

# **BANFF COMMUNITY PLAN STEERING COMMITTEE 2023**

## **MEETING AGENDA**

**Town of Banff Ted Langridge Room**

**Thursday, March 2, 2023, at 1:00pm**

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### **1.0 CALL TO ORDER**

The March 2, 2023, meeting of the Banff Community Plan Steering Committee will be conducted in-person in the Ted Langridge Room located at Banff Town Hall.

### **2.0 APPROVAL OF THE AGENDA**

2.1 Approval of the agenda for March 2, 2023

### **3.0 ADOPTION OF PREVIOUS COMMITTEE MINUTES**

3.1 Approval of January 9, 2023, meeting minutes

### **4.0 UNFINISHED BUSINESS**

### **5.0 REPORTS**

5.1 Draft Community Plan 2023-25 – Public Input & Communications (J. Darrah – Director, Communications & Marketing)

5.2 Draft Community Plan Timeline – Sequence Spreadsheet (J. Darrah – Director, Communications & Marketing)

### **6.0 CORRESPONDENCE**

### **7.0 NEW BUSINESS**

### **8.0 INQUIRIES**

### **9.0 DATE OF NEXT MEETING(s)/ADJOURNMENT**

Thursday, March 16, 2023 – 1:00pm – Jim Bennett Room

CC  
Allan Buckingham  
Stavros Karlos  
Wanda Bogdane  
Sheila Luey  
Corrie DiManno  
Darren Enns

Vamini Selvanandan  
Leslie Taylor  
Jess Harding  
Kendra VanDyk  
Grant Canning  
Randall McKay

## **BANFF COMMUNITY PLAN STEERING COMMITTEE**

### **MEETING MINUTES** **Town of Banff Ted Langridge Room** **Thursday, February 9, 2023, at 10:00p.m.**

#### **COMMITTEE MEMBERS PRESENT**

Allan Buckingham – Member at Large  
Dr. Vamini Selvanandan - Member at Large  
Stavros Karlos - Member at Large  
Coun. Grant Canning - Member of Banff Town Council  
Jess Harding - Representative of Environment NGO  
Wanda Bogdane - Representative of Business/Tourism NGO

#### **COMMITTEE MEMBERS ABSENT**

Mayor Corrie DiManno - Member of Banff Town Council  
Sheila Luey - Representative of Banff Field Unit assigned by Parks Canada  
Leslie Taylor - Member at Large

#### **ADMINISTRATION PRESENT**

Darren Enns	Director of Planning and Development
Emma Sanborn	Development Planner
Alison Gerrits	Director of Community Services

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### **1.0 CALL TO ORDER**

The February 9, 2023, meeting of the Banff Community Plan Steering Committee will be conducted in person at Ted Langridge Room located at Banff Town Hall.

**BCP23-12** Moved by Buckingham to call the meeting to order 10:05.

**CARRIED**

### **2.0 APPROVAL OF THE AGENDA**

2.1 Approval of the agenda for February 9, 2023.

**BCP23-13** Moved by Karlos to approve the February 9, 2023 agenda.

**CARRIED**

### **3.0 ADOPTION OF PREVIOUS COMMITTEE MINUTES**

3.1 Approval of January 26, 2023 meeting minutes.

**BCP23-14** Moved by Canning to adopt the minutes from January 26, 2023.

**CARRIED**

### **4.0 UNFINISHED BUSINESS**

### **5.0 REPORTS**

5.1 Community Social Assessment Overview

- Qualitative Data – current and immediate future reflection on what is good and what could change, not a 20-year timeline
- Setting expectations/education in qualitative data gathering is important – i.e. ensuring folks understand the reason for the town’s existence – visitor service centre
- Goals and tactics borne from community social assessment service
- Timeline for social assessment
  - Q1 – phase 1 planning
  - Q2 – data collection
  - Q3 – categorize/code/themes and check-in
  - Q4 – report writing
- Themes and preliminary themes can be shared from social assessment to steering committee as things arise
- Interested in including longer term vision questions into FCSS social assessment
- Could plug themes with FCSS to consider and keep an eye out if those themes are actually showing up – initial “soft” validation of steering committee direction
- On the second social assessment Q3 check-in, can FCSS field questions that have arisen from SC
- Strengths and weaknesses of 2007 Community Plan
  - Be specific and clear at a strategic and visionary level
  - Community social assessment is not mandated, as an example, one could mandate the social assessment process as a tactic for community wellbeing
  - Indicators – be clear and strategic
  - Master plans are a tactic for tackling specific topics (transportation master plan, tourism master plan) – community plan could acknowledge (or critique) and support these existing processes
  - 2010 Community Plan descended into tactics prior to master plans occupying this space, 2023 Community Plan can rise above (policy wise and strategically)
  - Steering committee can be strategic in thinking about how community plan can speak to and be leveraged to other levels of government, organizations, etc. with resources or doing complementary work

## 5.2 Community Plan Scope of Work Update

- Connect different documents to “topics you need to talk about anyways” – federal and provincial requirements for the community plan. Book reports could reflect back on these conversations we need to have anyways, and highlight topics that *aren’t* identified that we might need to talk about – bucket diagram
- Book reports: values, themes, issues, missing information - should be highlighted to group in presentations

## 6.0 CORRESPONDENCE

## 7.0 NEW BUSINESS

## 8.0 INQUIRIES

**9.0 DATE OF NEXT MEETING(s)/ADJOURNMENT**

**BCP23-15** Moved by Bogdane to adjourn at 12:43 PM

**CARRIED**



## **Updating the Banff Community Plan 2023-25**

**Public Input & Communications – A discussion guide for the Steering Committee**

*(Note: Previous update occurred over 2005-07)*

The Town of Banff's "30,000-foot" plan for 2050

### **What is the Community Plan, also called a Municipal Development Plan?**

The Community Plan describes the **long-term vision for the Town of Banff**. It identifies **goals and policy direction to guide decisions** on municipal planning and **land use management, for decades to come**.

The plan envisions how the community is expected to change over time and provides a guidebook to help direct the changes in the right direction. As guided by the National Parks Act, Banff Management Plan and Alberta MGA... this is **the municipality's top plan**, with a "**view from 30,000 feet**" to see the big picture and plan for our future.

For Banff, this means describing the goals for commercial, residential and visitor activity in the town, **within pre-set certainties** about our community in a national park, such as:

- The purpose of the incorporated Town
- The fixed area for town
- Maximum commercial development
- Others...

The plan will ensure the town **fulfills its mandate** as a service centre for visitors, in a way that provides a good quality of life for residents, and is economically, socially, and environmentally sustainable.

The Community Plan will help **many decision-makers** collectively build a shared and desired future for our limited land base. This plan serves as **a record of the choices about the community's future**.

This guiding policy document will **affect the use of publicly and privately owned property**, and the **infrastructure and services that are needed** to support the intended uses.

Although a Community Plan should be updated about every 10 years (in synchronicity with the Banff Management Plan), the Community Plan **sets Policy Direction** for activities that will occur over 20-50 years. The midpoint is about 30 years. That's **Banff in 2050**.

The plan is a **communications document** clearly describing the **desired physical layout** of activities and features that will be accommodated within Banff's land base – commercial, residential, public space for residents/visitors, social requirements and services, municipal infrastructure... and the **decisions to deliver on the community's priorities** for the next few decades.

Benefits of having a good plan include:

- creating and maintaining aesthetically appealing, orderly and comfortable communities with the amenities desired by the public
- making the most efficient use of limited resources with our land base
- minimizing conflict between differing types of land uses and associated users
- protecting ecological and environmental integrity in the town and surrounding area
- promoting the health, safety, and welfare of residents
- building an inclusive community able to respond to the needs of individuals and a variety of household types
- preserving key features with important social, cultural and heritage significance
- creating certainty about what will develop and where growth will occur
- providing clarity for private investors about what the community is prepared to accept and needs
- becoming more resilient and able to respond to changing circumstances and emerging challenges

The Community Plan also provides clarity for future decisions that:

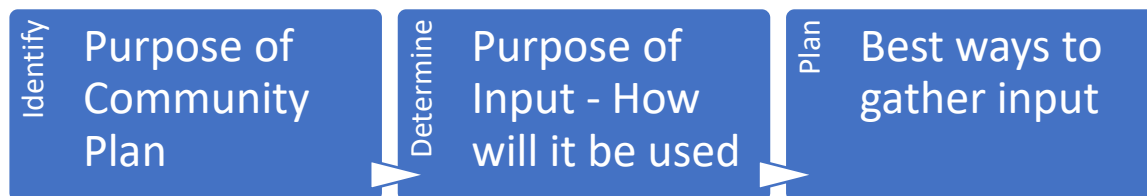
- promote the public interest when managing growth pressures and development requests
- balance property owners' right to the use and enjoyment of their property with restrictions on those rights within the national park environment and for the greater public good and public health
- identify areas for commercial opportunities that may economically and socially benefit visitors, the local community and the environment in which we live.

### **Public Input and Communications 101**

**Public input** is the process for gathering input from interested people and groups, for **consideration in decisions** about updating the Community Plan.

**Never ask for input on matters you don't want to consider.** Ask for input when you want meaningful information to be considered in decisions and plans.

Determine why you need input, from whom, and how you will use it... then use a principle-based approach to plan the methods for collecting input.



Purpose of public input may include:

- generating ideas
- identifying priorities and creating solutions
- providing opinions and feedback in response to ideas, options or other things
  - helping participants feel heard and involved in the community's future

The **success** of the public input process will be measured by the significance and thoughtfulness of the collected input, rather than the number of participants. The process should be accessible, easy to understand, clear in objectives, enjoyable and meaningful.

**The methods for gathering input is determined only AFTER confirming the people you want to participate and the information you want to receive from them.**

The **approaches** for gathering public input are to be selected based on the **type** of information sought from people, and the factors affecting their ability to give meaningful input.

Types of information sought and factors affecting meaningful input include:

- how complex or simple is the topic, how many people are affected, are different groups affected differently
- is this a divisive topic with polarized perspectives

- do you want people to learn from others or just interact with facilitator
- can people provide input anonymously and can they provide input alone
- is a level of knowledge on the topic required for meaningful input
- is it important for participants to co-create solutions together
- how much time are we requiring from people to give input
- do we need participants to interact with decision-makers

Approaches to be selected can include processes where input is:

- provided by individuals, without knowledge of other input
- provided in groups in a deliberative setting
- provided over a series of sessions for building concepts to policy
- provided “one and done”
- provided through consensus or by quantitative means

There can be several approaches used in different phases.

**Communications** in this instance is the process of informing. Objectives for informing can include:

- increasing awareness or understanding
- affecting perceptions
- influencing behaviour

**Communications** through each of the phases of the Community Plan development will:

- communicate to increase understanding about what is a Community Plan and the context in Banff
- create understanding that it is a long-term plan that will lead to shorter-term action plans and guiding policies
- inform to increase awareness about opportunities for public input... and to generate interest and trust in participating in the process – why it is important to participate (WIIFM)
- inform to increase understanding of the certainties about Banff – the pre-made decisions or elements of the Community Plan – and the areas where choices are to be made (“what’s on the table”)
- inform about where we are in the process, what decisions have been made, what input has been provided and how it has been used, and what’s next



**Public input** is proposed to occur with a pre-engagement phase and **three engagement phases**, with a different role for the public in each phase:

Phase A: **Create and Verify** our Priorities for Banff (within pre-set certainties)

Phase B: **Provide Feedback** on a Draft Community Plan

Phase C: **Validate** the Banff Community Plan

Before Phase A, pre-engagement is required:

- Confirm the people and groups we need to ask for input (also develop personas)
- **Confirm the input we want to receive in each phase**
- Confirm the draft Topic areas of the Community Plan that will result in policy direction
- Confirm the type of engagement in each phase and the appropriate methods for engaging people and groups
- Confirm the guide posts – what has been pre-determined, what is on the table

#### **Phase A: Create and Verify our Priorities for Banff**

**Decisions that public input will influence:** Vision, community values, topic areas, goals and policy direction in the topic areas.

#### **Input we want:**

- A **vision** for what Banff looks like in 2050
- We have draft **topic areas** that will be guided by the Community Plan – what's missing?
- Identify the top **challenges** and **opportunities** coming over the next 30 years that Banff needs to prepare to meet
- What are underpinning community **values** in these areas?
- **For topic areas, identify our goal by 2050**
- Are the limitations of this Town in the National Park understood?

Information we want to provide:

- Opportunities for input, why participation is important
- Process stages
- How will input be used and what other factors are being used to build the draft plan
- What is the community plan, what will it do
- The certainties (non-negotiable) for Banff
- Draft topic areas that the community plan can guide
- Past plan, other guiding plans and thought starters related to topic areas

**Phase B: Provide Feedback on a Draft Community Plan**

**Input we want:**

- Identify what is most important in the draft plan
- Provide any problems that may occur as a result of any of the goals
- Identify anything missing from the draft plan
- Are the limitations of this Town in the National Park understood?

Information we want to provide:

- What we heard in Phase A and how we used it to create a draft plan
- Why it is important to provide feedback
- Other processes underway (Social Assessment, SEA development)
- What other factors and input is being considered in shaping the plan
- Context of the plan and what's next – how input will be used

**Phase C: Validate the Banff Community Plan**

**Input we want:**

- Identify what is most important in the draft plan
- Provide any concerns about any of the goals
- Are the limitations of this Town in the National Park understood?

Information we want to provide:

- What we heard in Phase B and how we used it to create a draft plan
- What other input was used to guide decision about drafting the Community Plan
- Other processes underway (Social Assessment, SEA development)
- how input will be used and other factors being considered
- Context of the plan and what's next

**Potential Topic Areas for Community Conversations**

**Orientation**

<b>What Activities Go Where in Banff’s finite land area, now and in future</b>	Fixed town site area
	Residential zones
	Commercial zones – accommodation, retail, services, industrial... (under maximum commercial floor area)
	Reserved Green (& Blue) Space
	School zones and Child Care space
	Outdoor Public Realm
	Recreation, play and community use space, municipal and private
	Municipal service delivery and programming space
	Heritage, Cultural and Institutional areas
	Utility Infrastructure – power, water, wastewater, drainage, internet
	Welcome/entrance zones
	Areas allocated for greenfield development, and anticipated build-out

For these topics

- What are underpinning community values?
- What are coming challenges and opportunities?
- What are goals to achieve by 2050 (within pre-set certainties)?

<b>Topic Area</b>	<b>Sub-topic thought starters</b>
<b>Tourism Mandate</b>	Banff service centre role
	Types of visitors and visitor services
	Converting Tourism Impact into Community Resilience
<b>Interaction with surrounding jurisdictions</b>	Land and municipal interaction and impact from/to surrounding national park area
	Land and municipal interaction with Lake Louise hamlet
	Land and municipal interaction with Canmore
<b>No Net Environmental Impact &amp; Environmental Stewardship</b>	Sensitive ecosystems
	Wildlife corridors and Town site buffers
	Wildlife protection – eliminating attractants, keeping distance, lights, noise, dogs on leash...
	Climate Action – energy sources and use, efficiency,
	Zero Waste to Landfill – residents, visitors and businesses
	Air and Water conservation

	trees and vegetation – indigenous and fire-resistant
<b>Housing Development</b>	Housing mix
	New housing on undeveloped land
	New housing redevelopment
	Housing development requirements – parking, parking in lieu, environment, etc.
<b>Inclusivity (and affordability)</b>	Housing affordability and availability
	Food affordability
	Child Care availability
	Seniors space and affordable programs
	Recreation and Leisure availability
	Accessibility for all on sidewalks, parking and into buildings
	Access and Universality of public amenities like washrooms...
	Transportation affordability
<b>Mobility and connectivity infrastructure and programs</b>	Overall priorities for modes of travel and networks
	Goods and services delivery and transportation
	Pedestrian transportation – resident commuting/recreating/errands, visitor recreating
	Bicycle and skateboard transportation...
	Shared vehicle transportation services – transit, taxi, ride share...
	Personal vehicle transportation
	Resident parking
	Visitor parking
	Mass Transit connection with Bow Valley and Calgary
	Industrial District access
	Water access
	Access to trails outside town
<b>Indigenous Peoples</b>	Indigenous Entrepreneurship, employment
	Access, land use, knowledge sharing
	Truth and Reconciliation
	Public Education, Commemorating Heritage
	Municipal Naming
<b>Business and Industry</b>	Goods and services mix for all resident demographics and visitors
	Encouraged, tolerated, not permitted
<b>Workforce</b>	Workforce mix - demographics, length of residency, families/singles
	Labour attraction, career development
<b>Health and Social Supports</b>	Space for services and amenities mix for all resident demographics and visitors
<b>Recreation, play, leisure, events, art and culture</b>	Space for services and amenities mix for all resident demographics and visitors

<b>Heritage Conservation</b>	Protecting and commemorating built heritage and landforms Cultural heritage
<b>Community Safety</b>	Safety as a priority related to traffic, sidewalks, trails, wildlife, late-night economy, events, year-round access, construction activity
<b>Emergency Response</b>	Flood zones
	Wildfire Prevention
	Evacuation Planning
	Railway
	Highway
<b>Principles of Development</b>	Design aesthetic/style
	Height, lot use, form, accessibility, sustainability
	Redevelopment priorities for most effective land use
	Requirements for parking, parking in lieu, energy efficiency, etc.
	Navigation
	Winter/Summer planning
	Streetscape Design – redevelopment
	Density

**Draft list of People and Groups we want to provide input**

- Banff Elementary School Students
- Banff Community High School Students
- Canadian Rockies Public Schools - School Board
- Banff residents – renters/homeowners, young adults/families/seniors, workers/retired
- Banff workforce
- Business owners/managers for key sectors: accommodation, food/beverage, tour operators, entertainment and events, trades, transportation, health, professional services
- Bow Valley residents who work in Banff or access services in Banff
- Banff Heritage Corporation
- Banff Housing Corporation
- Community Art Committee
- Banff & Lake Louise Tourism
- Regional First Nations – Iyârhe Nakoda First Nations, Blackfoot Confederacy nations, Tsuut’ina First Nation, Métis settlements
- BanffLIFE participants
- Banff Canmore Community Foundation
- Banff and Lake Louise Hospitality Association
- Environment Organizations (Bow Valley Naturalists, CPAWS, Y2Y)
- Roam Transit – BVRTSC Board
- Banff National Park Field Unit
- Town of Banff employees
- Settlement Services Clients – Newcomers, PR and Foreign Workers
- Association for Mountain Parks Protection & Enjoyment (AMPPE)
- Banff Centre
- Banff Seniors Society

- Community Cruisers
- Banff Childcare Society
- Visitors to Banff from Bow Valley, Calgary Region, Alberta, Canada, World
- Canmore, Lake Louise and Bow Valley residents
- Canadians
- Indigenous Peoples from across Canada

**Type of information, factors affecting input and approaches recommended**

**Phase A: Create and Verify** our Priorities for Banff (within pre-set certainties)

- Some simple aspects that could be done alone, such as overall vision for Banff in 2050
- Much of the input (ie goals for topic areas) could be done without advance learning
- However, many aspects are complex – interrelationships of topic areas, limitations on Town, factors other than public opinion being used to create plan – would benefit from phases and/or discussion opportunities (to help participants understand through questions and clarification or on-time learning)
- Different backgrounds and perspectives will create a wide range of opinions of future challenges and opportunities – which would benefit greatly from shared discussion and exposure to different ideas
- Potential polarization on some topics would benefit from shared discussion opportunities, to show issues are not black and white, and reduce “plebiscite perception”
- Different topic areas would affect different groups in very different ways
- Diversity of topics would mean experience and expertise from individuals would be limited to some of the topic areas, which would benefit from targeted engagement and opportunities for people and groups to focus on their strengths and provide input alone or with like-minded interests

**Phase B: Provide Feedback** on a Draft Community Plan

- Unlike in the preceding “idea generating” phase, feedback is mostly one-way, requiring less question/clarification
- Draft plan will be lengthy, requiring time to consume and consider, before giving feedback. However, feedback to a document will be easier – can be done alone or in a group
- Some interest groups and individuals would benefit from targeted engagement for feedback on areas of interests
- Some individuals or groups with wide-ranging interests (or no specific interests) would benefit from hearing others’ perspective during the process of giving feedback to inform their perspective, especially in cases of traditionally polarized perspectives
- Feedback stage should aim to reduce generation of new ideas, requiring less time, but likely involving stages for refining the Draft Plan based on waves of feedback. More waves of feedback/revision should reduce the amount of feedback/revision needed in final phase

Phase C: **Validate** the Banff Community Plan

- This phase of feedback should be shortest and can be accomplished in individual, one-way feedback, but some interest groups most affected would benefit from group socialization

**Public Input Tactics**

Phase A: **Create and Verify** our Priorities for Banff (within pre-set certainties)

- **Open House and street/Market Booths** – generate awareness, understanding of parameters and certainties, learn about the process
- **Charettes, Focus Groups, World Cafes and Workshops** – gathering input with different groups, focussed on different elements
- **Surveys and Discussion Forums** – later-stage confirmation of values and goals
- **Visitor Intercept surveys**

**Examples**

- Open House for Launching and Learning about the Community Plan
- Elementary school classroom visit and group drawing of Banff in 2050
- Youth and Young Adult Sessions on values and goals for each topic area
- Seniors Centre session on values and goals for each topic area
- Summit series (World Cafes) with residents and workers
- Focus group with BLLHA and BLLT boards
- Survey on Topics, Values and Goals

Phase B: **Provide Feedback** on a Draft Community Plan

- Online Survey
- Discussion Forum
- Key group focus groups
- Visitor intercept survey

Phase C: **Validate** the Banff Community Plan

- Workshop
- Online survey
- Public Hearing

**Communications and Promotions Tactics**

- Project web page
- Visual Theme (to help distinguish from other public input projects such as Community Social Assessment, Census, Satisfaction Survey, ARP Railway Lands, Caribou Street Redevelopment, Annual Pedestrian Zone, Budget...)

- Bear Street Parkade Displays
- Sidewalk Signs at high-resident-traffic locations
- Media Relations
- Information Session (Open House Launch)
- Farmers Market Booth
- Pedestrian Zone Booth
- Postcard mail drop
- Business postcard drop
- Town newsletters and alerts, email subscriptions
- Settlement Services
- Community Table
- Partner newsletters
- Council Briefings
- Advertising – Roam, Mountain FM, newspaper, business posters



	Phase 1				Phase 2				Phase 3										
Responsibility	up to Jan. 2023	February	March/April	May/June	July	August	September	October	November	December-March	April-May 2024	June-September 2024							
<b>Town Council decisions or actions</b>	Community Plan Structure of Work. Steering Committee Terms of Reference		Receive briefing on process, timeline					Update to Council on draft plan ready for public feedback?				Council receives report on Community Plan, process and What We Heard docs, and final feedback	Pass 2nd and 3rd readings and Council endorses Community Plan, asks for submission to Federal Government						
<b>Steering Committee decisions or actions</b>	Sequential vs concurrent processes	Review updates, briefings, background material and other plans	Review and endorsement of Public Input Process	Council Briefing from Chair	Identification of themes (Topic Areas) in MDP; Book reports on Objectives	Review Table of Contents for Community Plan		Review What We Heard from Phase 1 public input; give guidance on additional input process, if any	Review Community Plan Draft 1,	Review any changes required from P.C. for Draft V.3 of Community Plan		Review feedback on Draft Community Plan and recommendations for changes; review What We Heard and give guidance on additional input process, if any	Give feedback to Town on recommended changes to Community Plan						
<b>Parks Canada decisions or actions</b>	Join Steering Committee; provide direction on federal requirements for MDP	Review of draft public input plan	Prepare Terms of Reference on engagement nationally and with Indigenous Peoples (prep for Phase 2)			Review Community Plan Draft V.2 to check conformance with Incorporation Agreement, BNP Management Plan, National Parks Act, other laws	Direct changes to Draft V.2 for conformance, for a V.3	Parks Canada to prepare Draft Terms of Reference (TOR) for Strategic Environmental Assessment (SEA) of Community Plan	Parks Canada to hold 30-day public (national and Indigenous Peoples) review of Draft Terms of Reference of SEA	Parks Canada revises Draft TOR for SEA based in public feedback; sends to Town	Review Town's Draft Strategic Environmental Assessment (SEA) of Draft Plan; identifies changes required to SEA	Parks Canada starts 60-day public input process on SEA	Parks Canada helps generate national and Indigenous Peoples feedback on Draft Community Plan	Parks Canada complies feedback from 60-day review of SEA and makes Determination of significance of impacts	Parks Canada Publishes Statement relating to SEA	Prepare Report and Recommendation to the Minister for Adoption of Banff Community Plan	Minister Tables in Parliament		
<b>Public Input</b>			Learn why we have Plan, and how it guides (example waste --Zero W Program)	Input on community values	Input on what Banff looks like in 2050, per topic areas (vision)	Input on strategies to get to vision (goals/objectives) by 2035		Parks Canada holds 30-day public (national and Indigenous) review of Draft Terms of Reference of SEA	Town starts 40-day Public Input Process to get public feedback on Draft Community Plan	Town continues 40-day Public Input Process to get public feedback on Draft Community Plan		Local Public Review of Revised Community Plan, and final feedback	Public Hearing in Council on New Proposed Community Plan						
<b>Town Administration work</b>	Compile background resources	Draft MDP public input process plan developed	MDP branding development and documentation	Identify Key Interested Parties	Complete Communications and Engagement Plans for Phase 1, 2, 3	Confirm conformance with other plans (ongoing)	Write Draft Community Plan V.1	Send Draft V.1 to Steering Committee and Town Admin	Revise to Draft V.2 based on Steering Committee Changes	Revise Community Plan (create V.3) based on Steering Committee and Parks Canada direction on conformance with federal legislation	Apply design standards to Community Plan	Promote upcoming public feedback of Draft Community Plan	Prepare report on feedback and recommended changes, send to Steering Committee	Town revises Draft Community Plan to create V.4 based on public feedback and guidance from steering Committee and SEA	Town hosts final feedback on Revised Community Plan; compiles any feedback for report to go to Council	Promote public hearing on new proposed Community Plan	Inform public on status of Community Plan; Submit to Province	Finalize document of Banff Community Plan	Inform Community about approved Community Plan
<b>Consultant work</b>	MDP requirements of Prov. & Fed. (must have and may have)	Draft MDP promo/info plan developed (comms plan)	Identify what public needs to know for P.I. and for confidence		Promote engagement opportunities	target general residents and key interested groups, hard-to-reach people and regional Indigenous Peoples	Send draft What We Heard to Steering Committee	Send official Draft V.2 to Parks Canada with What We Heard		Town prepares Draft V.1 Strategic Environmental Assessment (SEA) of Community Plan based on approved TOR; sends Draft SEA to PC	Town revises Draft SEA based on P.C. feedback. Prepares for P.C.-led public feedback	facilitate in-person input sessions, compile and analyze all streams of input on Draft Community Plan	prepare what we heard report on public feedback on Draft Community Plan				Design final infographics about process and plan		