

Triwood Community Association Planning Committee Terms of Reference

1.0 Introduction

- Community Association Planning Committees address any planning or development matter within the community including, but not limited to: residential, commercial, institutional, agricultural, and industrial development and land use; parks; pathways; transportation; environmental considerations; and community development initiatives and projects that impact the community.
- The committee's roles, responsibilities, and terms of reference should be reviewed annually by the Board, and at the AGM as required.

2.0 Purpose

- The purpose of the Triwood CA Planning Committee is to:
 - a) be a positive and pro-active force in the direction, development, and evolution of the physical environment of the Triwood community;
 - b) be mindful of the community's role in the overall development of Calgary, including relationships with neighbouring communities and role of the Calgary Municipal Development Plan and Calgary Transportation Plan ;
 - c) promote community interest and facilitate community dialogue and education on planning and development issues;
 - d) support the role and involvement of community groups and individuals in planning and development issues and processes; and
 - e) further the goals of Triwood residents by supporting high quality development and community planning in the Triwood community.

3.0 Responsibilities

- The Triwood CA Planning Committee has no formal jurisdiction or authority in planning matters but plays a valuable role in providing advice, background information and community context; expressing community issues and concerns to the City of Calgary and to applicants; advocate for planning activity in the community when required; and attracting desirable development to the community.
- In the case that the views of some residents are in opposition to the comments expressed by the Triwood CA Planning Committee, 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.
- In order to fulfill the purpose, the Triwood CA Planning Committee 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 CA Planning Committee, 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 community environment and transportation issues;
- viii. where appropriate, put forward possible alternatives to the proposal,
- ix. identify issues relating to the community context specific to the proposal,
- x. When practical, include neighbouring residents in application review and decision-making processes; and
- 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 the broader community to provide suggestions to the CA 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, 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;
- xx. create a framework (community charter, neighbourhood plan, design guidelines) that defines and communicates the community context up front to developers and the community at large. This framework should complement the Municipal Development Plan and should serve as a guide for potential changes to Land Use designations. Stakeholders of affected lands and City of Calgary Planning Department should also participate in a Working Group formed to create the framework ; and
- xxi. respond to planning and development issues which may arise in the community in general;

4.0 Authority

- The Triwood CA Planning Committee is a standing Committee authorized by the Triwood Board of Directors;
- The CA Planning Committee is chaired by a member of the community association who is appointed Chair by the Board. A Vice-Chair, may also be appointed to act in the Chair's absence.
- The CA Planning Committee is authorized by the Triwood Community Board of Directors to undertake any activity within its terms of reference;
- The CA Planning Committee should seek Board approval on anything outside of its terms of reference;
- The CA Planning Committee should 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;
- Members of the CA Planning Committee other than the Chairman should refrain from speaking to the media in their capacity as a CA Committee member. The Chairman may address the media, but shall coordinate any community position with the President of the Triwood Board of Directors.

5.0 Qualifications of Committee Members

A. Committee Membership

Members of the CA Planning Committee:

- should reflect the range of community diversity and interests; should be reviewed annually, prior to the AGM, to encourage representation from a cross section of the community; and should be limited to no more than (ten) voting members.
- 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.
- 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.
- should be members in good standing of the Triwood Community Association; and
- should have attended three (3) consecutive meetings of the Triwood CA Planning Committee with a motion granting voting privileges at the beginning of the fourth meeting.

B. Loss of Voting Privilege

- i. Occurs when the person is no longer a member of the CA;
- ii. Occurs upon failure to attend three (3) consecutive meetings unless formally excused by the planning committee. Voting privileges may be reinstated according to voting members procedure outlined above;
- iii. Occurs upon failure to abide by the bylaws of the Triwood Community Association;
- iv. Occurs after a vote of the majority of the voting members of the planning committee, upon ratification by the Triwood Board; or
- v. Occurs upon a vote of the majority of Triwood Board members.

C. Other Participants

Other participants in the planning committee process will not have voting privileges of Planning Committee members and may include:

- i. the Alderman for Ward 7, a City of Calgary Community Recreation Coordinator (CRC) or other Community and Neighbourhood Services (CNS) representative and/or City of Calgary Community Planner;
- ii. any resident, property owner, business owner, and/or agency within the geographical boundaries of the Triwood CA who is not a voting member;

- iii. sub-committee participants selected by the Planning Chair to address a specific issue (ie transportation, parks, environmental initiative); and
- iv. other participants added by the Planning Chair from time to time as deemed necessary

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:
 - transportation and traffic issues;
 - open space;
 - crime and public safety;
 - long range planning;
 - public improvements to streets and parks;
 - environmental initiatives;
 - heritage initiatives; and
 - urban design;
- may be made up of Planning Committee members and/or other participants, although the Chair of the subcommittee must be appointed by the Planning Committee; and
- must report to the CA Planning Committee.

7.0 Meetings

- Should be held as required with notification to all voting members from the Chair.
- A quorum should consist of a minimum of 50% 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 email and/or multiple meetings.
- Planning Committee meetings shall be made open to residents of Triwood at the discretion of the Committee.

8.0 Conduct of Members

- CA Planning Committee members:
 - i. Shall declare conflict of interest 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.

- Planning Committee members should refrain from taking public positions (e.g. writing letters, speaking at public hearings, filing appeals) contrary to decisions of the Planning Committee unless they have declared conflict of interest; they must clearly express that they are acting as an individual, not as a Planning Committee member.

9.0 Reporting

- The CA Planning Committee should present the updates and reports to the Board of Directors on a regular basis; and
- The CA Planning Committee should provide updates on Planning Committee activities to the general community by means of the Triwood Annual General Meeting, and the Triwood newsletter and website.

APPENDIX A

Procedures for Public Development Review Meetings:

If, in the opinion of the CA Planning Committee a public review meeting should be held to review a specific Development Permit application, or in the event of a request from a resident of Triwood for a public review meeting, the CA Planning Committee:

- i. should give applicant, neighbours of the development and other affected parties advance notice of meetings;
 - ii. should conduct a consistent and objective review of applications;
 - iii. should review project proposals, identify problems, propose alternatives, and attempt to reach a consensus on a course of action;
 - iv. should evaluate applications with specific reference to any relevant planning documents, such as Area Redevelopment Plans, or community charters/guidelines, that may exist for the community;
 - v. should encourage residents to send in independent comments; and
 - vi. may also elect to attend information meetings by an applicant regarding substantial proposals affecting the community at large. In the case of very large developments, the committee should summarize the results of these meetings, including key issues and recommended course(s) of action and present the committee's position to the next Board meeting.
- Prior to 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 CA Planning Committee meeting will generally be in progress when the applicant arrives. The applicant and residents are asked to sign in. The applicant is 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 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:
 - lot coverage of the proposed building, including garage;
 - external dimensions of the proposed building;
 - location and zoning of the property;

- placement on the lot; and 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.
- CA Planning Committee members will consider if the application adheres to any relevant planning policy documents that may exist for the community, such as Area Redevelopment Plans, 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 CA planning committee meeting.
- After the presentation, the applicant and anyone else associated with the application will be asked to leave the meeting.
- Discussion among Planning Committee members while the applicant is present should not be permitted. The CA Planning Committee should maintain a united front and not provide or imply community support for the project or any aspect of it prior to full committee discussion and recommendation after applicant has left the meeting.
- The Chair will send a letter to the City of Calgary Planning Department conveying the response of the committee and (if applicable) comments of the affected residents who attended the meeting . A copy of the letter is sent to the applicant and to affected residents who attended the meeting. The letter may be posted on the CA website and a summary of the application and response should be reported to the Triwood Board of Directors.
- When the views of the residents differ from the recommendation made by the Triwood CA Planning Committee, the residents' views will be noted in any correspondence with the City of Calgary Planning Department. The CA Planning Committee also encourages residents to send in independent comments to The City if they feel strongly about an application. The CA Planning Committee will advise residents on how to file an appeal.
- All correspondence will remain on file.

APPENDIX B

Job Description - Planning Committee Chair:

Governance:

Is a member of the Triwood Community Association, appointed to the Planning Chair position by the Board (or elected by the AGM) in accordance with the CA bylaws.

Primary responsibility:

Form relationships with, and act as a liaison between, community residents, developers, property owners, media, 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)
- Receiving correspondence from The City and developers
- Attending the Triwood CA Board Meetings as required
- Preparing a report of CA Planning Committee recommendations to the CA Board of Directors
- Planning and conducting CA Planning Committee meetings and Public Review Meetings
- 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 CA Planning Committee meeting and City of Calgary Public Hearing for matters pertaining to 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 CA Planning Committee along with the, including correspondence directed to elected representatives or senior officials, except where it is deemed that the CA 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 City Council when necessary