

Terms of Reference Community Advisory Group Smith Creek Area Structure Plan

1. Background

The Town of Canmore and Three Sisters Mountain Village (TSMV) are committed to working together to engage the Canmore community during the establishment of an Area Structure Plan (ASP) for the Smith Creek area of Three Sisters (approximately sites 7, 8 and 9). A Community Advisory Group (CAG) is an important component of this process. The Town of Canmore and TSMV will engage with the CAG to help shape considerations as the ASP advances.

2. Purpose:

The purpose of these Terms of Reference is to ensure that members of the CAG are aware of their roles, expectations and commitments during the development of the ASP.

3. Principles and Guidelines

Information sharing: Members are encouraged to help keep the Canmore community and related interest groups up to date on information, technical studies and other pertinent issues relating to the development of the ASP. Where appropriate and reasonable members are expected to seek input from additional individuals or groups that may share interests with the general interest they represent.

Good faith: All Committee members including, the Town of Canmore and TSMV, will work in good faith to work towards a constructive outcomes for each party. At times, the Committee will be asked not to share early information or concepts and the Town of Canmore and TSMV would ask that Committee members respect this request.

Consult: Consult with the Town of Canmore and TSMV on impacts and opportunities that come to light during the ASP process.

Advisory role: The Committee is advisory to the Town of Canmore and TSMV. Both parties will consider all input and feedback in the development of the ASP and will show how the document was able to respond to this input and feedback. In instances where the document is unable to respond to this input and feedback an explanation will be provided. Both parties are very interested in the Committee's position on all issues relating to the development of sites 7, 8 and 9.

4. Composition and Selection of the Committee

The CAG will be comprised of a minimum of 8 and a maximum of 12 representatives from the community. Committee members will be appointed through agreement of both TSMV and Town of Canmore Administration. A varied base of expertise and local perspectives will be established

through the composition of the CAG. It is possible that a member of the CAG could represent more than one of the groups if they are found to have several degrees of expertise.

The CAG will consist of representatives from the following groups:

- Town of Canmore Council Member
- Potential builder
- Environmental focused individual
- Canmore business community
- Canmore resident (full or part-time)
- Canmore resident from an existing TSMV developed community
- Canmore Business & Tourism
- Recreation focused individual
- Arts and culture focused individual
- Affordable housing advocate (potentially CCHC)

Subject matter experts will also be invited to provide input as particular issues are discussed> This includes groups such as:

- Provincial Government – Environment and Sustainable Resource Development
- Provincial Government – Parks and Recreation
- Canmore Community Housing Corporation

5. Roles and Responsibilities

Committee Members:

- are energetic and passionate about their community, able to attend meetings, review information and questions forwarded by the Town of Canmore and TSMV, (including email correspondence), and provide timely feedback and input on components of the ASP development process
- are individuals that have a strong interest in the Canmore community and desire to engage in this volunteering opportunity to help achieve best possible outcome for Canmore's future development
- are those with a unique perspective on community concerns and the opportunities that the development of the Smith Creek area may have to align with community needs and interests
- are connected to the pulse of the Canmore community and are therefore able to provide input on the project based on broad based community feedback
- are committed to and excited about the opportunity to engage in open and transparent communications with Town of Canmore and TSMV
- will positively work to resolve any differences with Town of Canmore and TSMV when the need arises
- acknowledge the CAG is not a decision-making body or a body which reports to Council, and its role will be fulfilled once the ASP has been formally submitted to Council for decision.

TSMV:

- will provide all the necessary information for committee members to participate in a meaningful way
- will provide the CAG with balanced and objective information
- will be open and transparent with economics and financial aspects of development as much as possible
- will consider the input and feedback of the community in the project decisions
- will provide a reason “why” if an element or concept is not supported to be inserted into the plan
- will acknowledge the efforts of the CAG and be respectful of their time given that they are volunteers
- will work towards building a development that the community can be proud of
- will inform the Committee about opportunities to speak or provide input to Canmore planning authorities and council
- acknowledges that the Town of Canmore has final approval of the ASP
- will provide a minimum of 2 weeks’ notice for any future meeting dates

Administration representatives:

- will provide advice and feedback based on policy direction of the Town of Canmore in a timely manner
- will provide information on the application processes related to the proposed ASP
- will listen to and understand community concerns and opportunities related to and for incorporation within the proposed ASP
- will work with TSMV and the community members to resolve identified issues
- will commit to working with TSMV and the community members through the entire process
- will make recommendations to Council based on Town policies, technical aspects of the ASP, and professional opinions.

Town Councillor:

- will support the engagement process with the community at-large, the CAG and Town Administration
- will provide input and feedback on the project at key points in the project

6. Meeting Schedule

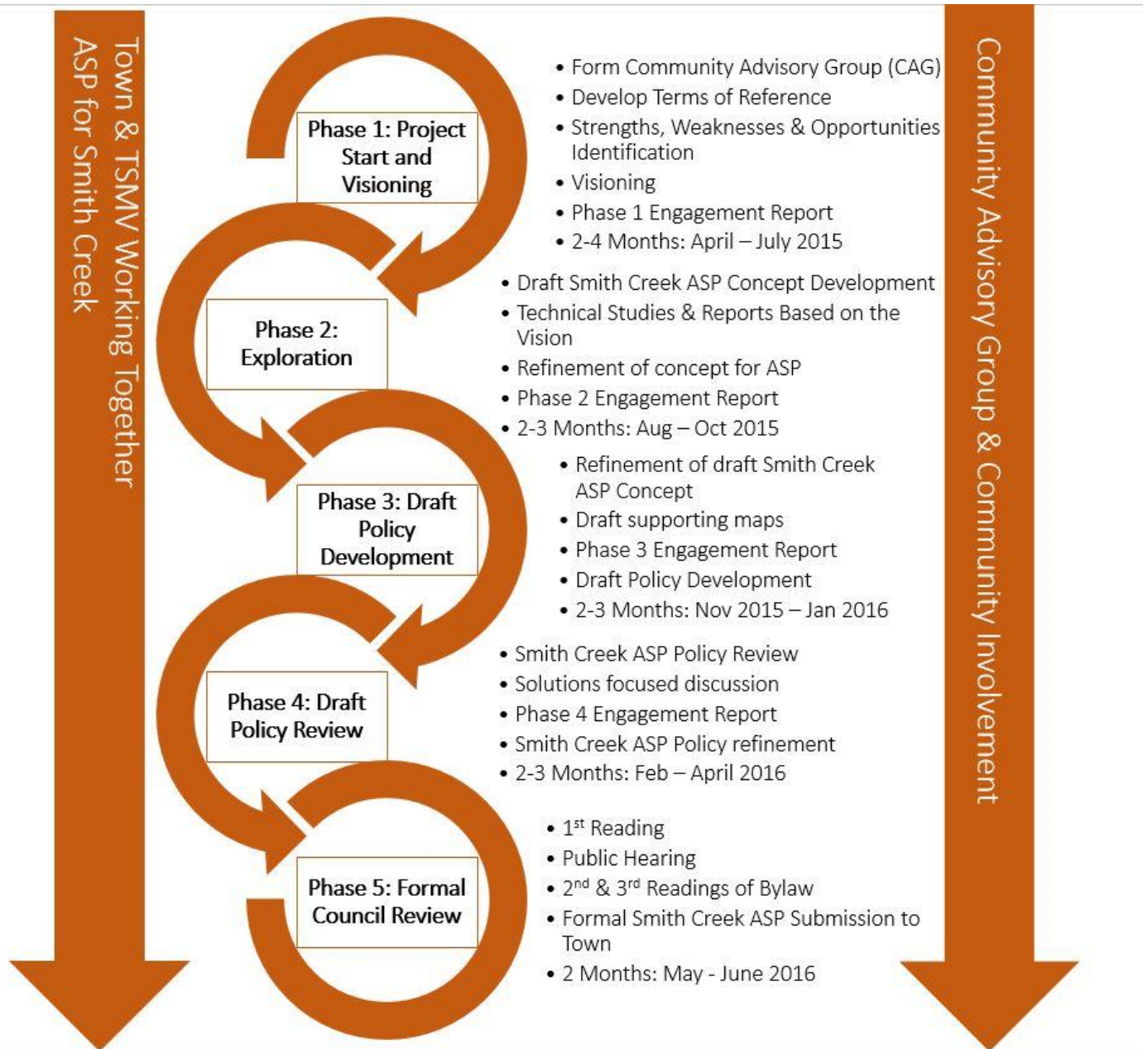
- About 8-10 committee meetings are anticipated between April 2015 and April 2016
- Meetings may occur every 2-3 weeks during the initial authoring stage and monthly during implementation and evaluation
- Meetings will last approximately 2 – 2.5 hours
- Meetings locations will be determined on a per meeting basis and be made known to the Committee at least one (1) week in advance

7. Meeting Agendas and Notes

The Town of Canmore and TSMV will:

- create and distribute meeting agendas and supporting materials in advance of each meeting
- host each meeting, including venue selection and refreshments
- prepare meeting notes (assisted by a Note Taker) for distribution in advance of the next scheduled meeting

8. Anticipated Milestones¹



¹ Please note that dates are subject to change. This section will undergo further refinement as the process develops.