

# West Hillhurst Community Planning Committee Terms of Reference

Adopted by the Board or Directors of the West Hillhurst Community Association on November 16, 1993, amended 2001 and 2021

## 1.0 Authority and Mandate of the Committee

- 1.1 The West Hillhurst Planning Committee (“WHPC”) is a sub-committee of the West Hillhurst Community Association Board of Directors (“Board of Directors”).
- 1.2 WHPC’s mandate is to be involved with matters pertaining to urban planning within, or having an impact on, the West Hillhurst community.

The matters that WHPC can get involved with include, but is not limited to:

- (i) land usage;
- (ii) development proposals;
- (iii) urban planning related local, provincial, or federal laws, regulations, or by-laws;
- (iv) City of Calgary urban planning initiatives including local area plans, parks and recreation plans, transportation and traffic plans;

## 2.0 Responsibilities of the Committee and its Members

- 2.1 In order to achieve the WHPC’s mandate, it is understood that at the discretion of the committee it can:
  - (i) submit comments on development or land-use proposals to City of Calgary council members or their representatives, City of Calgary administration members, and other individuals or groups with an interest in the proposal;
  - (ii) communicate planning related information to community members;
  - (iii) communicate planning related education materials to community members;
  - (iv) assist community members in responding to planning matters;
  - (v) represent the Community on committees established to deal with planning issues that affect the Community, such as but not limited to those organized by the City of Calgary or Federation of Calgary Communities;
  - (vi) recommend, promote, or carry out activities that will improve the public realm of the West Hillhurst Community.

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- (vii) represent the Community when deemed necessary or assist community members in appearing before City of Calgary committee, City of Calgary council meetings, or Calgary Subdivision and Development Appeal Board processes.
- 2.2 Members shall declare any conflict of interest and bring them forward if unsure. Conflict of interest means the ability to profit from or influence a development or a file that involves a member's employer or own business or that of friends or family.
- 2.3 Members will not engage in one-on-one informal discussions with developers that may contain elements of negotiation or which may establish an understanding or commitment with respect to a development application, unless directed to do so by the Committee.
- 2.4 Members with a vested interest in a development must declare a conflict of interest and may not participate in discussions or vote on that issue.
- 2.5 Regular updates on the activities of the committee shall be provided to the Board. Meeting minutes of committee meetings shall also be made available.
- 2.6 The role, responsibilities, and rules of the Committee will be reviewed annually by the Planning Committee and Board of Directors.

## 3.0 Structure of Committee

- 3.1 The WHPC is to be comprised of up to eight members, all of whom serve the committee as volunteers.
- 3.2 The committee should consist of one committee member to function as the committee's Chair.
- 3.3 The committee can also have members function in the Vice-Chair or Secretary roles.
- 3.4 The Chair, Vice-Chair, Secretary, and committee member roles are for a one-year term, commencing on November 1<sup>st</sup> and ending on October 31<sup>st</sup>.
- 3.5 The WHPC should strive to be inclusive, diverse, and encourage community member participation.

## 4.0 Membership

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- 4.1 The Board of Directors has sole discretion to approve individuals to serve as committee members, as well as which individuals will serve in the Chair, Vice-Chair or Secretary roles.
- 4.2 Committee members should be members in good standing with the West Hillhurst Community Association and reside within the current City of Calgary West Hillhurst community boundaries.
- 4.3 All new members should be nominated by the Committee for ratification by the WHCA Board of Directors. WHCA members interested in becoming WHPC members are eligible for nomination only after attending three committee meetings within the preceding twelve-month period as a non-member observer, notifying the Secretary of their intention to become a WHPC member, and acceptance of the nomination by the Board of Directors. New members may be nominated by the Committee for ratification by the WHCA Board at any time.
- 4.4 Committee members are not restricted in the number of years they can serve on the committee, subject to the continued approval from the Board of Director.

Committee members are encouraged to not resign from the committee prior to the end of the current term, however can resign from their role within the committee, or from their status as a committee member, at anytime subject to written notification to the Chair, or in the case of the Chair, written notification to the President of the Board of Directors.

- 4.5 The Board of Directors at its sole discretion can revoke an individual's committee membership status, or approved role within the committee at anytime, effective on the date determined by them.
- 4.6 In the situation where there are more individuals interested in being committee members than provided for in clause 3.1, priority is to be granted to previous committee members, with the Board of Directors having the discretion to amend clause 3.1 to allow for additional committee members.

### **5.0 Assignment of Roles**

- 5.1 WHPC committee members may elect through a vote accepted by a majority of its members, and subsequently approved by the Board of Directors, a committee member to serve as its Chair, Vice-Chair or Secretary.
- 5.2 In the event where the WHPC is without a board appointed Chair, Vice-Chair, or Secretary, the committee can designate, on a temporary basis until a formal

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Board appointment has been completed, one of its members to take on the functions normally performed by a member in that assigned role.

## 6.0 Duties and Authority

6.1 The duties and authority of the Chair, Vice-chair, Secretary, and all other committee members are subject to Board of Directors oversight and approval.

6.2 The Chair's duties and authority include:

- (i) organizing and conducting committee meetings;
- (ii) approving committee meeting agenda items;
- (iii) oversight of committee functions;
- (iv) authority to communicate with external parties on behalf of the committee
- (v) authority to respond to media requests.

6.3 The Vice-chair's duties and authority include:

- (i) supporting the duties performed by the Chair;
- (ii) are the same as the Chair once authority has been delegated by the Chair.

6.4 The Secretary's duties and authority include:

- (i) maintain a listing of all committee members and their contact information;
- (ii) assist with the organization and general good operation of the committee;
- (iii) assist with communications with external parties;
- (iv) provide updates to the Board on planning committee matters.

6.5 The committee can delegate the Secretary's duties and authority to those of a Co-ordinator. In their capacity as a Co-ordinator, they shall not be a committee member.

## 7.0 Decision Making and Voting

7.1 Committee decisions and responses are to be made by the consensus of members in as many cases as is reasonably possible or feasible.

7.2 In the event that no consensus can be obtained, or at the request of any committee member, a vote will be held on that particular decision or response.

7.3 Voting will be decided by a simple majority of members.

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## 8.0 Meetings

- 8.1 Meetings will be held at least once per month from September through June, on a date to be determined by the members, preferably on the same day each month.
- 8.2 Meetings can be in person, by telephone, or through online platforms.
- 8.3 The Community will be given notice of community meeting dates and times via the community website and social media.
- 8.4 Additional meetings may be held as required.

## 9.0 Committee Procedure For Development Review

- 9.1 Review meetings will generally proceed in this order:
  - 1) Neighbours of developments, and other affected parties will be given notice of the meeting. Electronic platforms such as the WHPC website and social media platforms can be used for this purpose.
  - 2) Prior to the arrival of the developer, a technical report may be presented, and a discussion of background issues held.
  - 3) The developer or proponent makes a presentation and answers questions from the committee members and invited residents.
  - 4) The developer and anyone else associated with the developer or development will be asked to leave the meeting.
  - 5) The project is reviewed by the Committee, problems identified, alternatives proposed, and a consensus is reached on a course of action by the Committee.
  - 6) A vote is taken and the results recorded.
  - 7) The Committee can send a letter to the City of Calgary Planning Department conveying its comments if this is determined by the committee to be appropriate.