
Beltline Urban Development Committee (BUDC)

Terms of Reference

1.0 Establishment

The Board of Directors of the Beltline Neighbourhoods Association (BNA) hereby establishes the standing committee known as the Beltline Urban Development Committee (BUDC) under the provisions of these Committee Terms of Reference, and delegates to the Committee the authorities set out herein.

2.0 Introduction

1. Community Association Planning Committees address any planning, development, or policy matter within the community including, but not limited to: residential, commercial, institutional, agricultural, and industrial development and land use; parks; pathways; transportation and public transit; environmental considerations; and community development initiatives and projects that impact the community.
2. The committee's roles, responsibilities, and terms of reference should be reviewed annually by the Board of Directors of the Beltline Neighbourhoods Association (BNA), and by the AGM as required.
3. All defined terms which are used herein, and which are defined in the Beltline Neighbourhoods Association Bylaws shall have the meaning given to them in those Bylaws.

3.0 Purpose

1. The purpose of the BNA Beltline Urban Development Committee (BUDC) is to:
 - 1.1. be a positive and pro-active force in the direction, development, and evolution of the physical environment of the community;
 - 1.2. support the community's role in the overall development of Calgary, which includes fostering relationships with the City of Calgary, the development community, neighbouring communities, and businesses;
 - 1.3. maintain an understanding of the role of City of Calgary planning bylaws and policies;
 - 1.4. promote community interest and facilitate community dialogue and education on planning and development issues;
 - 1.5. support the role and involvement of community groups and individuals in urban development issues and processes;
 - 1.6. further the goals of Beltline residents by promoting very high quality urban development, community planning, and policy;
 - 1.7. promote density and variety through exceptional urban design with an emphasis on the constant improvement of the public realm;

- 1.8. promote design that is democratic and considers the diverse needs of the community (as applied to all facets of the public realm including building fabric, transportation, public space, services, and social institutions).

4.0 Responsibilities

1. The BUDC 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.
2. In order to fulfill the purpose, the BUDC should:
 - 2.1. Monitor the planning and development of the community and provide advice and comments to the City of Calgary on planning issues that directly or indirectly affect the community;
 - 2.2. Respond to development application circulations from The City (and pre-application approaches from development applicants as required);
 - 2.3. Appeal development approvals when in the opinion of the BUDC, and with the concurrence of the Board, the appeal is in the interest of the community;
 - 2.4. Proactively conduct research and develop strategies that the community can use to help guide future policy directives;
 - 2.5. Review applications and requests for funding using the Beltline Community Investment Fund (BCIF) and liaise with the BCIF Administrative Committee;
 - 2.6. Act as a community information resource by maintaining and collecting land-use and historical data on the Beltline;
 - 2.7. Maintain positive ongoing relationships with the development community and lobby in the community's best interest;
 - 2.8. Maintain positive ongoing relationships with City of Calgary administration and Calgary City Council and lobby in the community's best interest;

Commenting on applications:

- 2.9. Comment on the effect of the proposal on adjacent properties, the surrounding community context, the urban environment, the public realm and transportation issues;
- 2.10. Work with applicants collaboratively in the event the committee identifies concerns with the proposal.
- 2.11. Collaborate with adjacent Community Association Planning Committees on the review and decision-making process where prudent;
- 2.12. Where neighbouring businesses and/or Business Improvement Areas may be impacted, collaborate with and include them in the review process;
- 2.13. Encourage applicants to participate and engage with the BNA, the BUDC, and the community-at-large early in the development process in order to foster good community involvement and collaboration;

Engaging with the community:

- 2.14. Ensure that the broader community receives periodic updates on the planning effort, issues, and successes;
- 2.15. Maintain a transparent process and provide a means for the broader community to provide commentary to the BUDC. Members of the public may attend meetings as observers;
- 2.16. Ensure that comments and suggestions from community members and other citizens are heard and considered in a manner that is reasonable, fair, and in the best interest of the community;

- 2.17. Conduct outreach actions from time to time, such as community-wide information sessions, opinion polls, online engagement, etc. whenever the magnitude of development warrants a broader community mandate;
 - 2.18. Provide a forum for the community to exchange ideas with developers as appropriate;
- Proactive work and non-application planning issues:*
- 2.19. Advocate for planning activity by the City, or for community-based planning initiatives;
 - 2.20. Advocate for improvements to the planning processes that strengthen the role of community associations and the involvement of the broader community;
 - 2.21. Assist with review, engagement or the development of bylaws, policies, plans and guidelines where they have the potential to impact the community;
 - 2.22. Work with the City and the development community to participate in and promote greater stakeholder and community engagement around urban development; and
 - 2.23. Actively participate in community engagement processes as a stakeholder (including attendance at meetings, visioning sessions, workshops, open houses, focus groups, online forums, surveys, etc.)
- 3. In the case that the views of some residents are in opposition to the comments expressed by the BNA Board of Directors and the BUDC, the residents' views may be noted in correspondence with the City of Calgary Development and Planning department provided the concern is relevant to the community at-large rather than special interest; residents will be encouraged to make independent comments.

5.0 Authority

- 1. The BUDC is a standing Committee authorized by the BNA Board of Directors;
- 2. The BUDC is chaired by a member of the BNA Board of Directors who is appointed Director of Planning and Urban Development by the Board. The Planning Coordinator, and the chairs of BUDC standing subcommittees are also BUDC Vice-Chairs and can act in the Director's absence;
- 3. The BUDC is authorized by the BNA Board of Directors to undertake any activity within its terms of reference;
- 4. The BUDC is authorized by the BNA Board of Directors to form and dissolve standing subcommittees, *ad-hoc* subcommittees and task forces whenever deemed necessary and agreed upon by a majority of voting members;
- 5. The BUDC should seek Board approval on anything outside of its terms of reference;
- 6. The BUDC 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;
- 7. Members and participants of the BUDC must refrain from speaking to the media on behalf of the BNA unless permission is expressly granted by the President of the BNA Board of Directors.

6.0 Qualifications of Voting Members and Regular Participants

- 1. Voting Members
 - 1.1. Should be regular members in good standing of the BNA; and
 - 1.2. Should have attended three (3) consecutive meetings of the BUDC with a motion granting voting privileges at the beginning of the fourth meeting.

2. Loss of Voting Privilege
 - 2.1. Occurs when the person is no longer a regular member in good standing of the BNA;
 - 2.2. Occurs upon failure to attend three (3) consecutive meetings unless formally excused by the committee. Voting privileges may be reinstated according to voting members procedure outlined above;
 - 2.3. Occurs upon failure to abide by the bylaws and policies of the BNA;
 - 2.4. Occurs after a vote of the majority of the voting members of the planning committee, upon ratification by the Board; and
 - 2.5. Occurs upon a vote of the majority of Board members.
3. Regular Non-Voting Participants
 - 3.1. May include City of Calgary staff members including representatives from Calgary Neighbourhoods and/or community planners;
 - 3.2. May include any resident, property owner, business owner, and/or agency within the geographical boundaries of the Beltline as defined in the BNA bylaws; and
 - 3.3. May include other members of the public invited at the discretion of the Planning Director/Chair when deemed necessary to support the activities of the BUDC.

7.0 Membership

1. The BUDC membership
 - 1.1. 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 BNA;
 - 1.2. should be reviewed annually, prior to the AGM, to encourage representation from a cross section of the community; and
 - 1.3. is limited to no more than (ten) voting members in addition to the President of the BNA Board of Directors who is an additional voting member *ex officio*.
2. Voting members and regular participants 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.
3. The BUDC may include (but is not limited to) people with professional planning, urban design, architecture, landscape architecture, real estate, business, or development experience as long as they are interested in supporting the community association planning role.
4. Members and regular participants must demonstrate a broad interest in issues affecting the community. Individuals with only a special or vested interest in a particular item will not be appointed to the committee as voting members, although they may occasionally attend BUDC meetings as observers when appropriate.
5. All voting members are expected to advance their knowledge and understanding of the planning process and must maintain a general working familiarity with, at minimum:
 - 5.1. the Land-Use Bylaw;
 - 5.2. the Beltline Area Redevelopment Plan (ARP);
 - 5.3. the Municipal Development Plan (MDP);
 - 5.4. the Calgary Transportation Plan (CTP), and;
 - 5.5. other relevant in-force council-approved bylaws, policies, plans, guidelines and strategies.

Voting members are also encouraged to participate in planning workshops as scheduled by The City, the Federation of Calgary Communities, and/or other groups.

6. Voting members are expected to participate in additional meetings, hearings and events in support of the activities of the BUDC from time to time. These may include:
 - 6.1. Meetings of Calgary City Council and its standing policy committees;
 - 6.2. Subdivision and Development Appeal Board (SDAB) hearings;
 - 6.3. Meetings with City of Calgary staff;
 - 6.4. Stakeholder workshops, meetings, and visioning sessions;
 - 6.5. Events.
7. Voting members may be expected to contribute to the activities of the BUDC in other ways, such as assisting with writing letters and other correspondence.

8.0 Meetings

1. Meetings are typically held on the first and third Tuesdays of every month at 7:00 PM. Additional meetings may also be held as required. The BUDC may choose to alter regular meeting times and frequency from time to time at its discretion.
2. A quorum should consist of a 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 email.
3. Regular meetings are usually be open to all residents of the Beltline to observe whenever possible.
4. BUDC meetings or portions thereof may occasionally occur in camera to deal with internal matters, discussion of confidential/priveledged material or unusual circumstances; however the planning committee Director/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, and all decisions made in camera are reported to the to the Board.
5. The Director of Planning and Urban Development chairs the meetings and sets agenda. If for any reason the Director is not available, then the Planning Coordinator or a chair of a standing subcommittee of the BUDC may chair the meeting.
6. When pre-arranged, applicants wishing to present a proposal for the purposes of soliciting feedback may attend meetings from time to time.
7. City of Calgary staff may attend meetings as observers or to give presentations from time to time.
8. Elected Calgary City Council representatives may occasionally attend meetings as observers at the discretion of the Director/Chair.

9.0 Conduct of Members

1. BUDC members and regular participants
 - 1.1. must read and adhere to these Terms of Reference;
 - 1.2. must declare conflict of interest and refrain from voting on any matter or application in which they have a priority interest or are personally affected and act in accordance with the BNA Conflict of Interest policy (they may, however, comment to the committee);
 - 1.3. must always present a balanced view and objective community perspective when engaging in dialogue with community residents regarding development and planning issues;
 - 1.4. should avoid commentary around matters of personal taste unless the committee agrees that a particular viewpoint is directly the result of a policy directive, is of broader community interest, or is sufficiently consequential that it warrants further discussion;

- 1.5. should ensure that they are able to devote sufficient time and energy to carry out their duties effectively and make every effort to attend all Committee meetings and activities, in person whenever possible;
- 1.6. must come to meetings prepared to engage in respectful, meaningful discussion and provide considered, constructive, and thoughtful feedback and commentary, express opinions and ask questions to enable the Committee to exercise its best judgement in decision making and advising;
- 1.7. must act honestly, in good faith, and in the best interests of the Committee and the Beltline Neighbourhoods Association without regard to their own private interests,
- 1.8. must act with integrity, and in a manner befitting the trust and confidence placed in them and that will bar up under public scrutiny; and
- 1.9. must respect the authority of the Committee and its decisions.
2. If any member or regular participant of the BUDC (including the Director/Chair, or a Vice-Chair) is contacted by a developer, they should refer the matter to the next BUDC meeting for discussion.
3. BUDC members and regular participants should refrain from taking public positions (e.g. writing letters, speaking at public hearings, filing appeals) contrary to decisions of the BUDC unless they have declared conflict of interest (per section 9.0 sentence 1.2); they must clearly express that they are acting as an individual, not as a Committee member.
4. BUDC members and regular participants acknowledge that the Chair is the only official spokesperson of the Committee.
5. BUDC members and regular participants will consider these Terms of Reference before acting and, where there is any doubt, will refrain from the action in question and seek guidance from the Chair

10.0 Reporting

8. The BUDC shall present a summary of activities on a monthly basis to the BNA Board of Directors;
9. Minutes of BUDC meetings will be maintained and will be made available to the BNA Board of Directors for review; and.
10. The BUDC should provide quarterly updates on Committee activities to the general community, typically by means of email correspondence and the BNA website.

11.0 Subcommittees and Task Forces

1. There are generally two standing subcommittees of the BUDC:
 - 1.1. Parks and Public Places Subcommittee
 - 1.2. Transportation Subcommittee
2. Additional subcommittees or task forces may be used to focus on specific topics of community interest.
3. Subcommittees and task forces may be made up of voting members and other regular participants, although the Chair of the subcommittee or task force must be a voting member; and
4. All subcommittees and task forces must report to the BUDC at all regular meetings.

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