



Bowness Community Association Planning & Development Committee Terms of Reference

1.0 Introduction

- The Bowness Community Association (BCA) Planning and Development Committee (P&DC) handles any planning or development issues within the community, which may include but are not limited to residential, commercial, institutional, agricultural, and industrial development and land use; parks; pathways; transportation; environmental concerns; and community development initiatives and projects that affect the community.
- The committee's roles, responsibilities, and terms of reference should be reviewed annually by the P&DC, and any changes to the agreement need to be brought forward to the BCA Board of Directors (the Board).

2.0 Purpose

The purpose of the BCA Planning and Development Committee is to:

- i. be a positive and pro-active force in the direction, development, and evolution of the physical environment of the community;
- ii. be mindful of the community's role in the overall development of Calgary, including relationships with neighbouring communities and the role of the Municipal Development Plan and Calgary Transportation Plan;
- iii. promote community interest and facilitate community dialogue and education on planning and development issues;
- iv. be an inclusive environment where it can bring together all parties involved in an Application (which could include but are not limited to - residents, business owners, city employees, developers, and applicants) can engage in meaningful discussion;
- v. support the role and involvement of community groups and individuals in planning and development issues and processes; and
- vi. further the goals of the BCA residents by supporting high-quality development and community planning in the BCA community.

3.0 Responsibilities

- The BCA P&DC has no formal jurisdiction or authority in planning matters. This committee provides advice, background information and community context; identifies community issues and concerns to the City of Calgary and to applicants; advocates for planning activity in the community when required; and attracts desirable development to the community.
- To fulfill the purpose, the BCA P&DC should:
 - i. monitor the planning and development of the community;
 - ii. provide advice and comments to the City of Calgary on planning issues that directly or indirectly affect the community;
 - iii. determine what types of development permit applications the committee feels are important to review and which ones automatically warrant a “no comment”;
 - iv. respond to development application circulations from The City (and pre-application approaches from development applicants as required) on the types of applications that the committee has agreed to review;
 - v. appeal development approvals when in the opinion of the BCA P&DC, and with the concurrence of the Board, the appeal is in the interest of the purpose as stated in section 2.0;

Commenting on applications:

- vi. comment on the effect of the proposal on the adjacent properties and the surrounding community;
- vii. comment on the effect of the proposal on the community environment and transportation issues;
- viii. where appropriate, put forward possible alternatives to the proposal; and
- ix. identify issues relating to the community context specific to the proposal.
- x. include neighbouring residents in application review and decision-making processes;
- xi. where neighbouring residents are in an adjacent community, collaborate with the adjacent CA Planning Committee on the review and decision-making process;

Engaging with the community:

- xii. ensure that the broader community receives periodic updates on the planning effort, issues, and successes;
- xiii. provide a means for the broader community to provide suggestions to the BCA Planning Committee;

- xiv. ensure that comments and suggestions from community members and other citizens are heard and considered;
- xv. conduct outreach actions, such as a community-wide information meeting, opinion poll, petition, etc., whenever the magnitude of development warrants a broader committee mandate;
- xvi. provide a forum for the community to exchange ideas with developers as appropriate;

Proactive work and non-application planning issues:

- xvii. advocate for planning activity by the City of Calgary, or for community-based planning initiatives, when it is necessary to the purpose as stated in section 2.0;
 - xviii. advocate for improvements to the planning processes that strengthen the role of community associations and the involvement of the broader community;
 - xix. assist with reviews or the development of the following, especially where they affect the community:
 - land use bylaws;
 - local area plans;
 - park and recreation plans;
 - transportation and traffic plans;
 - major development proposals with potential impact on the community; and
 - xx. respond to planning and development issues which may arise in the community in general.
- The BCA P&DC may consider providing a framework (community charter, neighbourhood plan, design guidelines) that defines and communicates the community context up front to developers and the community at large.
 - In the case that the views of some residents are in opposition to the comments expressed by the BCA P&DC, the residents' views will also be noted in any correspondence with the City of Calgary Planning Department, and residents will be encouraged to make independent comments.

4.0 Authority

The BCA P&DC:

- i. is a standing Committee authorized by the BCA Board of Directors;
- ii. is chaired by a member of the BCA Board of Directors, who is appointed Planning Director by the Board. A Vice-Chair may also be appointed to act in the Director's absence;
- iii. is authorized by the BCA Board of Directors to undertake any activity within its terms of reference;
- iv. must seek Board approval on anything outside of its terms of reference;
- v. will seek Board approval to submit an appeal to the Subdivision and Development Appeal Board (SDAB), or (if deadlines make this impractical) should confirm board support to pursue the appeal once it has been filed; and
- vi. should refrain from speaking to the media as representatives of the BCA or the P&DC, unless permission is expressly granted by the Executive Director or President of the BCA Board of Directors.

5.0 Qualifications of Committee Members

Voting Members

- i. Should be current members in good standing of the BCA P&DC;
- ii. Should have attended a minimum of three (3) BCA P&DC meetings within the past calendar year, with a motion granting voting privileges at the beginning of the fifth meeting;
- iii. Read, accept, and sign the BCA Code of Conduct and Volunteer Agreement;
- iv. Read the Bowness ARP and the Federation's Planning Committee Guides; and
- v. Complete the COI & Confidentiality declaration on an annual basis.

Loss of Voting Privilege

- i. Occurs when the person is no longer a voting member of the BCA P&DC;
- ii. Occurs upon failure to attend a minimum of 3 meetings in a calendar year unless formally excused by the P&DC. Voting privileges may be reinstated according to voting members procedure outlined above;
- iii. Occurs upon failure to abide by the bylaws of the BCA;
- iv. Occurs after a vote of the majority of the voting members of the planning committee, upon ratification by the Board; and
- v. Occur upon a vote of the majority of BCA Board members.

Non-Voting Members

- i. May include the Ward Councillor, a City of Calgary Employee, Coordinator, Planner and/or a Calgary Partner representative.
- ii. May include any resident, property owner, business owner, and/or agency within the geographical boundaries of the BCA as defined in the BCA bylaws and/or the ARP/LAP who is not a voting member; and
- iii. May include other non-voting members added by the Planning Director/Chair as deemed necessary.

6.0 Membership

The BCA P&DC membership:

- i. should reflect the range of community diversity and interests and should be selected through a process that is open and welcoming to all members of the Bowness Community Association;
 - ii. should be reviewed annually, before the AGM, to encourage representation from a cross-section of the community;
 - iii. should be limited to no more than (ten) voting members; and
 - iv. should be chosen based on factors including experience, expertise, and a demonstrated interest in and understanding of community planning and consultation issues as they relate to community associations citywide.
- The Committee may include people with professional planning, architecture, real estate, business, or development experience as long as they are interested in supporting the community association planning role.
 - All members are encouraged to advance their knowledge and understanding of the planning process through participation in planning workshops as scheduled by The City, the Federation of Calgary Communities, and/or other groups.

7.0 Meetings

- Meetings of the P&DC are held on a regular monthly basis, a minimum of 10 times a year (No meetings will be held in January or August). Additional meetings may also be held as required.
- Impromptu meetings of the P&DC membership may be called to review development applications on short notice for the following reasons: review applications during summer months or between general meetings; applications that are time sensitive;

applications that require detailed review of implications or concerns, including significant relaxations.

- A quorum of 5 is required for any motion put forward by the P&DC, but no quorum is required to hold a meeting. Meetings should be open to all residents in the community whenever possible. Public participation is at the discretion of the committee. For any formal decision-making, the majority of P&DC committee members must be present at the meeting.
- While meetings of the BCA P&DC are generally open to the public, the Committee reserves the right to close portions of meetings or hold closed sessions limited to voting members when addressing internal matters or unusual circumstances. In such cases, the Planning Committee Chair/Co-Chairs must be present. All decisions made during closed sessions will be reported to the Board and summarized in the open portion of the next meeting.
- The official P&DC comments to the City of Calgary are a matter of public record on a file when released by the City. As a courtesy, those comments/statements may be provided to the developer and affected parties before being made a public record.
- Meetings are a forum for open discussion, and comments are recorded in the meeting minutes. To protect the privacy of individuals and to foster a safe space for open discussion at the meetings, the meeting minutes do not identify speaker names. Before their approval, meeting minutes can be distributed to the BCA Board of Directors, P&DC voting members, and at the meeting only. The minutes remain confidential until the Committee has approved them with a vote. All BCA members may access the meeting minutes at the registered office of the BCA in compliance with the BCA bylaws.
- P&DC meetings are not open to the media.

Meeting Decorum and Management of Disruptions

- **Standard of Conduct:** All attendees, including Committee Members, staff, and members of the public, are expected to conduct themselves with mutual respect and civility. Comments must address the matter under discussion and shall not include personal attacks, aggressive language, or verbal threats directed at any person.
- **Chair's Authority:** The Committee Chair should be the authority on all questions of order and procedure during the meeting. The Chair has the express authority to intervene to enforce meeting decorum and ensure the fair and orderly consideration of all agenda items.
- **Procedure for Disruption:** If any person, whether a Committee Member or a member of the public, engages in conduct that significantly disrupts, impedes, or otherwise interferes with the orderly conduct of the meeting, the Chair can take the following steps:
 - i. **Warning:** The Chair shall issue a **first warning**, identifying the disruptive behaviour and requesting the person to cease immediately.
 - ii. **Second Warning/Speaker Removal:** If the disruptive behaviour continues after the first warning, the Chair shall issue a **final warning** and may order the speaker's time terminated or, if the person is an audience member,

ask them for silence or request they leave the meeting for the remainder of that discussion item.

- iii. **Adjournment:** If a disruption prevents the continuance of public business, the Chair may, with the consent of a majority of the Committee Members present, recess the meeting or adjourn the discussion of the item to a later date.

8.0 Conduct of Members

BCA Planning and Development Committee members:

- i. should declare conflict of interest (based on the COI policy) and refrain from voting on any matter or application in which they have a priority interest or are personally affected (they may, however, comment to the committee); and
 - ii. should always present a balanced view and objective community perspective when engaging in dialogue with community residents regarding development and planning issues.
- If any member of the BCA Planning Committee (including the Director or Chair) is contacted by a developer, they should refer the matter to the next BCA Planning P&DC meeting for discussion.
 - Planning and Development Committee members should refrain from taking public positions (e.g. writing letters, speaking at public hearings, filing appeals) contrary to decisions of the P&DC unless they have declared a conflict of interest (per 8.0 i); they must clearly express that they are acting as an individual, not as a Planning Committee member or as a representative of the BCA.

9.0 Reporting

- The BCA Planning Committee should present the monthly meeting minutes and reports to the Board of Directors; and
- The BCA Planning Committee should provide monthly updates on P&DC activities to the general community through the BCA via its AGM, Newsletters, website, social media accounts, community signage, and mailout/handouts.

10.0 Subcommittees

- Are an excellent vehicle for engaging the broader community in planning and development issues;
- may be formed and/or used to focus on specific topics of community interest such as:
 - i. transportation and traffic issues;
 - ii. open space;
 - iii. crime and public safety;
 - iv. long-range planning;
 - v. public improvements to streets and parks;
 - vi. environmental initiatives;
 - vii. heritage initiatives; and
 - viii. urban design;
- may be made up of voting members and non-voting members, although the Chair of the subcommittee must be a voting member; and
- must report to the BCA Planning Committee.

11.0 Procedures for Development Review Meetings:

The BCA Planning Committee:

- i. Invite affected parties to meetings through notification
 - ii. may also ask the applicant to invite the neighbours;
 - iii. should conduct a consistent and objective review of applications;
 - iv. should review project proposals, identify problems, propose alternatives, and attempt to reach a consensus on a course of action;
 - v. Inserts relevant comments regarding discussed issues to the City of Calgary's D Map throughout the meeting as they arise;
 - vi. should evaluate applications with specific reference to zoning bylaw, local ARP, and active or in process LAP, available MDP MGA, and other relevant City of Calgary policies;
 - vii. should encourage residents to send their independent comments to the Development map located on the City of Calgary's website, and to their local governing authority. Should a resident want to appeal a decision, the Committee will direct them to the appropriate resource for guidance; and
 - viii. may also elect to attend information meetings by an applicant regarding substantial proposals affecting the community at large. In the case of large-scale developments, the committee may provide a formal summary document provided by the applicant, which will include key issues discussed and present the information at the next scheduled P&DC meeting.
- Before the arrival of the applicant or anyone else associated with an application, background information may be presented, and a discussion of background issues may be held.
- The BCA Planning Committee meeting will generally be in progress when the applicant arrives. The applicant and residents are asked to sign in. The applicant may be asked to bring items that will be helpful to the members, such as:
 - current plans for the development
 - a colour rendering of the development
 - landscape plans
 - images showing the context
- The Director/Chair should introduce presentations with an outline of outstanding issues and summarize any points which may have been previously discussed/resolved.
- The applicant/proponent should make a presentation and answer questions from the committee members and guests. This should be a two-way discussion to pinpoint problems, identify alternatives, and determine the degree of project flexibility on specific items. In the case of a residential infill application, for example, that includes:

- i. lot coverage of the proposed building, including garage;
 - ii. external dimensions of the proposed building;
 - iii. location and zoning of the property;
 - iv. placement on the lot; and
 - v. size and placement in relation to adjacent homes.
- The applicant may have someone speak on his/her behalf, such as the architect or builder of the proposed development.
- BCA P&DC members will consider if the application adheres to any relevant planning policy documents that may exist for the community, such as ARP/LAP, the Land Use Bylaw (LUB), community charters/guidelines, etc.
- Affected residents or businesses who attend the meeting will be given a fixed amount of time (e.g. five minutes each) to question the applicant and add their input to the review process. Anyone affected by the proposed development may present a written, verbal and/or visual submission to the BCA P&DC meeting.
- After the presentation, the applicant and anyone else associated with the application will be asked to leave the meeting.
- Discussion among P&DC members while the applicant is present should not be permitted. The BCA P&DC should maintain a united front and not provide or imply community support for the project or any aspect of it before full committee discussion and recommendation after the applicant has left the meeting.
- All correspondence will remain on file.

12.0 Job Descriptions

Committee Chair:

Governance:

Is an elected member of the BCA Board of Directors. Appointed to the P&DC Chair position by the Board in accordance with the BCA bylaws.

Primary responsibility:

Form relationships with, and act as a liaison between, community residents, developers, property owners, and City planners. This position requires a working knowledge of the Land Use Bylaw (1P2007) and any relevant community plans.

Tasks include:

- Meeting with applicants (architects, property owners, business owners)
- Asking the applicant to invite the neighbours
- Receiving -correspondence from The City and developers
- Attending the monthly BCA Board Meeting
- Preparing a report of BCA Planning Committee recommendations to the BCA Board of Directors
- Planning and conducting monthly BCA Planning Committee meetings
- Distributing the meeting agenda to BCA Planning Committee members in advance of each meeting
- Delegating the following tasks to committee members to ensure they are carried out:
 - Checking the City website regularly for new development activity in the community
 - Checking the City website in advance of each BCA P&DC meeting and City of Calgary Public Hearing for matters about the community
 - Following up on development permits (i.e. when do permits lapse?)
 - Following up on development projects (i.e. does the finished project comply with the development permit?)
- Signing all acts, orders, and proceedings of the BCA P&DC, along with the documents, including correspondence directed to elected representatives or senior officials, except where it is deemed that the BCA President's signature is required.

- Attending Calgary Planning Commission (CPC) meetings when necessary
- Attending Subdivision and Development Appeal Board (SDAB) hearings when necessary
- Attending Public Hearings of the City Council when necessary

Committee Co-Chair:

Governance:

Is an elected member of the BCA Board of Directors. Appointed to the P&DC Co-Chair position by the Board in accordance with the BCA bylaws.

Primary responsibility:

Form relationships with, and act as a liaison between, community residents, developers, property owners, and City planners. This position requires a working knowledge of the Land Use Bylaw (1P2007) and any relevant community plans.

Tasks include:

- To serve in the Chairperson's absence, with identical authority and duties.
- To assist the Secretary or relevant BCA employee in the performance of other duties as required
- Attending the monthly BCA Board Meeting

Secretary

Governance

By invitation from the P&DC Chair or Co-Chair's.

Primary responsibility:

Record and distribute P&DC meeting minutes.

Tasks include:

- Recording the meeting minutes
- Distribute meeting minutes within ten calendar days after each committee meeting to BCA P&DC members, and the BCA Board and members at the next Board of Directors meeting
- Provide notes as required to the Chair to assist in the drafting of response letters, and to the BCA communications to assist in the drafting of newsletter articles and other communications.
- Making portions of the minutes available to other parties who attended a committee meeting (at the discretion of the Chair)

- Monitor BCA P&DC email account
- Provide input for the Agenda of the P&DC Chair and Co-Chair
- Distribute impartial technical knowledge, background information, context and points for consideration on agenda items.
- Advocate for community voice on planning issues.
- Conduct correspondence of the P&DC for distribution in collaboration with Chair/Co-Chair
- Support Chair in ensuring compliance with bylaws, policy and procedures of the P&DC