to convey that information so as to not set undue expectations within the community. Plans are iterative and always change based on a number of factors – community issues and concerns, Town regulations and policies, physical constraints and financial success of the project as required by TSMV.

The Terms of Reference for the Community Advisory Group was discussed briefly. Lori will follow up with each member for any changes. The Terms of Reference will be ratified at the next CAG meeting in July.

## Next Steps

Meeting schedule was discussed and it was determined that the CAG will meet monthly starting in July. There is much work to be done and there was a commitment around the table to move it forward now rather than wait for the fall.

The next meeting will be held July 16 from 5:00 to 9:30 pm at the Town Civic Centre (Classroom). Dinner will be served. This meeting will focus on providing an in-depth background on the history of the lands, the physical constraints, the issues and opportunities identified through other processes. A background binder will be distributed prior to the next meeting.

Following July, meetings will be scheduled every third Thursday. Agenda and materials will be sent out to the CAG no later than one week before the scheduled meeting.

The Mayor thanked members of the CAG for their commitment to the process and expressed excitement about working with the members of the group and the process in general.

## In Camera Items Discussed

Wildlife Corridors: The potential types or constraints were discussed - highway, wildlife corridor, steep creeks, ice and water flow in the winter, etc. This will be a future discussion with the group. These are early days, no decisions have been made and more work is required.

The meeting was adjourned at 9:25 pm.