

## Resiliency and Flood Mitigation Community Advisory Committee

### TERMS OF REFERENCE

#### Background:

#### Resiliency and Flood Mitigation Office

The purpose of this office is to protect the people and property in Drumheller from loss due to flooding through a sensible model for a small community to adapt to the perils of changing climate. The Resiliency and Flood Mitigation Office will manage the Flood Mitigation and Climate Adaptation System through to its completion in 2024.

#### Purpose, Mandate, Role and Scope

The purpose of the Resiliency and Flood Mitigation Community Advisory Committee is to:

- Work with the Flood Mitigation Office to learn and understand the reasons for the Flood Mitigation Program and the scope of the project to guide engagement with the public.
- Connect with the community affected by the Resiliency and Flood Mitigation Program, and report back to the Resiliency and Flood Mitigation Office on the concerns of the community.

The engagement and recommendations will describe the community members' understanding of the purpose of the Flood Mitigation Project and will be guided by these questions:

- What are the causes of flooding in Drumheller?
- What areas will be impacted by flooding?
- How will these areas be impacted by this project?
- What will happen if this project does not take place?

To achieve this mandate the Committee:

- Will receive an orientation for a clear overview of the project to date and continue to be kept abreast as the project progresses;
- Will focus only on matters related to the current Resiliency and Flood Mitigation Program;
- Will conduct interviews, investigations, surveys, and meetings as the Committee deems necessary or desirable to ascertain the views of community matters related to the purpose for which the Committee has been established;
- Assist community members in understanding flood related decisions and activities and the background associated with them.
- Will review, analyze, and summarize all written input received from community members;
- Will report to the Resiliency and Flood Mitigation Program Office: and
- Work with the Flood Mitigation Program to seek resolution to concerns identified to us by community members.

#### Engagement

The Committee will conduct the engagement (interviews, investigations, surveys, and meetings) between September 2021 and August 2022, having due regard for agricultural stakeholders' busy periods and Indigenous communities' scheduled ceremonies.

#### Report on Engagement

- The Committee will submit its report on the engagement as deemed appropriate, but no less than once every month, summarizing the perspectives, and concerns of the Drumheller and area community members about Resiliency and Flood Mitigation Program.
- The Committee will submit this report to the Resiliency and Flood Mitigation Office, the CAO, and the Mayor and Council.
- The Resiliency and Flood Mitigation Office will post a summary online of the report submitted from the

Committee.

### **Membership**

The Committee will consist of six to eight members of the community, representing a broad section of community interests and geographic locations. Membership is established by an independent consultant

### **Term**

Committee members are appointed for a one-year term.

### **Committee Meetings**

In delivering the engagement and the report, the Committee may meet by any method and at such frequency as it deems necessary or desirable. Members will provide notifications of absence to the Committee members in advance. If more than two meeting absences are expected in the term, the member must notify the Committee. A minimum quorum of two committee members is required for any meeting. Summary notes from each meeting will be approved by the Committee. Meeting materials will be provided by the independent consultant in advance of each meeting. Summary notes from each meeting will be approved by the Committee and may be posted online.

### **Confidentiality and Conflict of Interest**

The discussions and deliberation of the Committee are confidential. Information gained through the course of participation on the Committee cannot be used for personal interest or gain, or that of a close family member. Any real or perceived conflicts of interests must be disclosed to the other Committee members immediately.

Committee information is the property of the Resiliency and Flood Mitigation Office and will be managed in compliance with the Records Management Regulation, the Freedom of Information and Protection of Privacy Act, and applicable Information Management Technology Standards.

### **Expenses**

Committee members may be reimbursed for reasonable expenses necessarily incurred in the course of performing their duties as Committee members in accordance with town policy.

### **Secretariat**

The Resiliency and Flood Mitigation Office will provide an independent consultant to support the Committee, which will include the following:

- Arrange engagement and meeting logistics, recording engagement and meeting notes and assisting the Committee with drafting and delivering meeting agendas and materials;
- Serve as the liaison between the Committee and the Resiliency and Flood Mitigation Office;
- Arrange access to information as required;
- Arrange research and analysis on behalf of the Committee;
- Assist with engagement and meeting planning, arrange logistics for engagement, arrange engagement tools and discussion guides under the Committee's direction, and arrange for drafting of notes and summaries of Drumheller community members' input.
- Arrange for the drafting of the engagement report and final report and recommendations under the Committee's direction.