

MISCELLANEOUS
CITYWIDE
CPC AUDIO AND VISUAL RECORD

EXECUTIVE SUMMARY

Meetings of Calgary Planning Commission (CPC) are live webcast, this report seeks authorization from CPC to adopt the procedural change required to record and provide on demand delivery of archived video of its proceedings so that customers, citizens and stakeholders can view at their convenience for up to four years. This report will then be forwarded to City Council for information.

PREVIOUS COUNCIL DIRECTION

None.

**PLANNING AND DEVELOPMENT'S RECOMMENDATIONS
TO CALGARY PLANNING COMMISSION**

2017 April 20

1. That Calgary Planning Commission **AUTHORIZE** the broadcast and archiving of Calgary Planning Commission meetings; and
2. That Calgary Planning Commission forward this report to City Council for information.

The Calgary Planning Commission:

1. **AUTHORIZED** the Broadcast and Archiving of Calgary Planning Commission Meetings Report; and
2. Forwards this report to City Council for information.

REASON(S) FOR RECOMMENDATION:

The broadcast and archiving of CPC meetings will further the purpose of the Planning and Development department to meet the hopes and aspirations of communities through great planning by facilitating development and ensuring Calgarians have a safe place to live and work. Archiving the decision-making process at CPC will improve the transparency of the process and allow the proceedings to be viewed at the convenience of all citizens, customers and City staff. Archiving the proceedings also creates an opportunity to ensure the accuracy of the minutes. The archived video can also be used as a training tool internally. The archived video will be maintained for a four year period consistent with the archives of Council and Standing Policy Committee video archives.

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PLANNING AND DEVELOPMENT'S RECOMMENDATIONS TO CALGARY PLANNING COMMISSION

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and
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Moved by: S. Keating

Carried: 7 – 0

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BACKGROUND

Webcasting Council and Standing Policy Committee meetings began in 2009 and archiving began in 2011. Calgary Planning Commission Meetings have been webcast but have not been archived during the same period. The only record of the proceedings are the official hard copy minutes. Planning and Development currently pays a fee for the IT services necessary for the webcast and support services. The annual cost of the webcast is currently in the order of \$15,000 annually. The additional costs of recording and archiving video will be funded by Planning & Development. Annual cost is anticipated to be in the range of \$1,000 in addition to the current annual costs.

This report is seeking authorization to adopt the procedural change to achieve the video for the proceedings. No change to the current CPC Bylaw or Procedure Bylaw is required to accommodate this change. Planning and Development recommends that that CPC then forwards the proposed authorization to City Council for information.

INVESTIGATION

The hard copy minutes of CPC meetings are currently the only permanent record of meeting proceedings. These minutes are retained on site for a period of two years before they are sent to records for archiving. On occasion, citizens, customers, stakeholders and CPC members as well as administration have requested a copy of the proceedings for various purposes to which we have had to respond that there was nothing available. CPC minutes contain the actual motions made at the meeting and any additional written comments received from members that support their individual reasons for their vote. The discussion leading to the decision is not captured.

Allowing for the archiving of the current video feed will allow customers, citizens and stakeholders full access to review meeting proceedings after they have concluded. This will serve to enhance transparency of the proceedings and a better understanding of the types of information that go into a decision or recommendation to Council. The archived video will be retained for a period of four years which is consistent with the archival periods for City Council and Standing Policy Committee meetings.

One of the key enablers that form a foundation to achieve our key results within the 2017 Planning and Development Business Plan is to create an effective and collaborative department that supports achievement of quality development. The ability to leverage archived video will allow our staff to better prepare for and learn from their presentations at CPC by being able to not only review the outcome of the decision but also the discussion and considerations of the commission members and presenters.

It is recognized that in some cases, CPC deliberations and discussions that do not currently show up in the official minutes of a meeting, might be used to further a case being heard by

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Subdivision and Development Appeal Board (SDAB). By the same token, those representing a decision from CPC at the hearing could utilize the same material to demonstrate how thorough a review was given at the meeting and the context under which discussions occurred.