

HSCA Community Planning Committee Terms of Reference

January 2018

1. Purpose, Responsibility and Authority

1.1. Purpose

- (1) The purpose of the Hillhurst Sunnyside Community Association (“HSCA”) Community Planning Committee (“HSPC”) is to assist the HSCA in realizing the following vision – taken from the ARP:

“Hillhurst/Sunnyside is a community where neighbours are friendly, supportive and helpful to each other. Where new residents are welcomed into a safe and friendly community. Where the special qualities of the neighbourhood are cherished in the village atmosphere – beautiful tree-lined streets, eclectic variety of shops and services in Kensington, small public plazas, river and escarpment pathways, access to Downtown, SAIT and the University, and choice of schools in the community. Where there is a strong sense of civic pride and neighbours are actively engaged in creating a vibrant, sustainable community for the future while respecting its unique history and character. Where there is a strong commitment to lifestyles that promote environmental stewardship and ecologically friendly behaviours.”

- (2) In fulfilling the above vision, the HSPC uses the Hillhurst Sunnyside Area Redevelopment Plan (“ARP”) – which defines and communicates the community context to developers and the community at large – as the general guide as to how it forms its expressions of support, its critical comments and its objections to any particular application.
- (3) The HSPC represents the interests of the community by carrying out its mandate from the HSCA and its Board of Directors under these terms of reference. The HSPC will endeavor to provide community members with information on developments and advice on navigating the planning process and will endeavor to enable and encourage individual community members to engage in the process directly, regardless of their views. The HSPC, however, cannot always align its views with those of all community members nor is it always possible to champion all community member positions.

1.2. Responsibilities

The HSCA HSPC has no formal jurisdiction or authority in planning matters and thus is unable to reject or approve applications but instead plays a valuable role in: providing advice, background information and community context; expressing the concerns of the HSCA to the City of Calgary (the “City”) and to applicants; advocating for development that fulfils the vision as described above while also helping provide information on specific developments and the planning process and fostering a sense of community through dialogue.

In order to fulfill the Purpose, the HSCA HSPC will:

1.2.1. Monitor planning and development in the community

- (1) Ensure that community association contact information is up-to-date for City application circulations and through the Subdivision & Development Appeal Board.
- (2) Receive notices and communications from the City regarding land use and development permit applications within the community's boundaries ("Applications").
- (3) Where possible and appropriate facilitate public access to and discussion of Applications.
- (4) Where possible and appropriate, provide comments on Applications and respond to pre-application approaches from development applicants as required. Comments are to be provided using the guidelines in section 1.2.2 below.
- (5) As appropriate and with the written approval of the Chair of the HSPC, organize appeals to development approvals when in the opinion of the HSPC the appeal is in the interest of the vision as stated in Section 1.0 and the development is of significance to both the community and HSPC committee members.

1.2.2. Comment on selected applications

- (1) Provide written comments on selected applications as they relate to the HSPC's vision, with focus on community concerns and broader issues rather than detailed by-law check.
- (2) Advise on and encourage community engagement by the applicant.
- (3) As appropriate, engage proactively and informally with applicants, applicant representatives, City of Calgary administration and the Councillor for the Community in relation to applications.

1.2.3. Engage with the community

- (1) Facilitate community member access to circulated application details, utilizing HSCA capabilities and staff.
- (2) Where possible provide resources to assist and encourage community members with their involvement in the planning process as it relates to specific applications, drawing on the experience, knowledge and talent within the HSPC and making use of the resources of the Federation of Calgary Communities.

1.3. Authority and Governance

- (1) The HSCA HSPC is a standing committee authorized by the HSCA Board of Directors.
- (2) The HSPC is bound by all HSCA bylaws and policies governing the actions of committees, volunteers and staff.
- (3) The HSPC is chaired by a member of the HSCA Board of Directors, who is appointed committee chair by the HSCA Board of Directors. A Vice-Chair may also be appointed by the voting members of the HSPC to act in the committee chair's absence.

- (4) The HSPC is authorized by the HSCA Board of Directors to undertake any activity within its terms of reference.
- (5) The HSPC should seek HSCA Board approval on anything outside of its terms of reference.
- (6) The HSPC must notify the Executive Director and HSCA Board Chair when it submits an appeal to the Subdivision and Development Appeal Board (SDAB),.
- (7) Members of the HSPC should refrain from speaking to the media when representing the position of the HSPC unless permission is expressly granted by the Board Chair or Executive Director of the HSCA.

2. HSPC Membership and Structure

2.1. Community Planning Coordinator

The Community Planning Coordinator shall:

- (1) Be a staff position supervised by the Executive Director of the HSCA and reporting to the HSPC Chair.
- (2) Be responsible for the day to day activity required in support of a meaningful HSPC function carried out by the HSCA.
- (3) Work collaboratively with the Chair, Vice-Chair and Secretary and other members of the HSPC to fulfill its vision.
- (4) 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 ARP and any other relevant community and City of Calgary plans.

2.2. HSPC Chair

- (1) The HSPC is chaired by a member of the HSCA Board of Directors, who is appointed HSPC chair by the HSCA Board. A Vice-Chair may also be appointed by the voting members of the HSPC to act in the chair's absence. Alternatively, the Community Planning Coordinator shall act as Vice-Chair.

2.3. Voting Members

Voting members are required to fulfill all of the following:

- (1) Must be full members in good standing of the HSCA.
- (2) Unless formally excused by the Chair must have attended three (3) meetings within a period of five (5) months of the HSPC before being eligible to be nominated by the Chair to join the HSPC.
- (3) Must confirm that they have read the ARP as well as The Planning Committee Guide and Community Guide to the Planning Process prepared by Federation of Calgary Communities.

2.4. Loss of Voting Privilege

Loss of voting privilege can occur for any of the following reasons:

- (1) Occurs when the person is no longer a full member of the HSCA.
- (2) Occurs upon failure to attend three (3) consecutive meetings unless formally excused by the Chair or when the person no longer actively contributes to projects and subcommittee work after three months. Voting privileges may be reinstated according to voting members procedure outlined above.
- (3) Occurs upon failure to abide by the bylaws of the HSCA.
- (4) Occurs after a vote of the majority of the voting members of the HSPC, upon ratification by the HSCA Board.
- (5) Occurs upon a vote of the majority of HSCA Board of Directors.

2.5. HSPC Membership

- (1) 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 HSCA.
- (2) Members should be chosen based on factors including dedication, experience, expertise, and a demonstrated interest in and understanding of community planning and consultation issues.
- (3) The HSPC 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.
- (4) 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.

2.6. Subcommittees

- (1) Subcommittees are a vehicle for engaging the broader community in planning and development issues and may be formed and/or used to focus on specific topics of community interest such as:
 - (a) Specific applications;
 - (b) HSPC Terms of Reference and process review;
 - (c) transportation and traffic issues;
 - (d) open space;
 - (e) crime and public safety;
 - (f) long range planning;
 - (g) public improvements to streets and parks;
 - (h) environmental initiatives;
 - (i) heritage initiatives; and
 - (j) urban design.
- (2) Must report to the HSCA Chair.

3. Processes and Procedures

3.1. Meetings

- (1) Meetings should be held on a regular schedule (e.g., second Tuesday of every month). Additional meetings may also be held as required.
- (2) A quorum consists of a simple majority of the voting members. Where in-person quorum is impossible to achieve on an issue requiring timely response, the matter may be dealt with via electronic voting mechanisms.
- (3) Meetings should usually be open to all residents of the Community to observe whenever possible. Public participation is at the discretion of the Chair.
- (4) The HSPC may occasionally meet in camera to deal with internal matters or unusual circumstances, however the HSPC Chair or Vice-Chair must be present, and the planning decisions of these meetings must be reported in the open portion of the meeting at the next opportunity.
- (5) A meeting agenda should be circulated at least 24 hours prior to the meeting.
- (6) Meetings should be targeted at two hours or less with the Chair responsible for keeping to the schedule.
- (7) Meetings should be purpose oriented with a focus on concrete decisions and assigning responsibility for take-away action items.

3.2. Conduct of Members

- (1) Members should declare conflict of interest and refrain from voting on any matter or application in which they have a priority interest or are personally affected.
- (2) Members should always present a balanced view and objective community perspective and act in a respectful fashion when engaging in dialogue with other HSPC members, community residents, applicants, City staff and others regarding development and planning issues.
- (3) Members should report substantive discussions with external parties (applicant, City staff, etc.) and where applicable refer the matter to the next HSPC meeting for discussion.
- (4) Where possible members should refrain from taking public positions (e.g. writing letters, speaking at public hearings, filing appeals) contrary to positions of the HSPC. HSPC members expressing individual opinions must clearly express that they are not acting in their capacity as a HSPC member.

3.3. Reporting

- (1) The HSPC shall make meeting minutes available to the Board of Directors.
- (2) The HSPC shall make meeting minutes available on HSPC activities to the general community.

3.4. Roles of Members

3.4.1. Chair

- (1) Acts as formal representative of the HSPC on the HSCA Board of Directors as required per article 6.4.1.1 of the Bylaws of the HSCA.
- (2) Tasks include:
 - (a) Chairing HSPC meetings.
 - (b) Attending HSCA Board Meetings with the intent of reporting the progress, status or state of affairs of the HSPC.
 - (c) Giving general direction to the Community Planning Coordinator in addition to tasks outlined in the job description.
 - (d) Working with the Community Planning Coordinator, assigning applications to individual HSPC members based on background, time requirements, interest, and member agreement.
 - (e) Acting as lead external liaison.
 - (f) Working with HSCA Board of Directors and Executive Director on funding initiatives for the HSPC.
 - (g) In order to balance workload, the HSPC Chair should typically not take responsibility for commenting on applications nor chair any sub-committees.

3.4.2. Vice Chair

- (1) Acts in place of the Chair when the Chair is not available to attend HSPC meetings, Board meetings or other functions.
- (2) Tasks include:
 - (a) Chairing HSPC meetings in the absence of the Chair.
 - (b) Attending HSCA Board meetings in the absence of the Chair.
 - (c) Preparing minutes of meetings when the Community Planning Coordinator is unable to attend.

3.4.3. Secretary

- (1) Works with the Community Planning Coordinator to ensure minutes are kept, other records are kept organized and membership is kept up to date

3.4.4. Voting Members

- (1) Commit to consistent attendance at HSPC meetings and to carrying out work between meetings on a regular basis including monitoring email, Mighty Bell and other communication tools.
- (2) Manage individual applications as assigned by the Chair, including correspondence with the applicant, City, community members and other stakeholders.
- (3) Draft concise response letter for the City's application file, based on feedback from within the HSPC and the vision outlined in Section 1.
- (4) Proactive self-education on local planning issues, the planning process, the Hillhurst Sunnyside ARP, and other relevant subjects.
- (5) Develop and maintain relationships with City staff, HSCA staff, HSCA board and others to help facilitate the purpose of the HSPC.

3.5. Other

- (1) The HSPC should seek to develop additional outside funding sources.
- (2) The HSPC will develop and document procedures and processes in order to facilitate best practices and ensure sustainability of the HSPC upon transition of members and staff.
- (3) The terms of reference will be reviewed and modified or re-approved no less than every two years.