

Bowness Flood Mitigation Working Group

Terms of Reference

Establishing a Bowness Flood Mitigation Working Group

To build mutual trust and understanding amongst all stakeholders and support and strengthen stakeholder engagement during the study and research components of the Preliminary Design Phase, the Bowness Community Association, Bowness Responsible Flood Mitigation Society and The City of Calgary agreed to jointly establish the Bowness Flood Mitigation Working Group in May 2019.

The Working Group provides advice to The City of Calgary Bowness Flood Barrier Project Team and advocates for full consideration of the interests of all stakeholders, including the directly impacted residents and businesses, in the community of Bowness in determining the best flood mitigation solutions for the community.

Purpose of the Working Group

As representatives of the larger community of Bowness, the Working Group is committed to providing advice to The City of Calgary Bowness Flood Mitigation Project Team. Meetings will continue throughout the Preliminary Design Phase until such time as City Council makes a decision on the next phase of the Bowness Flood Barrier, which is anticipated in Q2 2020. The Working Group may continue to meet after that date if deemed appropriate.

The Working Group will support The City barrier team engagement activities, with a focus on ensuring the Bowness community and directly impacted residents are fully informed, have the opportunity to provide input and have confidence the Bowness community is treated fairly, respectfully and equitably when compared to the rest of Calgary relative to flood protection

Specific responsibilities include:

- 1) Advocate for complete communication and engagement for all Bowness stakeholders, and review and provide input and advice on communication and engagement activities and tactics.
- 2) Develop a clear understanding of flood mitigation strategies, including upstream mitigation and provide advice on how to best communicate the information to the broader community.
- 3) Advocate for complete and technically sound research and information which may include requesting independent review/peer review of research design and recommendations;
 - Identify gaps and provide input on research projects, based on local knowledge and understanding;
 - Receive draft research outcomes and reports, ask questions and make suggestions to ensure the final report accurately reflects the local context.
- 4) Provide input and advice to the Bowness Flood Barrier Project Team on local flood mitigation options for Bowness, including new ideas, where appropriate.

- 5) Oversee the process to ensure directly impacted residents have the opportunity to be informed, understand and be consulted throughout the Preliminary Design Phase and The City responds on how the input was considered and impacted the final report.

Membership

The membership of the Working Group is intended to reflect a broad representation of community stakeholders.

The Working Group will be comprised of:

- Four representatives of Bowness Community Association Board
- Four resident members residing in the various flood zones (see below)
- Four members of Bowness Responsible Flood Mitigation Society
- Up to four representatives of Mainstreet Bowness/ the business community
- Up to three members from other stakeholder groups (seniors, heritage)
- The City of Calgary Bowness Flood Barrier Project Manager and the Engagement Consultant
- Representative of Ward 1 Councillor's Office

Guests are not welcome unless approved by the Facilitator, who may seek advice of the Working Group Members. Subject matter experts may be asked to provide information to the committee.

To provide continuity and build relationships, member alternates should be avoided.

Additional individuals representing the engagement team and the Project Manager will also attend the meetings and be available to receive input and answer questions.

Member Roles and Responsibilities

The Working Group is formally aligned with the Planning & Development Committee of the Bowness Community Association. It is an advisory body to The City of Calgary Project Team, providing advice and input regarding communication and engagement on the proposed barrier project and overall flood mitigation strategies for the community of Bowness.

All members of the Working Group have equal standing and represent their stakeholder groups or constituent organizations. Specific responsibilities include:

- attend Working Group meetings
- read circulated materials and be prepared for informed discussion
- provide feedback from member organizations regarding receipt of and level of understanding of communication materials
- consider all written and verbal information to inform WG discussions
- if representing an organization or society, members may share information as appropriate by bringing forward the views and perspectives of their members and providing updates on the

activities of the Working Group to their membership; The City is responsible for providing information to all residents

Bowness Community Association will actively participate on behalf of the entire community of Bowness in accordance with its mission: "... building a stronger community for all by respecting the history, diversity and natural beauty of Bowness. ... To foster an environment of collaboration and respect with all stakeholders."

The City of Calgary is responsible for providing up to date and timely, accurate and complete information on the project to all stakeholders and for providing opportunities for stakeholders to ask questions and provide input. The City of Calgary is committed to processes that are responsive and accountable and will collaborate, as defined by the Engage Policy, with the Working Group.

Facilitator Role

The City of Calgary is providing an independent, neutral facilitator for the Working Group. The facilitator will liaise between The Working Group and The City of Calgary Project Team ensuring open and continuous communication.

As appropriate and when requested, the facilitator will support members in preparing updates and reports to their respective constituencies and The City of Calgary Project Team.

The facilitator will be responsible for:

- providing neutral facilitation of meetings
- ensuring respectful dialogue amongst members and between The City and the Working Group
- maintaining the membership list
- scheduling the meetings as requested by the Working Group
- managing the agenda and notes/minute distribution
- scheduling guests and reports as requested by the Working Group
- advocate for timely responses to questions from the Working Group
- advocate for the application of The City of Calgary's Engage Policy

Meetings and Schedule

- Meetings be scheduled as decided by the members, but at a minimum, on a bi-monthly basis.
- Agendas will be determined by the facilitator in discussion with Working Group members.

Working Approach

Every member of the working group has equal status to ask questions and provide input. It is not a decision-making body but if the members determine that an opinion of the group would be beneficial, the opinion would be a "consensus", defined as *general agreement or judgment arrived at by most of those concerned or group solidarity in sentiment and belief* (Webster Collegiate Dictionary).

Members are expected to be respectful of each other and guests, to be supportive of the Working Group and individual members when in discussions outside the committee meetings and are asked to abide by the BCA Code of Conduct (attached).

Respectful dialogue is defined as one member speaking at a time, with the freedom to express personal views and the interests of their constituency without fear of personal attacks. It also encompasses the responsibility to fully participate and the right to disagree.

Sharing of Information and Resources

- Members may discuss agreed upon outcomes and processes outside the meeting.
- Working Group documents, such as meeting notes and presentations will be shared on a unique website and stored by by The City of Calgary Project Team.
- Unless clearly marked Confidential, materials shared with the Working Group will be deemed as public and can be shared with their respective organizations.
- Member organizations can post public materials on their respective websites.

Attachments

1. Membership List
2. BCA Code of Conduct
3. Definitions

MEETING – June 27 2019
BOWNESS FLOOD BARRIER
COMMUNITY WORKING GROUP
MEMBERS LIST

Name	Email	Affiliation
Anne Campbell	annecampbell2@shaw.ca	Resident BCA - Heritage
Sheila Clayden	Clayden2@telus.net	Resident Seniors
Sydney Empson	communityhub@mybowness.com	BCA Staff
Jacqui Esler	Jacqui@mainstreetbowness.com	Mainstreet Bowness
Jane Kahler	JaneKahler1@gmail.com	Resident BCA - Planning
Rae McKenzie	braemckenzie@hotmail.com	Resident
Patti Peck	pgutek@hotmail.com	Resident BRFM
Jeff Riedl	jeff@slvgdarchitecture.com	Resident BCA - Planning
Ralph Smith	caward1@calgary.ca	Chief of Staff, Ward 1
Josie Stiles	jastiles@telus.net	Resident BCA - Planning
Hank Vrielink	Hank.vrielink@gmail.com	Resident BRFM
Jean Woeller	jwoeller@shaw.ca	Resident BRFM
		Mainstreet Bowness
		Mainstreet Bowness

Judy Hoad	judyhoad@gmail.com	Facilitator
Mariel Higuerey	mhiguerey@contextresearch.ca	Engagement Consultant
Amy Stansky	bownessbarrier@calgary.ca	Interim Project Manager



BCA Committee Members

Code of Conduct

Committee members of the Bowness Community Association are to demonstrate honest and ethical behavior to uphold the interests of the Association. As a volunteer organization, adherence to this Code of Conduct promotes openness and collaboration between members of the community, as well as establishing transparent and accountable procedures during Committee meetings. Failure to act in accordance of these Codes of Conduct may, at the discretion of the Committee Chairperson, or the BCA Board, result in removal from the Committee.

In addition to the terms of the Volunteer Commitment Agreement, by signing below, the Member agrees to the following:

1. Committee members must therefore hold the interests of the Bowness Community Association and membership over and above any personal interest of any Committee Members acting as an individual consumer or the Bowness Community Association's programs and services.
2. Committee Members must abide by the Conflict of Interest Policy.
3. Committee members shall: endeavour to seek and reflect on community input; present and discuss various perspectives; provide a forum for all voices to be represented in the discussions of the Committee
4. Committee Members shall not exert undue influence over the Association and its activities except where stated in the Association's bylaws.
 - a. Individual Committee Members shall not speak for the Association when interacting with staff, the public, the media or other entities unless authorized by the Board to do so.
 - b. Committee Members cannot judge staff performance unless authorized by the Board to do so.
5. Committee Members are expected to deal fairly, ethically, and communicate clearly with outside entities or individuals, with residents or staff, and with other Committee Members and Shall ensure a fair, honest, open and respectful discussion for all
6. Committee Members shall not disclose information or discussions that are confidential in nature outside of the Committee
7. Committee Members shall respect and support the final decision of the Committee

Committee Member Signature: _____

Date: _____

Document ratified: August 20, 2014

Definitions: Flood Areas

Flood Hazard Area - In Alberta, the flood hazard area is the area that would be flooded in a 1:100-year flood. It is typically divided into two zones: floodway and flood fringe. In some areas, such as Calgary, there may also be a third zone, called the overland flow zone, which is considered a special part of the flood fringe.

Floodway - The floodway includes the channel of a river and, in some places, the land next to the river. The floodway carries the bulk of the floodwater downstream. Flow is usually fastest and deepest in the floodway.

Floodplain - The area next to a river which can flood when river flows are high. The floodway and flood fringe are within the floodplain.

Flood fringe - The area outside of the floodway that is flooded in a 1:100-year return period, but where flows are not as deep or fast as in the floodway.