



Springbank Hill
Community Association

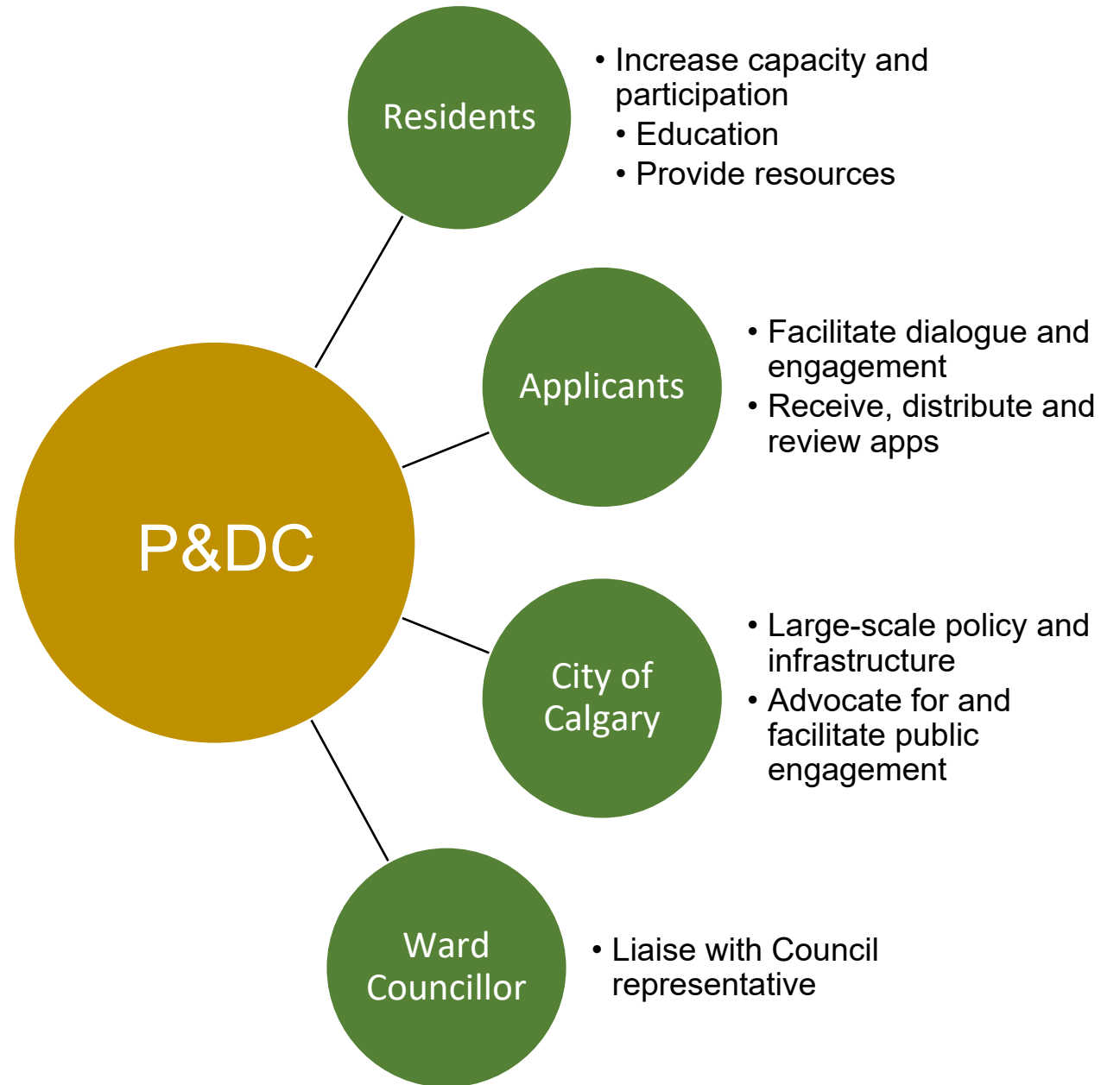
SBHCA Planning & Development Committee Terms of Reference (TOR)

February 16, 2026

Approved by SBHCA Board: xxx, 2026

SBHCA P&D Purpose

- Community residents are engaged and informed in planning matters and equipped to provide input into the development process.
- Community Associations do not have the authority to make decisions on planning matters; rather it can provide local context and comments to applicants, the City of Calgary and City Council.
- The SBHCA P&D Committee may only have capacity to act as a resource for local-based issues or only review larger applications and wider community and inter-community initiatives



SBHCA P&DC Purpose

Communication

- Receive information from stakeholders (e.g. community members) and determine response.
- Ensuring community residents are informed.
- Provide transparency to the wider community on planning projects.
- Refer to Communications slide for strategies

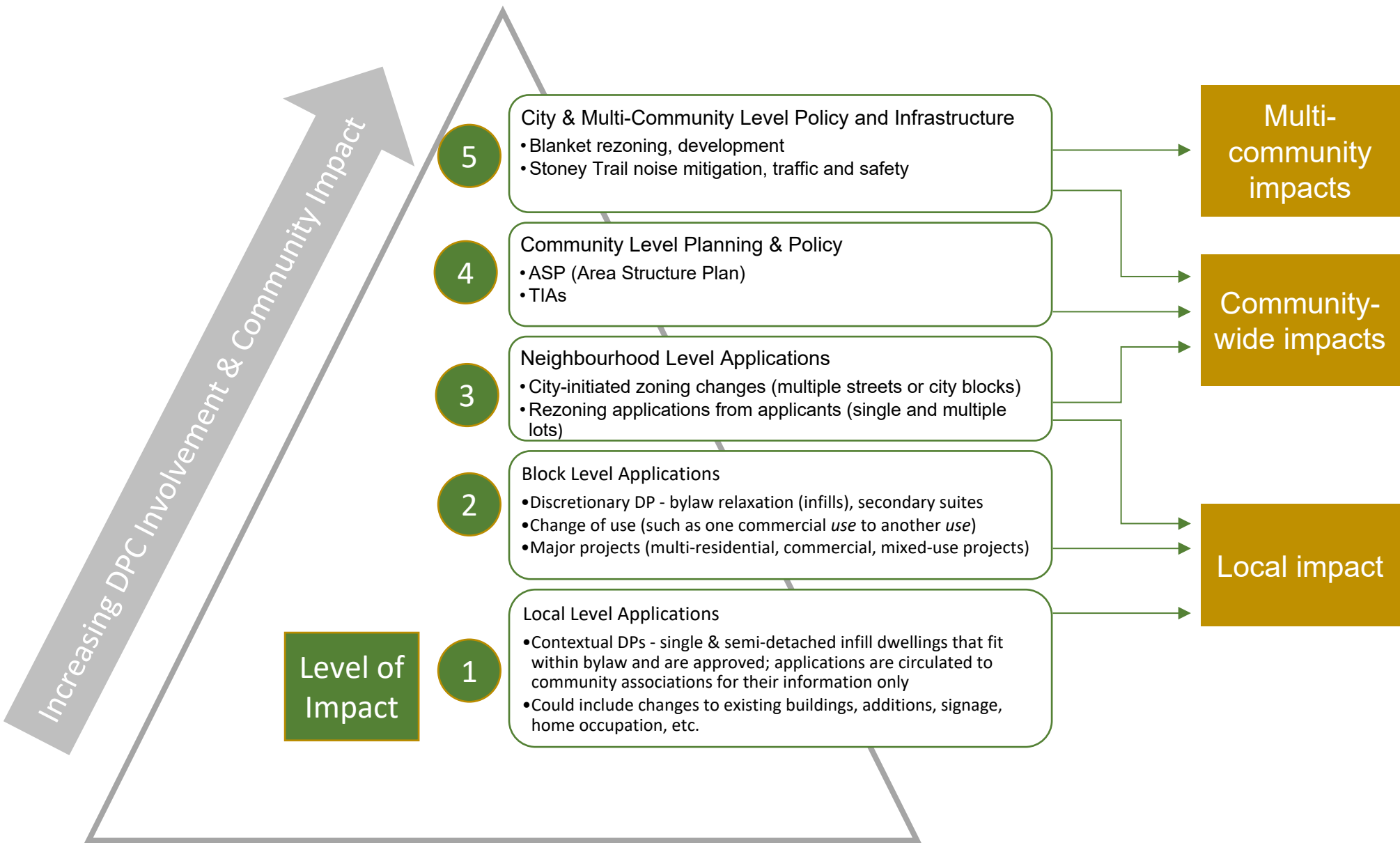
Advocate for Wider Community Outcomes (rather than individual issues)

- “*Good planning principles*” and architectural *design excellence*.
- Sustainable building practices.
- Community-wide infrastructure upgrades.

Engagement

- Support engagement from the City on policy initiatives (Calgary Municipal Development, Plan, transportation, infrastructure).
- Support engagement from applicants on major projects.
- Encourage applicants to reach out to affected neighbours and SBHCA DPC throughout the planning and development process

SBHCA P&DC Scope of Engagement



Level of Impact / SBHCA D&PC Actions

	Level of Impact	Applicant	Engagement	Approving Authority	KGCA DPC Action
5	City & Multi-Community Transportation, infrastructure, etc.	City of Calgary	City to engage with area communities, SBHCA, FCC, councillor; City to present at DPC meeting	City Administration and CPC each provide their recommendations to City Council for decision	<ul style="list-style-type: none"> • SBHCA to provide comments • SBHCA to provide education/communication to residents • Residents, businesses invited to engage directly with City Council • SBHCA communication with councillor or at City Council
4					
3	Community Policy, ARP amendments	City of Calgary	City to engage with community residents, SBHCA, councillor; City to present at DPC meeting	City Administration and CPC each provide their recommendations to City Council for decision	<ul style="list-style-type: none"> • SBHCA to provide comments • SBHCA to provide education/communication to residents • Residents, businesses invited to engage directly with City Council • SBHCA communication with councillor or at Council
2	Neighbourhood Land use applications or larger condo, residential and mixed-use developments	Developer or City of Calgary	Applicant is advised to engage neighbours and present at DPC meeting	City Development Authority (<i>Stream 3</i>) Calgary Planning Commission (<i>Stream 4</i>)	<ul style="list-style-type: none"> • SBHCA to provide comments to City File Manager • SBHCA to provide education/communication to residents • Neighbours invited to engage directly with City File Manager and councillor • SBHCA to liaise with councillor if needed
1	Block Block or street	Builder / Developer	Applicant is advised to engage neighbours and present at DPC meeting	City Development Authority	<ul style="list-style-type: none"> • No comment from SBHCA • Neighbours seeking assistance are provided a factsheet on who to contact and how to get involved
	Local 1-2 households	Owner	Applicant is advised to engage adjacent	City Development Authority	<ul style="list-style-type: none"> • No comment from SBHCA

SBHCA DPC Communication Strategy

Impact Level & Strategy	Level 1	Level 2	Level 3	Level 4 & Level 5	Pro-Active work
Commentary	x	x	<ul style="list-style-type: none"> - Comment on engagement initiatives, identify affected parties affected, summarize issues - Take a position* 	<ul style="list-style-type: none"> - Comment on effect to community on infrastructure, services, traffic, environment - For controversial projects, provide workable suggestions in alignment with community values - Take a position* 	<ul style="list-style-type: none"> - Define values, community vision - Make Bylaws, ARP and MDP and Transportation plan more easily summarized and available - Encourage applicants to conduct appropriate engagement at each Impact Level
Communication	<ul style="list-style-type: none"> - If contacted by affected parties, provide facts, links to process, contact names, SBHCA channels (springbankhill.org, @sbhcayyc on Instagram, @springbankhill on Facebook) 		<ul style="list-style-type: none"> - Provide visibility to membership using SBHCA communication channels (newsletter, e-news, website) 	<ul style="list-style-type: none"> - Provide visibility to broader community (newsletter, e-news) 	<ul style="list-style-type: none"> - Periodic updates on project progress on larger developments - Newsletter topics - Demographic info
CA driven Engagement	x	x	<ul style="list-style-type: none"> - Provide a forum for the community to exchange ideas with developers/city, means to broader community to provide input 	<ul style="list-style-type: none"> - Conduct outreach actions (project specific town hall, polls, etc.) - Liaise with neighboring communities 	<ul style="list-style-type: none"> - Partner with realtors and condo managers to educate and involve new homeowners with the SBHCA - Conduct outreach (such as at AGMs or community events) to educate residents on the role of the SBHCA DPC and to recruit potential members
Education	<ul style="list-style-type: none"> - Factsheet and resources provided to concerned residents 		<ul style="list-style-type: none"> - Advocate for developer-led engagement with support from SBHCA communications 	<ul style="list-style-type: none"> - Encourage City-led engagement, including use of SBHCA communications channels 	<ul style="list-style-type: none"> - Partner with City, Federation of Calgary Communities (“the Federation”) and others on public education series

SBHCA DPC Committee Rules & Procedures

- The Committee is ultimately accountable to the SBHCA Board and applicable SBHCA bylaws, governance models, vision and mission.
- The SBHCA Planning & Development Committee shall meet once a month. Meeting requests from applicants should be referred to the next committee meeting.
- Voting members of the committee:
 - Must be a resident of Springbank Hill, hold a SBHCA household membership and be a member in good standing.
 - Must attend 3 meetings over a period of 6 months.
 - Confirm that they have read and agree with the P&D Terms of Reference and SBHCA Bylaw.
 - Have signed the SBHCA Code of Conduct/Conflict of Interest documents
 - Are committed to continuous learning, such as at Federation of Calgary Communities Partners in Planning events and have read the Community Guide to the Planning Process and the ARP.

SBHCA DPC Communication Strategy

- To be completed, upon board approval
 - SBHCA P&D Committee governance
 - SBHCA Role Descriptions
 - Rules & Procedures (including conflict of interest)