



Board of Directors Job Description: Director at Large, Planning & Development

Reports to: BHCA Board of Directors

Term of Office: One year

Time Commitment: Five hours per month (meetings, preparation, action items, projects)

The mission of the Beddington Heights Community Association is to create opportunities for the community to connect, participate, communicate and learn. Our vision for Beddington Heights is a community with caring and engaged residents, accessible programs and services, beautiful open spaces and a safe and welcoming atmosphere.

Objective of the Planning & Development Director at Large: Monitor planning and development activity occurring in the community of Beddington Heights, and activity in neighbouring communities or city-wide that impacts Beddington Heights. This includes potential impacts on residents, commuters, transit and transportation, schools, businesses, and other services.

Benefits (the fun part):

- Get to know your neighbours and fellow community volunteers
- Practice your current skills or learn new ones in a friendly environment
- Learn more about what is happening in your neighbourhood and City
- Create meaningful programs, events and opportunities for residents to connect
- Give back to the community in a meaningful way
- Advocate for better planning, development, public transit, and transportation decisions for the community

Specific Duties:

- Review planning applications (development permits, land use amendment applications) circulated to the Beddington Heights Community Association by The City of Calgary via email, or identified on Calgary.ca/DevelopmentMap, or other forum of communication.
- Inform the Board of Directors of any planning activity or applications that require attention or a response on behalf of the Board
 - such as new commercial developments, multi-residential developments, new daycares/day homes, the Green Line or other transit projects, traffic calming measures, etc.
- Collect any comments/questions from the Board, and provide your own analysis to city staff, if required
- Draft letters of support or opposition to submit to The City
- Provide comments/questions to the Ward 4 Councillor office
- Monitor and report back to the Board on city-wide planning policy projects or activities (i.e., The Guidebook for Great Communities, a new local area plan)



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General Duties (the work part):

Every member of the BHCA Board of Directors is expected to:

- Be a member in good standing of the BHCA
- Demonstrate loyalty, commitment and fiduciary responsibility to BHCA
- Assist in developing and maintaining positive relations among the board, committees and communities
- Maintain confidentiality in relation to discussions and reports not publicly available
- Abide by BHCA bylaws, code of conduct, and policies
- Be adequately informed on community issues and BHCA matters
- Participate in discussions and decisions in matters of policy, finance, programs, events, personnel and advocacy
- Prepare for and arrive on time for all required meetings
- Participate on at least one committee (i.e. Reimagine Beddington) or lead one initiative (events, volunteering, communications)
- Participate in the recruitment and orientation of new board members
- Approve the budget and monitor financial performance and other matters in relation to it, including appointing independent auditors at the Annual General Meeting
- Be assured that the BHCA and committees are adequately informed of and monitoring the condition of BHCA and its operations
- Attend and participate in the Annual General Meeting
- Participate in fundraising activities as needed, including casinos every 18-24 months
- Participate in the development of the BHCA's strategic plans, annual review and budget
- Ensure all required government, AGLC, and grant reports are prepared and submitted in a timely manner
- Develop, monitor, review and approve all policies that guide operation practices and other recommendations received from the board, its committees and staff
- Monitor the performance of the organization in relation to strategy and objectives
- Review and monitor board conduct and compliance with bylaws and policies
- Participate in any other way that is helpful to the advancement of the organization

Qualifications (the personal part):

- Responsible and community-minded, with an interest in city planning and development
- Professional, education, and/or volunteer experience/expertise in or related to city planning, transportation planning, civil engineering, planning legislation, planning public outreach (e.g., engagement, open houses), urban design, environmental design, Calgary Land Use Bylaw, etc.



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- Ability to read and interpret architectural plans, planning legislation
- Knowledgeable or curious about the community and its residents
- Committed to BHCA mission and strategic direction
- Open to new projects and ideas
- Able to create and work in a team environment
- Collaborative, inclusive and respectful

Removal of a Board Member:

A director may be removed from the board, by majority vote, if absent from three meetings without reasonable cause or if acts against the best interests of the Association as per Bylaws.

Contact: bhca@beddingtoncommunity.ca for more information or to express your interest!