



CPAA

COMMUNITY PLANNING
ASSOCIATION of ALBERTA

**take
the
initiative**

2020 CPAA
CONFERENCE
RED DEER | APRIL 27th - 29th

EXPLORING INNOVATIONS & RESILIENCY
IN COMMUNITY PLANNING

RECEIVED

October 23, 2019

Attention: Mayor Mr. Craig Copeland
City of Cold Lake
5513-48 Avenue
Cold Lake, AB T9M 1A1

OCT 28 2019
cid CAD
sig to Mayor
CITY OF COLD LAKE

**Re: Community Planning Association of Alberta (CPAA) 2020 Annual Conference
Request for Attendance and Sponsorship Support**

The Community Planning Association of Alberta (CPAA) is a non-profit group incorporated in 1977 as an organization dedicated to the promotion of community planning in the Province of Alberta. Through various means, the Association provides a forum for all stakeholders to discuss community planning-related concepts, ideas and issues with a view towards solutions.

The CPAA has been and remains instrumental at bringing together varying perspectives on community planning related challenges and prides itself on broad based representation and participation from rural and urban environments. Events and outreach coordinated throughout the year and the annual CPAA conference bring together individuals with varying and diverse perspectives from political, planning, administrative and academic backgrounds throughout Alberta.

The 2020 annual conference will be held from April 27th – April 29th 2020 at the Black Knight Inn in Red Deer, Alberta. This year's conference is themed the "**Take the Initiative! Exploring Innovations & Resiliency in Community Planning**". This theme was chosen as a means to celebrate those communities and groups that are taking the risk and trying something new. For this year's conference we will be presenting various case studies to inspire attendees and provide learning opportunities. The conference creates a space for planners, administrators and elected officials to explore how planning can help influence, shape and enhance our communities and municipalities.

As part of CPAA's conference planning this year, the committee is reaching out directly to municipalities, previous and new conference partners throughout the Province to consider attendance for Council members, Chief Administrative Officers, SDAB and MCP members, Planners, Development Officers, Association and Post-Secondary Education professionals who may benefit from conference participation and to consider sponsorship, funding or in kind contributions to support the CPAA conference. Donations to the Silent Auction which fund student scholarships are always welcome.

All sponsorship funding or in kind contributions received will be used to support conference activities and contribute to annual scholarships awarded by CPAA to students advancing post-secondary education and a career in planning.



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To support your consideration of participation and / or formal contribution in this important annual event, please find enclosed the following:

- Conference registration form
- Conference exhibitor registration form
- Conference sponsorship form and sponsorship information
- Conference call for proposals

Should you have any questions in regards to this request, please do not hesitate to contact the CPAA Secretary, Vicki Hackl, at 780-432-6387 or cpaa@cpaa.biz or Chair of the 2020 Conference Committee, Candace Banack at 403-851-2578 or Candace.Banack@cochrane.ca.

Thank you in advance to your consideration. We look forward to your participation and support.

Regards,

Candace Banack, RPP, MCIP

Chair, 2020 CPAA Conference Planning Committee

Encl:

*Conference registration form
Conference exhibitor form
Conference sponsorship form and information
Conference call for proposals*

2020 ANNUAL PLANNING CONFERENCE & EDUCATION SESSION

REGISTRATION FORM

Delegate Name(s) [with title/positions for name tags]:

.....
.....

Organization:

Address: City:

Postal Code: Email: Phone:

Contact person and email for invoicing and payment:

Dietary Restrictions: No Yes,

*Conference registration fee includes: Welcome Reception, Conference Sessions, Hot Buffet Breakfasts, Hot Luncheon & Banquet.
Pre Conference bowling evening (April 26, 2020) fee includes: shoe rental, 90 minutes of bowling, appetizers and two (2) drink tickets. Bowling to be held at Heritage Lanes in Red Deer.*

Education Session fee includes: Education Session, Hot Buffet Breakfast, Buffet Lunch

PRE CONFERENCE BOWLING & SOCIAL

- Registration Fee: \$45 for CPAA members
- Registration Fee: \$50 for CPAA non-members

CONFERENCE REGISTRATION

- Conference Registration Fee: \$500.00 for CPAA members
- Registration Fee: \$575.00 for non-members
- Registration Fee included with Sponsorship - If yes, please indicate sponsorship level
- Student Registration Fee: \$50.00 Students must be current members of CPAA.

Full-time students please indicate Institution:

.....

EDUCATION SESSION REGISTRATION

- Education Session Registration Fee: \$150.00 for CPAA members
- Education Session Registration Fee: \$175.00 for CPAA non-members

Total Amount Owning: **Payment Enclosed** **Payment to Follow** **Invoice**

GST is not applicable. Credit card payment is not available. However, payment may be made by e-transfer, direct deposit or by cheque, made payable to Community Planning Associate of Alberta.

Cancellation Policy: There will be no refunds, but you may transfer the registration to another person, or conference and/or education session to another individual with the same organization.

Please complete the form and return with payment to

CPAA Office
205 - 10940, 166A Street NW,
Edmonton, AB
T5P 3V5

P | 780-432-6387
E | cpaa@cpaa.biz

Privacy Statement: The CPAA collects personal and commercial information under the Personal Information Protection Act. The use of personal information provided to the CPAA is limited to the purposes of conference administration and to future CPAA outreach and communications to CPAA members, non-members and conference attendees.

2020 CPAA CONFERENCE SPONSOR PACKAGE

SPONSOR FORM

Contact Name:

Organization:

Address: City:

Postal Code:..... Email: Phone:

TERMS AND CONDITIONS:

1. Benefits will be allocated by the CPAA on a "first come, first served" basis.
2. A sponsorship is secured only upon receipt of sponsorship contribution.
3. CPAA reserves the right to amend the rules and regulations governing sponsorship at any time.
4. CPAA reserves the right to assign sponsorship based on sponsorship level and number of sponsors at each level.
5. Sponsorship refunds will not be issued by the CPAA.

SPONSORSHIP & PAYMENT DETAILS

Sponsorship Amount \$

Payment amount enclosed

Payment to follow

Please invoice sponsorship amount to above organization

GST not applicable. Credit card payment is not available. Payment by e-transfer, direct deposit or by cheque, made payable to: Community Planning Association of Alberta.

I have read and agree to the terms of the sponsorship/partnership agreements contained herein:

Signature:

Date:

*Please note the deadline for sponsorship is **March 14, 2020***

Please forward completed sponsorship forms to:

CPAA Office
205 - 10940 66A Street NW
Edmonton AB
T5P 3V5

Questions regarding sponsorship should be directed to:

Vicki Hackl, CPAA Secretary
P | 780-432-6387
E | cpaa@cpaa.biz

2020 CPAA CONFERENCE SPONSOR PACKAGE

DIAMOND \$3,000

There may only be one sponsor in this category. The diamond sponsor shall be recognized as a **Principal Sponsor** in all conference materials. A sponsor representative will be invited to speak as part of conference welcoming and closing remarks.

BENEFITS

- Two (2) free registrations for Conference (Value: \$1,000)*
- One (1) free registration for Education Session (Value: \$150)*
- One (1) free exhibitor space (Value: \$250)
- Primary sponsor in all conference materials and publications
- Primary recognition through prominent on-site signage
- First opportunity to sponsor conference delegate swag items

PLATINUM \$2,000

Sole Sponsor for one activity. Please choose:

- Education Session
- Conference Banquet
- Silent Auction
- Student Participation

BENEFITS

- One (1) free registration for Conference (Value: \$500)* **OR** one (1) free registration for Education Session (Value: \$150)*
- One (1) free exhibitor space (Value: \$250)
- Logo placement and listing in conference program
- Recognition through prominent on-site signage

GOLD - \$1,700

Sole Sponsor for one activity. Please choose:

- Keynote Speaker
- Two (2) Concurrent Sessions (12 sessions available)
- Banquet Beverages
- Wednesday Plenary Session
- Refreshment breaks (4 to choose from)
- Closing Plenary

BENEFITS

- One (1) free registration for Conference (Value: \$500)*
- Logo placement and listing in conference program
- Recognition through prominent on-site signage

SILVER \$1,000

Sole Sponsor for one activity. Please choose:

- Banquet Entertainment
- One (1) Concurrent Session (12 sessions available)

BENEFITS

- Two (2) free tickets for the Conference Luncheon and Banquet (Value: \$220)
- One (1) free registration for Education Session (Value: \$150)*
- Logo placement and listing in conference program
- Recognition through prominent on-site signage

BRONZE \$700

Sole Sponsor for one activity. Please choose:

- Education Session Lunch
- Conference Session Lunch
- Joint Sponsor of Concurrent Session (12 sessions available)
- Conference Program
- Conference Management

BENEFITS

- One (1) free ticket for the Conference Luncheon and Banquet (Value: \$110)
- Recognition on the on-site Master Board of Sponsors.
- Logo placement and listing in conference program

Silent Auction / Scholarship Sponsor (less than \$500)

May include financial or in kind contribution which supports annual CPAA silent auction hosted at conference banquet. The CPAA silent auction raises funds directly for student scholarships to pursue and advance education and a career in planning. Contributing sponsors supporting the silent auction and student scholarships are listed in the conference program.

**Conference Registration includes one ticket for all conference meals.*

**Education Session Registration includes one ticket for all education session meals.*

GST NOT APPLICABLE

2020 CPAA CONFERENCE EXHIBITOR FORM

Contact Name:

Organization:

Address: City:

Postal Code: Email: Phone:

Exhibitor cost is \$250. You may register separately for the conference which includes one ticket for all meals (Value: \$500.00) and/or for the Education Session (Value: \$150).

PAYMENT DETAILS

- Payment Amount Enclosed
- Payment to follow
- Invoice amount to above organization
- Display included with conference sponsorship

GST not applicable. Credit card payment is not available. Payment by e-transfer, direct deposit or by cheque, made payable to: Community Planning Association of Alberta.

Name:

Signature: Date:

ARE YOU ALSO A SPONSOR?

- YES
- NO

IF YES, AT WHAT LEVEL?

- DIAMOND
- PLATINUM
- GOLD
- SILVER
- BRONZE
- SUPPORTER

EXHIBITOR SPACE DETAILS:

- Displays will be set up along the perimeter walls in Salon DE within the Conference space - spaces will be assigned.
- Each display space consists of a maximum area 8 feet wide by 5 feet deep (including any tables or chairs)
- If requested, a skirted table (8 feet by 2 feet) and two chairs will be included as part of the regular cost.
- Displays may be set up as early as 8:00 a.m., Monday, April 27, but must be set up and ready by Monday 1:00 p.m. They must be removed from the conference space by 12:15 p.m. Wednesday, April 29.
- Extra Luncheon and Banquet tickets will be available through the Conference (Lunch: \$40/person; Banquet: \$70/person) if the person at the booth has not registered for the conference.


WE, THE ABOVE ORGANIZATION WOULD LIKE TO RESERVE DISPLAY SPACE AS FOLLOWS:

_____ Number of display spaces (Note one banquet ticket included with each space purchased.) - \$250 each
_____ Number of complimentary chairs required (Maximum of 2 included with space)
_____ Number of complimentary tables required (skirted) (Maximum of 1 included/space)
_____ Number of electric outlets required

Community Planning Association of Alberta. Please complete the form and return with payment to **CPAA Office**

**205 - 10940 166A Street NW
Edmonton AB T5P 3V5**

**P | 780-432-6387
E | cpaa@cpaa.biz**



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CALL FOR ABSTRACTS

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WELCOME

The upcoming 2020 Community Planning Association of Alberta (CPAA) conference is being held from April 27th to April 29, 2020 at the Black Knight Inn in Red Deer Alberta. This year's conference is themed and titled **"Take the Initiative ! Exploring Innovations and Resiliency in Community Planning."** The theme was chosen as a means to explore and celebrate the innovations and new directions that are being advanced in community planning in Alberta and beyond. CPAA wishes to provide a collaborative space to allow planners, administrators and elected officials to see what other groups are trying out and to learn from current innovations in planning.

You can expect this year's conference to highlight a wide variety of examples that illustrate innovations and resiliency in community planning. We encourage elected officials, planners and administrators from municipalities across Alberta to attend and participate in the conference. **Last year's conference sold out, so we encourage you to register early to avoid missing out !**

Innovations and resiliency are broad, can start with anyone and impact everyone around us. As such, we encourage proposals from a wide variety of professionals including planners, elected officials, engineers, administrators, landscape architects, developers, builders, policy analysts, academics, community advocates, journalists and students. We want to hear about what you, your municipality, your community, or your firm is doing differently. What issue were you trying to solve ? Has it been successful? Knowing what you do now, would you change anything? Could other municipalities or groups learn and benefit from your experiences? We want to help you celebrate your innovations while allowing others to learn from your willingness to try something new!

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POTENTIAL TOPICS INCLUDE, BUT ARE NOT LIMITED TO PLANNING INNOVATIONS SPANNING THE FOLLOWING:

- Software and Technology;
- Communications and Engagement Strategies;
- Plan or Policy Writing;
- Industry or Economic Diversification Initiatives;
- Economic Development;
- Managing Nuisance Uses;
- Servicing;
- Managing and / or Planning for Growth or Decline;
- Preservation of Agricultural Lands;
- Inter-municipal Collaboration;
- Environmental Conservation;
- Building Practices;
- Tourism.

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HOW TO SUBMIT YOUR PROPOSAL:

Abstract Submissions must outline the following information:

- Title of the presentation, which clearly indicates the topic
- Name(s) of presenter(s), job title, biography, organization affiliation and contact information, including e-mail address and telephone number
- Presenter's previous speaking experience, including relevant speaking engagements
- Proposed presentation format and preferred time length of session
- Clear and concise description or abstract of the session, no more than 300 words in length
- Specialized equipment requirements

The conference program will include a mix of plenary and concurrent sessions that are designed to appeal to a variety of learning styles.

Sessions may include panel discussions, workshops, mobile tours, and training sessions.

Innovative approaches to presentations are encouraged!

All proposals must be submitted to the CPAA office, cpaa@cpaa.biz

SUBMISSION DEADLINE IS JANUARY 21, 2020.

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PRESENTATION & WORKSHOP FORMATS

Proposal formats could fit one of the following:

SHORT PRESENTATION

30 minutes in length, including 5 to 10 minutes for any questions and discussion (1-2 speakers).

LONG PRESENTATION

1 to 1.5 hours in length, including 20 minutes for any questions and discussion (1-3 speakers). May include interactive presentations, panel discussions and workshops conducted within the conference venue.

TRAINING WORKSHOP

2 or more hours in length on a particular topic (1-2 speakers)

MOBILE TOURS & WORKSHOPS

2 or more hours in length (1-2 leaders). May be walking workshops or involve transportation to local venues and attractions. (Please note the conference venue is in Red Deer.)

Do you have a creative approach to presenting your topic? Please describe in your submission.

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SELECTION CRITERIA & REVIEW PROCESS

The Conference Committee, composed of volunteers from practice and academia, will review all proposals and selection will be based on the following criteria:

- The relevance of the topic to planning and to the conference theme(s);
- The consistency of the submission;
- The presenter's expertise, knowledge and ability to engage and challenge delegates;
- The proposed session's fit within the conference structure.

The Conference Committee may determine that a proposal could or should be presented in a format other than that proposed by the submitter. The submitter will be consulted regarding this option.

The Conference Committee will notify those who have submitted proposals of its decision by email by **February 3, 2020**.

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PRESENTERS

Each presenter or group of presenters:

- Must have a summary of their presentation (no more than 300 words), and a brief biography (no more than 300 words) submitted to the CPAA office at cpaa@cpaa.biz
- Must indicate intent to attend and register for the conference.
- Approved presenters will be responsible for 100 % of the following expenses - travel, accommodation, non-sponsored meals and miscellaneous charges. Approved presenters will not be responsible for conference registration or education session expenses should they choose to attend the duration of the conference.
- A presenter contract shall be sent out to all successful presentation submissions upon confirmation by the conference committee.

If you have any questions, please contact:

Vicki Hackl, CPAA Secretary

P | 780-432-6387

E | cpaa@cpaa.biz

Reminder: you must submit your proposal in accordance with the requirements by January 21, 2020 in order to be considered for this year's conference.

CPAA thanks you for your interest in our conference. While we strive to include all proposals submitted, CPAA reserves the right to select those proposals that best reflect the conference theme and format.