

## Technical Sustainment Committee

To ensure that the Guidebook for Great Communities is responsive to testing and learning, related projects, new trends, and innovative ideas in community development and built forms, Administration is proposing the creation of a Guidebook Technical Sustainment Committee. At its heart, the sustainment committee is about a commitment to change, growth, learning, being open, next steps, and future considerations.

Administration recognizes that the Guidebook for Great Communities is a living document and as such, will need to evolve and adapt to future needs and things we learn. For Administration to be effective and efficient in ensuring relevant and applicable policy through the city, there needs to be a thoughtful process to address technical issues and highlight opportunities to further achieve outcomes, to vet and test new and innovative policies, clarify interpretations of policies and documents, and to disseminate information to representative groups.

A technical sustainment committee, comprised of both internal staff and external stakeholders, with diverse ages, genders, cultures and backgrounds, who are familiar with the Guidebook, as well as how it relates and implements the goals of the Municipal Development Plan will help to assess when changes are needed. While this technical sustainment committee will not replace citizen engagement, it will streamline future amendments by highlighting needs and issues as they arise, and ensure a common approach recognizing all perspectives.

The technical sustainment committee will focus on changes required to the Guidebook to ensure policies are reflective of the needs of communities, citizens, and industry, as well as ensuring development is realized and our communities are equitable and inclusive. In addition, members of the technical sustainment committee will act as connections to their networks by communicating about committee discussions, interpretations, clarity, resolved issues, and potential amendments to ensure the Guidebook's ongoing success.

Should Council adopt the recommendations of this report, Administration will proceed to draft a Terms of Reference based on this Attachment, engage with stakeholders to finalize the terms, and proceed to membership selection.

The following is a general outline for the Guidebook Technical Sustainment Committee and will be the starting-point for the Terms of Reference.

### Committee Purpose

1. Facilitate and increase effective communication about the Guidebook among internal staff and external stakeholders.
2. Exchange ideas, information, and knowledge to increase and build the capacity of Committee members.
3. Increase and improve the level of trust between external stakeholders and The City.
4. Ensure clarity and understanding of the goals and objectives of the Guidebook, it's related projects, and issues/opportunities related to all.
5. Discuss and analyze issues, interpretations, and opportunities of the Guidebook. Issues requiring additional analysis and response will be forwarded to the Guidebook team to address.
6. Forward non-technical issues, interpretations, or concerns with other policy or planning projects to the Next Generation Planning Group within Planning and Development.

### Roles and Responsibilities

1. Committee members are expected to contribute their knowledge and insight to identify issues, interpretations, and opportunities that require discussion and resolution.
2. Attend meetings, to be held quarterly (4 times annually).
3. Represent the membership of their organizations or networks and disseminate information and decisions of the Committee to their organizations or networks.

### Principles

1. Next Generation Planning Program Focused – It is assumed that Committee members will operate in the interest of the Guidebook for Great Communities, supporting the vision and goals of the Municipal Development Plan and Calgary Transportation Plan, and in pursuit of creating great communities for everyone. It is recognized that each member “wears a different hat” depending on which organization or group they represent, but the primary intent is to “wear a big hat” that serves the best interests of all stakeholders.
2. Transparency – All discussions will be transparent and open to sharing within the Committee and disseminating information out to representative groups. Contributions from all Committee members are valued and respected and will be communicated in a transparent and respectful manner.
3. Optimism – The Committee members agree to work toward the best solution that supports the Guidebook for Great Communities.
4. Consideration of All Perspectives – The Committee members agree that all opinions are important and should be taken into consideration.
5. Participation – The Committee members are committed to ensure the success of the Committee. This requires regular attendance and contribution.

### Committee Membership

Membership will be determined through a Terms of Reference.

### Chair

The Technical Sustainment Committee is chaired by the Guidebook lead or their delegate.

### Term

1. Commit to a term of two years
2. Subject matter experts or special guests will be asked to participate on an as-needed basis depending on the topic of discussion.
3. Prior to the end of the two-year term, determine if the Committee is to be renewed for another term (term length to be determined), and re-assess the Terms of Reference should another term be deemed necessary.

### Decision-Making

1. The Committee is advisory and collaborative in nature and, as such, does not have decision-making authority.
2. The Committee may make recommendations on actions to be taken to resolve issues, interpretations, and opportunities.

3. Final decision-making authority is dependent upon scope and jurisdiction but will generally reside with City Administration and/or City Council.

### Tasks

1. Bring forward stakeholder issues, interpretations, and opportunities that have impacts to the Guidebook.
2. Review other issues, interpretations, and opportunities generated by Administration, Council, and others
3. Discuss options for resolution to issues, interpretation, and opportunities but does not dictate workplan or timelines.
4. Discuss opportunities to integrate new approaches.
5. Filter issues, interpretations, opportunities, and new approaches to other projects that require deeper assessment, research, collaboration, and response.
6. External stakeholders are to act as a sounding board for issues, interpretations, and opportunities to support developing solutions.
7. Committee representatives are to work together on specific issues or topics as identified.

### Follow-Up

1. External Committee members will report to the membership of the organizations they represent on the outcome regarding issues and suggestions they have raised.
2. External Committee members and their organizations will have the ability to make independent submissions to Council on proposed amendments.
3. When an amendment to a project is identified, the NGP program or sub-project reserves the right to determine appropriate scope for work, and timing for taking proposed amendments to Council.

### Procedures

1. Minutes will be prepared by City Administration staff.
2. Agendas, topics, and materials will be distributed prior to the meeting. Content, topics, and materials for the Agenda are to be supplied to City Administration staff by any Committee member no less than three (3) weeks prior to the scheduled meeting to allow time for distribution ahead of the meeting.

### Frequency of Meetings

Committee will meet quarterly (4 times annually).

### Code of Conduct

1. Any issues deemed confidential must be declared, otherwise it is assumed that discussions of the Committee are not confidential. Unless otherwise declared, members of the Committee are free to publicly discuss and share the content of the Committee meetings if there are no personal attribution of remarks.
2. All Committee members agree to treat others with respect, civility, and dignity, and to respect other opinions and contributions. Any conflict, disagreement, or inappropriate behavior are to be resolved in a manner that contributes to a healthy, safe, and productive workplace.