

MANDATE OVERVIEW

To advise and assist Council with regard to the planning of orderly and economical development and maintaining and improving the quality of the physical environment for human settlement within the Calgary.

KEY RESPONSIBILITIES

For members:

- Calgary Planning Commission (CPC) members are expected to read and review the agenda materials in advance of the CPC meeting.
- In addition to the CPC meeting themselves, members may be required to attend preparation meetings prior to CPC, site visits and strategic sessions.
- At the CPC meeting, the members responsibilities may include the:
 - review and approval of Outline Plans;
 - review and approval of Tentative Plans;
 - advising Council on land use matters;
 - review and make recommendations on municipal projects referred to the Commission;
 - review and approval of development permit applications as a Development Authority pursuant to The Development Authority Bylaw;
 - any other planning matter referred including, but not limited to, the review of draft policy.
- CPC members also perform those administrative functions as delegated to it by Council pursuant to the Municipal Government Act.
- CPC members must adhere to the provisions of the Calgary Planning Commission Bylaw, 28P95, as amended.
- With a strong working knowledge of Alberta Planning legislation, the Calgary Municipal Development Plan and Calgary Land Use Bylaw and experience with the planning and development application process, members provide their expertise and advice to planning decisions and recommendations to Council that shape the future of Calgary.

Members must declare any conflicts of interest with agenda items and recuse themselves from all deliberations on said items. More information on what is deemed a conflict of interest will be provided to members through onboarding.

ELIGIBILITY REQUIREMENTS, DESIRED EXPERIENCE AND SKILLS

Must be:

- Resident of Calgary; or
- Indigenous persons who may reside outside of Calgary but are residents of the Calgary surrounding area within the Treaty 7 region, including those Indigenous persons who belong to the Blackfoot Confederacy, made up of the Siksika, Piikani, Amskaapiiikani and Kainai First Nations; the Îlethka Nakoda Wicastabi First Nations, comprised of the Chiniki, Bearspaw, and Goodstoney First Nations; and the Tsuut'ina First Nation, and those persons who are Métis, including citizens of the Otipemisiwak Métis government residing in Foothills Métis District 1, Medicine Hat Métis District 2,

Red Deer Métis District 3, Rocky View Métis District 4, Calgary Nose Hill Métis District 5 and Elbow Métis District 6; and

- At least 18 years of age.

Desired Experience & Skills: *(can be one or a combination of attributes)*

- Demonstrated work experience and expertise in Architecture
- Demonstrated work experience and expertise in Engineering
- Demonstrated work experience and expertise in Home Building
- Demonstrated work experience and expertise in Landscape Architecture
- Demonstrated work experience and expertise in Real Estate Development
- Demonstrated work experience and expertise in Real Estate or Planning Law
- Demonstrated work experience and expertise in Urban Design
- Demonstrated work experience and expertise in Urban Planning
- Commitment to make Calgary the best it can be for its citizens
- Strong working knowledge of Alberta planning legislation
- Strong public service orientation
- Integrity and high ethical standards
- Strong communication skills
- Effective listener
- Strong analytical skills
- Strong decision-making skills

INELIGIBLE TO APPLY

- Employee of the City of Calgary or any of its subsidiaries

NOMINATIONS

can be received from the following Professional Organizations:

- Alberta Association of Architects
- Alberta Association of Landscape Architects
- Alberta Professional Planners Institute
- Association of Professional Engineers and Geoscientists of Alberta
- BILD Calgary Region
- Canadian Bar Association – Alberta Branch
- Federation of Calgary Communities

TERM

Appointments are for a **one-year** or **two-year term**.

MEETINGS

Two meetings per month, on Thursdays.

Official CPC meeting commences at 1:00 PM and runs on average for four hours. Meeting length is subject to the agenda size and complexity.

Prior to the official meeting, a pre-meeting is held at 12:15 PM – 12:50 PM to discuss administrative business. Attendance at both, meetings is expected. Members must be available to attend CPC meetings during or after regular business hours as some meetings may run into the evening.

The CPC Agenda package will be available six days in advance of the CPC meeting for review. For an average meeting length, members should expect to spend approximately three hours reading and reviewing reports in advance of CPC meetings. It is the responsibility of the member to review the materials in advance and be prepared for meetings.

Meeting location:

Calgary Municipal Building
800 Macleod Trail SE
Council Chamber

Meetings are now hybrid with the option to attend in person or online. In person attendance is preferred.

Meetings' calendar is available under: [Council and Committee Calendar \(calgary.ca\)](https://calgary.ca/council-and-committee-calendar)

REMUNERATION AND/OR COVERED EXPENSES

Council policy CP2024-09, *Remuneration and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees*, will come in effect on **2026 January 01**.

- Public members will receive a stipend for participating in regular meetings of a City Board, Commission or Committee (either in-person or virtually), and any other meeting where participation is at the request of Council.
- Public members may be reimbursed for reasonable expenses incurred to fulfill their roles on a City Board, Commission or Committee.

Stipend Rates for Public Members

| | Up to and including 2 hours in a day | More than 2 hours and up to and including 4 hours in a day | More than 4 hours in a day |
|---|---|--|-------------------------------|
| Public Member | \$150 | \$205 | \$360 |
| Public Member Co-Chairs, Vice-Chairs | \$175 | \$250 | \$425 |
| Public Member Chairs | \$200 | \$295 | \$485 |

For more details, please consult the Council policy CP2024-09 available under:

<https://publicaccess.calgary.ca/ldm01/exccpa?func=ccpa.general&msgID=ETyqqgyyKsM&msgAction=Download>

CALGARY PLANNING COMMISSION'S WEBSITE

<https://www.calgary.ca/pda/pd/public-notices/calgary-planning-commission-agenda.html>

Agendas and Minutes available under: [Council and Committee Agendas, Minutes and Video \(calgary.ca\)](#)