THE COMMUNITY GUIDE TO THE PLANNING PROCESS

FEDERATION OF
CALGARY COMMUNITIES

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ALBERTA
REAL ESTATE
FOUNDATION

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City of Calgary – Planning & Development
Planning Services Centre Mailing Address:
3rd Floor, Municipal Building PO Box 2100, Station M (#8117) Calgary, AB T2P 2M5
Phone: 311 or (403) 268-5311
Live Chat: calgary.ca/livechat
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City Clerk's Office (Contact City Clerk's with specific legislative, electoral, archival, or access and privacy questions)
Mailing Address:
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USING THE GUIDE

We note that the information provided within this Guide has no legal status and cannot be used as an official interpretation of the various Bylaw, codes, and regulations currently in effect. We cannot guarantee that this resource is fully comprehensive of all aspects, nor is it meant to be interpreted as legal advice. We advise that persons using this Guide also rely on relevant City documents in unison with this Guide. You should customize for your own organization needs and use and consult your legal counsel as appropriate.

General Information
The Community Guide to the Planning Process (The Guide) explains the planning system in Calgary, including the policy structure and planning processes. It is an excellent planning reference for communities, and other interested groups.

Planning Language and Acronyms
Please note that important terms are sometimes bolded only the first few times they appear in *The Guide.* These can be found in the *Glossary* in *Appendix E.* These terms may also be fully described in a section of *The Guide*, so check the *Table of Contents.*

There are many acronyms in urban planning and they are used throughout the document. The first time you see an acronym,there will be an explanation beside the acronym. Check *Appendix D* for a full list of acronyms.

Things to Search
The Guide includes many references to The City of Calgary's website, as well as other websites. You will come across key words to use in an internet search to find these webpages, as links may change over time. If an internet search does not work, perhaps search for information directly on The City of Calgary's website or other organizations' websites.

Updates to The Guide
The Guide is periodically updated with additional information. Contact The Federation of Calgary Communities or visit our website for the latest updates.

THE FEDERATION

Hi! We are The Federation of Calgary Communities (The Federation), a support organization to over 230 non-profit organizations here in Calgary, including the 150+ community associations (CAs). As a support organization, we host over 50 workshops for our members every year in urban planning, engagement, and financial services. We have a lot of urban planning resources on our website; we also offer urban planning workshops that are open to all residents interested in learning more about urban planning.

FEDERATION OF CALGARY COMMUNITIES

INTRODUCTION

Community associations have an important role to play in urban and community planning. They help to shape and communicate community goals and aspirations in both policy planning and implementation of plans in their communities and at The City level. They are repositories of local knowledge and history. They provide City of Calgary authorities, development applicants and other relevant stakeholders with advice and insight into neighbourhood issues, concerns, and desires.

As Calgary grows and we seek more sustainable ways of living, the voices of community associations help to manage community change in a way that is respectful of community character, mindful of the future, and that balances the interests of the neighbourhood with the interests of Calgary as a whole. Gathering feedback from stakeholders like you is a critical part of the urban planning process; you, as a resident, know your community and should have a say and participate in planning decisions that affect you. Consider joining your community association and lending your voice to planning issues.

The Federation of Calgary Communities (The Federation) and The City of Calgary (The City) appreciate the many hours community association volunteers commit to ensuring that development makes a positive contribution to communities and our city.

The purpose of *The Guide* is to help community volunteers deal with planning issues in an effective and rewarding manner. It is also hoped that *The Guide* will help to promote positive and productive working relationships among communities, applicants, City staff, and all the players in the planning process.

The Guide has been prepared by The Federation in cooperation with The City of Calgary, and with information from various other sources, with community association users in mind.

Planning policies and regulations often change. So, while The Federation will do its best to keep this Guide current and accurate, The City of Calgary will always be the most up-to-date and authoritative source of City information.

The Guide was first published in 1994 as part of the *Planning Education Program,* we update this guide periodically. For this edition, we have completely redesigned *The Guide*; it is now shorter and written in more plain language.

The Guide is part of a 3-part planning toolkit; please take a look at the rest of the toolkit, *Community Amenity Map* and *Guide to City Building*, by visiting our planning page at calgarycommunities.com/urban-planning

BE PART OF IT!

CONTENTS

1. WHAT IS URBAN PLANNING?

What Is Urban Planning?

Urban planning is about developing plans, processes, and policies to help create new communities, revitalize older areas, and help cities grow and change as more people move to our city. It includes how we use land; where we locate residential areas, offices, and institutions. Urban planning is also about the natural environment (e.g., parks, water bodies, playgrounds) and the built environment (e.g., buildings, transportation, and infrastructure) and most importantly, how people interact with them and how they work together. This means that your experience, your ideas, and your voice matter!

Why Should I Get Involved?

Citizens provide valuable input from a local perspective; on well-being, sense of community, and personal experience living and working in the area. Citizens offer a community perspective; helping to set vision, provide feedback, and ideas to assist planners to create and recommend plans and policies that result in great communities. You are needed for this expertise!

Why Do We Need To Plan?

As our city continues to grow and evolve, the needs of residents will also change. We need to plan for infrastructure (e.g., transit, roads, sewers, parks, water supply, etc.) that will accommodate growth and change. In addition, land is very valuable and with issues such as climate change, we need to use what we have efficiently and in a sustainable manner.

Keep reading this guide to learn more and equip yourself so you can get involved.

ASPECTS OF URBAN PLANNING

Residential

Place of Worship

Transit

School

Landmarks

Office

Essential Services

Airport

Green Space

2. PLANNING IN CALGARY

PLANNING IN THE PROVINCE OF ALBERTA
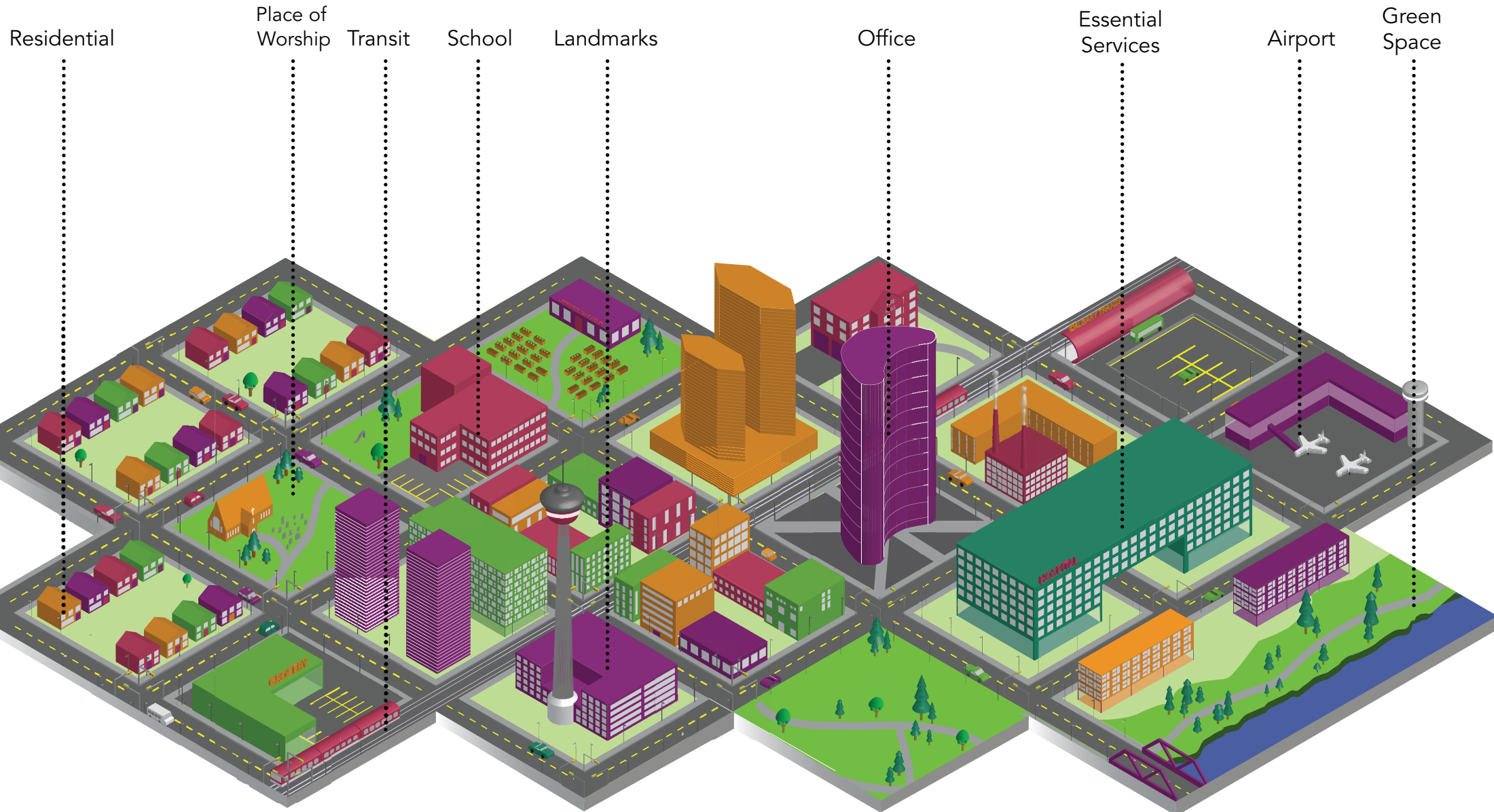
HIERARCHY OF PLANNING

Planning in Alberta is governed by the *Municipal Government Act* (MGA), the *Alberta Land Stewardship Act* (ALSA) and the *Alberta Land-Use Framework* (ALUF).

Municipal Government Act (MGA)

The MGA provides the legal framework for making planning decisions at the municipal level. Part 17 of the MGA governs the scope of authority that municipalities have, as well as the required procedures for the preparation and implementation of all planning matters. It also enables the City of Calgary to create statutory plans and a land use bylaw.

Statutory plans are those that are created by a municipality and are approved by bylaw under provincial legislation. This process ensures a formal public hearing for members of the public to present to Council. All statutory plans must be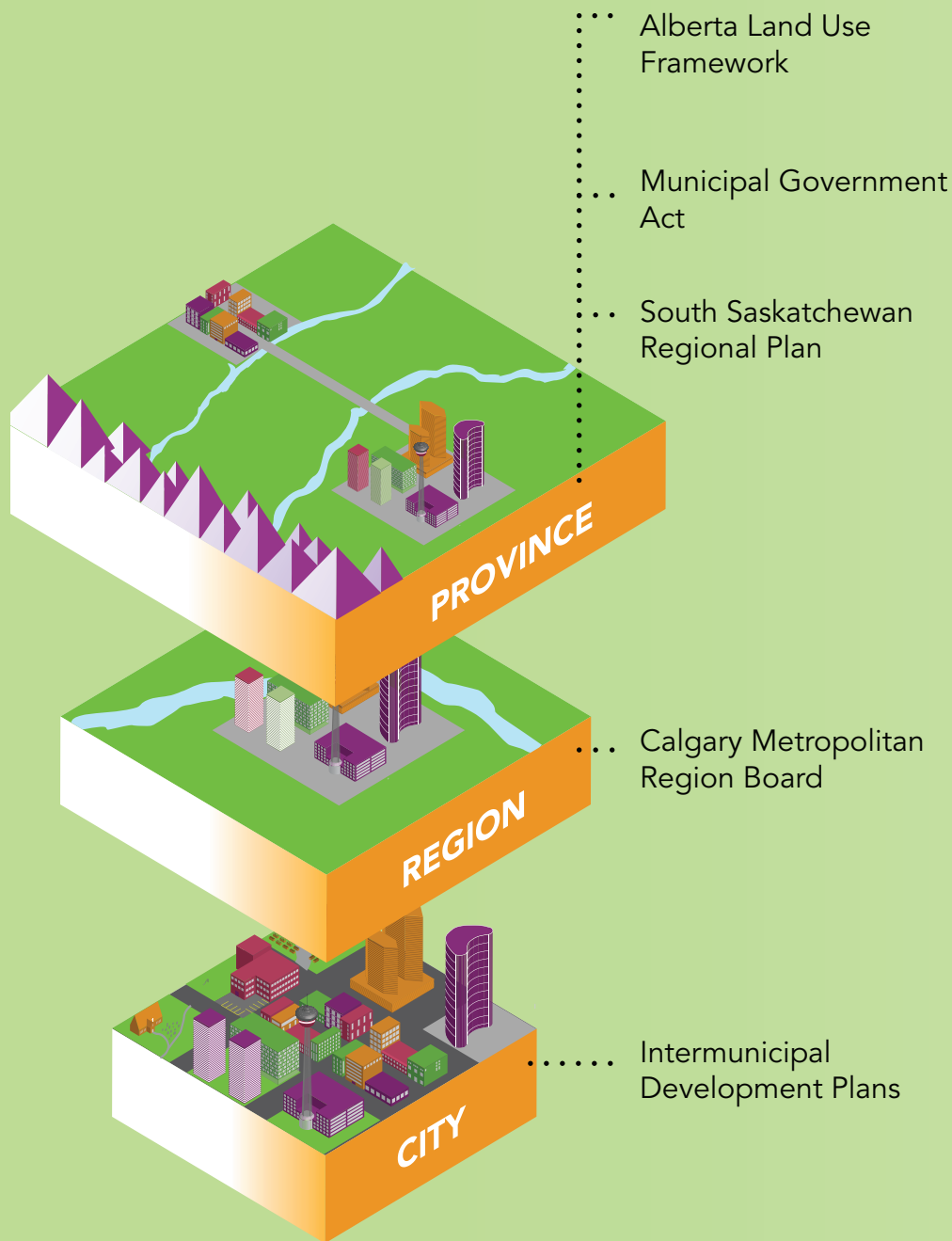 consistent with one another and be considered when reviewing development applications that fall within the plan boundaries. Some examples of statutory plans include the *Municipal Development Plan* and *Local Area Plans.*

Alberta Land Use Framework (ALUF)

The ALUF sets out an approach to manage public and private lands and natural resources to achieve long-term economic, environmental, and social goals. The ALUF, and ongoing work under its mandate, provides a blueprint and tools for land-use management and decision-making. A key strategy is the development of regional land-use plans based on major river watersheds. There are seven land-use regions and a regional plan for each one. Calgary is part of the *South Saskatchewan Regional Plan* (ongoing as of 2013). The *Calgary Metropolitan Region Board* (CMRB) *Interim Growth Plan* represents a "sub-regional" plan.

Alberta Land Use Framework

Municipal Government Act

South Saskatchewan Regional Plan

PROVINCE

Calgary Metropolitan Region Board

REGION

Intermunicipal Development Plans

CITY

The Province of Alberta has a planning hierarchy.

South Saskatchewan Regional Plan
The *South Saskatchewan Regional Plan* establishes a long-term vision for the South Saskatchewan Region and aligns provincial policies at the regional level to balance Alberta's economic, environmental, and social goals.

The regional plan also includes strategies for responsible energy development, sustainable farming and ranching, recreation, forest management, and nature-based tourism.

Calgary Metropolitan Region Board (CMRB), Interim Growth Plan (IGP) and Interim Regional Evaluation Framework (IREF)
The City of Calgary is one of the ten regional partners of the *Calgary Metropolitan Region Board* (CMRB). The Board has been mandated to support the long-term sustainability of the *Calgary Metropolitan Region*. The *Interim Growth Plan* provides planning direction and guidance on certain areas of regional significance related to population and employment growth, land use, and infrastructure services. The City of Calgary statutory plans and amendments must align with the policies in the IGP. Statutory plans and amendments to plans that are regionally significant are referred to CMRB for approval before final approval may be granted by the local municipal council.

Internet search "Calgary Metropolitan Region Board."

Intermunicipal Development Plan (IDP)
Intermunicipal development plans are plans created by municipalities with boundaries. IDPs provide overarching policies for planning in the plan area. IDPs provide a framework for intermunicipal coordination and collaboration between the municipalities. The City of Calgary has an IDP with Foothills County, Rocky View County, and The City of Chestermere.

PLANNING IN THE CITY OF CALGARY

HIERARCHY OF CALGARY
The Municipal Development Plan (MDP)

The *Municipal Government Act* requires every municipality in the province to adopt, by bylaw an MDP. The MDP is a guiding document that directs how development should happen in the medium to long-term within the municipal boundaries.

The City of Calgary's *Municipal Development Plan* 2020 (MDP) includes the *Calgary Transportation Plan 2020 (Volume 3)*. Together they outline the city-wide vision for Calgary's built form and transportation system. The plans reflect the voice of thousands who shared their hope for the future through multiple engagements. The plans are the blueprint for how The City will grow strategically and consider economic, social, and environmental needs, coordination of public investment, and the framework for local planning and decision-making.

The *Municipal Development Plan* aims to build a city where the population is expected to double in the coming 50-60 years, a city where Calgarians can choose from a variety of housing types in a variety of communities. It works together with the *Calgary Transportation Plan* to provide multiple transportation options so all Calgarians can travel safely and conveniently, whether travelling by car, bike, transit, or foot.

Guidebooks Within The MDP

There are three guidebooks that are part of the MDP that provide more specific and concrete policies for new communities, developed areas, and the city centre.

These guidebooks are statutory and apply where a local area plan states that they do (e.g., the *Centre City Guidebook* applies in the *East Village Area Redevelopment Plan*). These Guidebooks provide a general set of implementation policies that provide certainty on how policies are interpreted and applied based on the MDP. This allows the local area plans to identify context-specific policies that respond to the local community.

Developed and Developing Areas of Calgary
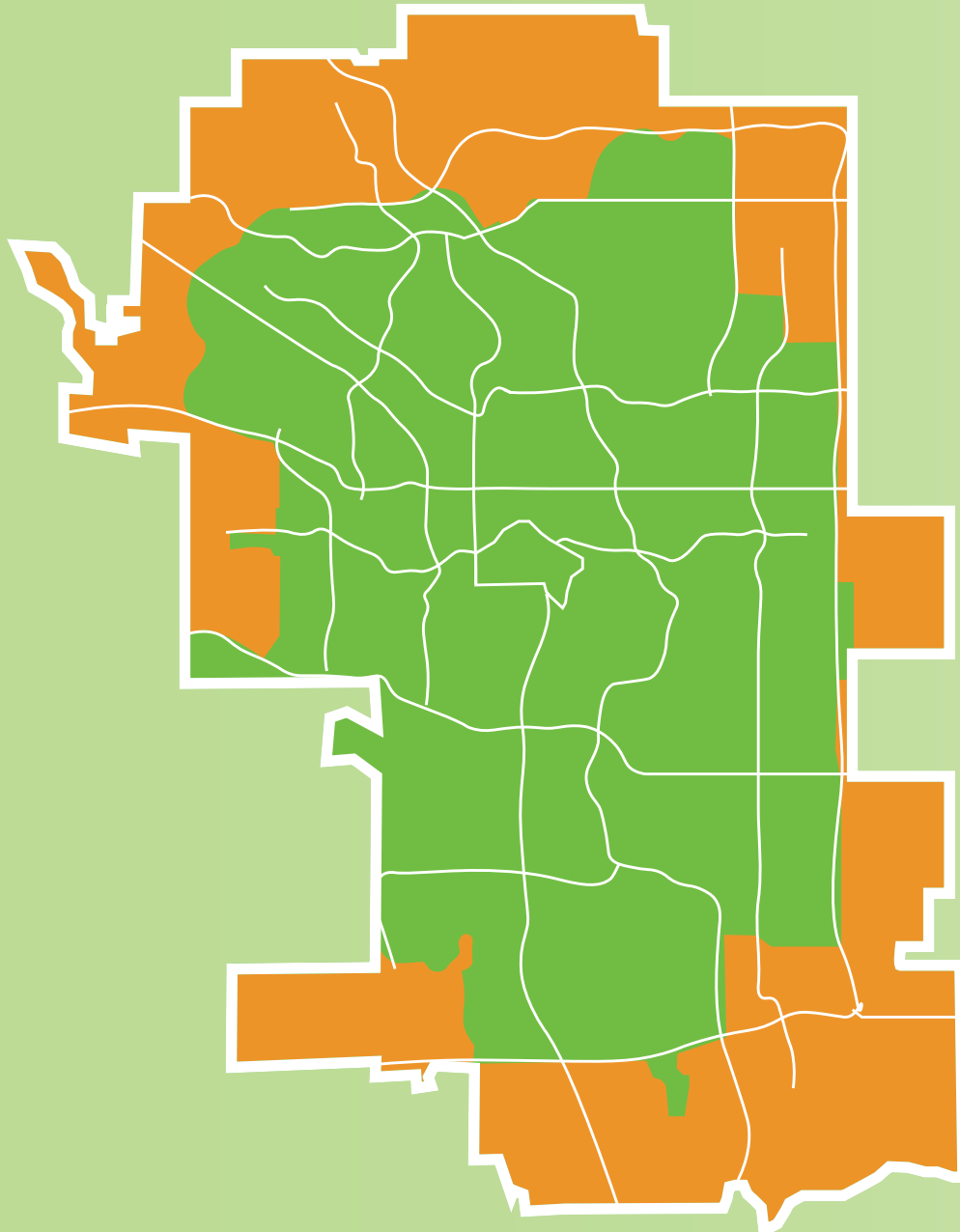
Map showing The City of Calgary's developing vs. developed areas.

■ Developed
■ Developing

What is the Difference Between Developed and Developing Areas?

The MDP recognizes that development is different in a new community vs. in an older community. It divides The City of Calgary into:

Developing Area:
- Areas that were not built out when the *1P2007 Bylaw* was created in 2007.
- No established pattern of development exists, so the focus is on efficient development.
- There is not enough context to take into consideration so there are different standards for development (e.g., built forms, building height and parcel coverage).

Developed Area:
- Areas that were completely built out in 2007.
- Residents want assurances that redevelopment and additions will respect the existing built context.
- Residential land use districts contain a "C" in the district notation (e.g., R-C1, R-C2, M-CG, M-C1) for "contextual."
- Contextual rules require new developments to consider the context of what neighbouring properties look like (e.g., building height, massing, and setbacks).
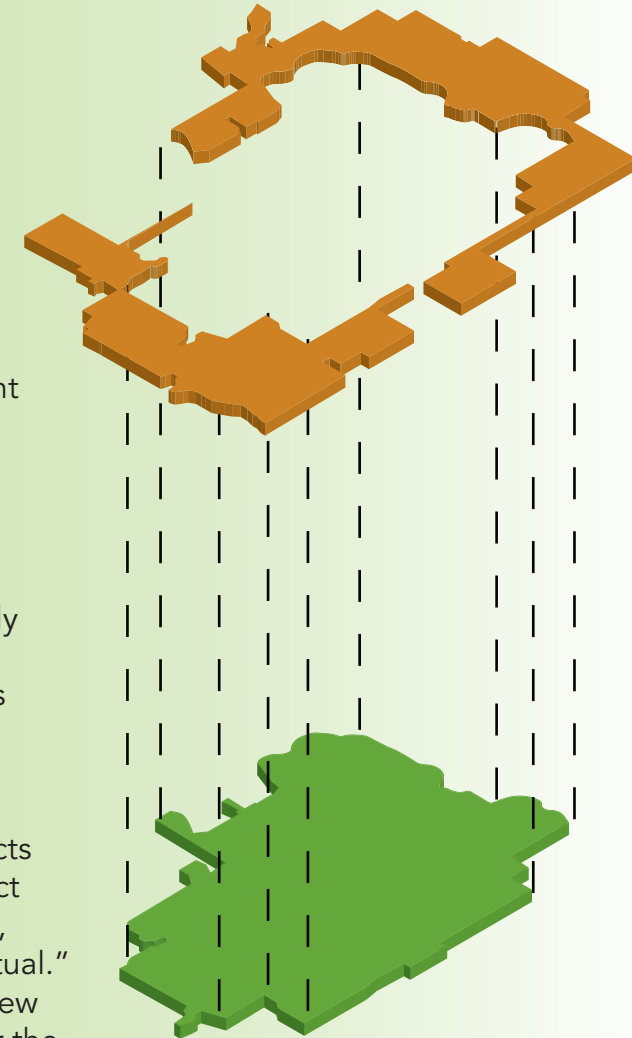
Goals and Objectives of The MDP

The MDP identifies Calgary's future urban structure and seven citywide goals as the foundation for planning policies and bylaws in Calgary.

These are:
1. Creating a prosperous economy
2. Shaping a more compact urban form
3. Creating great communities
4. Urban design
5. Connecting the city
6. Greening the city
7. Managing growth & change

Monitoring The MDP 2020

The MDP is a living document, including indicators and targets used to track the overall progress of goals and objectives. The reporting of the indicators happens in advance of each four-year business cycle of City Council (when budgets and Council Priorities are set).

Note: The Guide only offers a brief introduction to the MDP, you should read the whole document if you need more detailed information.

Local Area Plans (LAPs)

Local area plans are the next level of planning policy that guides development at the local geographic area, community scale, and lays out a vision for how community will develop in the future. Local area plans are statutory plans approved by Council. Over 200 Council approved local area plans currently exist in Calgary, including area redevelopment plans (ARP) and area structure plans (ASP).

Area Structure Plans (ASP)

An area structure plan (ASP) is a long-range planning document and is the first step in obtaining planning approval for a new community. An ASP refines and implements The City's broad planning objectives and policies of the MDP and other policies by promoting logical, compatible, and sustainable development. It also guides and directs the specific land use, subdivision, and development decisions that collectively determine the form the plan area will take. This includes making decisions on land uses, transportation systems, population and jobs, intensity, the sequencing of development, and the provision of essential services and facilities.
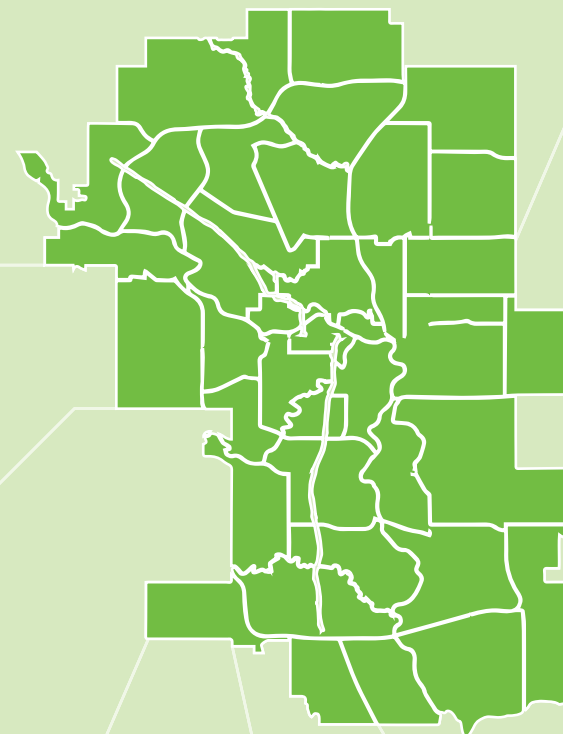
There are many policy plans for local geographic areas, communities and neighbourhoods.

Area Redevelopment Plans (ARPs)

Area redevelopment plans (ARPs) are medium to long-range planning documents which set out a comprehensive program of land use policies and other planning proposals that help to determine and guide the future of individual communities within the developed area of the City. ARPs are intended to supplement the *Land Use Bylaw* by providing a local policy context, and where appropriate, specific land use and development guidelines.

Multi-Community Local Area Plans

The City is taking a broader approach to planning growth and development across Calgary. Working with a group of neighboring communities, a multi-community local plan will look at how these communities will grow, change, and develop together. These plans will look at balancing the need for housing, amenities and services in a way that enhances communities. The first approved multi-community local area plan is the *North Hill Communities Local Area Plan.*

The Guide for Local Area Planning

The Guide for Local Area Planning is a non-statutory document that was accepted by a committee of Council in 2021 to be used by The City in the development of local area plans. It is not Council approved policy. Local area plans are statutory plans under the *Municipal Government Act* and may incorporate policies from the guide to implement them in the local context. More information about the guide can be found at www.calgary.ca/guidebook.

The Guide provides tools and policies as a starting point for developing a new multi-community local area plan. This ensures that all communities start from the same place and use a similar language when developing local area plans to address each community's unique context.

The Guide outlines tools such as urban form categories and scale modifiers that can be used when developing a local area plan. Urban form categories identify what kind of uses are appropriate (e.g., residential, commercial, industrial and parks) and the rules development should follow (e.g., where a building is located on a site). Scale refers generally to the height of a building. The location for these tools is determined through the local area plan process together with community members, resulting in two maps. These maps let community members understand what is expected to happen (the use) and how tall the buildings will be (the scale) in any area of the community.

The guide also includes best practice policies that provide direction for development around things such as site design and amenity space, as well as tools for Heritage Resources. A local area plan may identify additional or more community-specific policies where necessary.
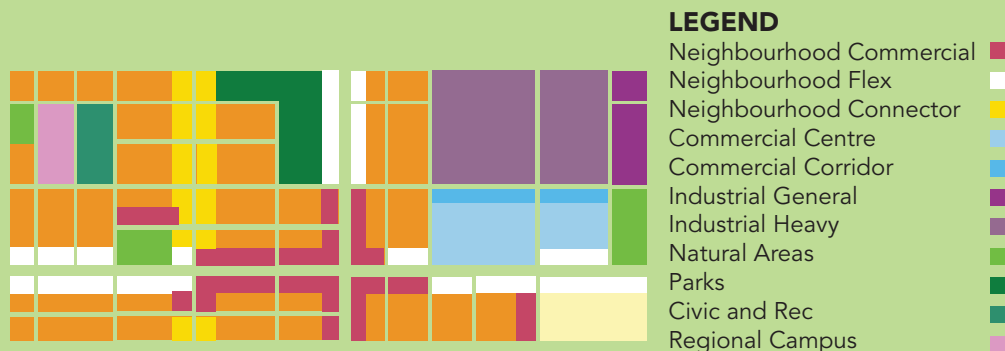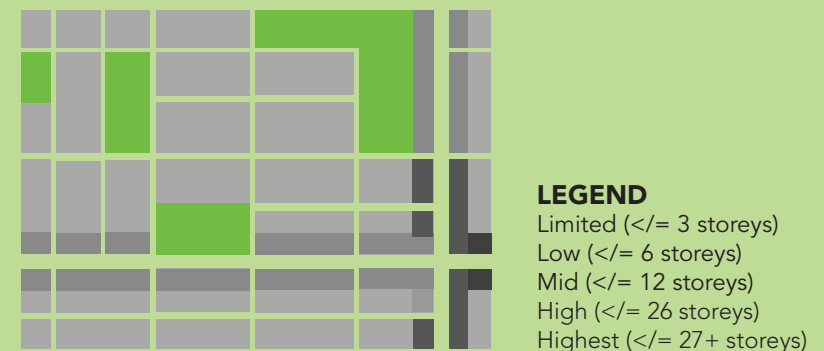
LAND USE BYLAW

The MGA requires municipalities to adopt a land use bylaw to regulate and control the use and development of land and buildings. The most current *Land Use Bylaw* in Calgary is *Bylaw 1P2007*; it is a statutory document that:
- Identifies and designates different land use districts within the city boundaries as shown on the land use maps
- Specifies permitted and discretionary uses and development rules (minimum standards) for each land use district
- Identifies general rules and regulations for development such as height, setbacks, parking, floodplains
- Specifies provisions and decision-making process for land use amendment (redesignation)
- Specifies provisions and decision-making process for development appeal decisions
- Specifies provisions and rules for relaxations

Does the *Land Use Bylaw* Ever Change?

The *Land Use Bylaw* needs to be updated regularly to respond to societal shifts, change in the laws at federal or provincial levels, market trends, and new technologies.

City Administration monitors these trends and facilitates updates as they are needed. In addition, Council may identify the need for changes to the *Land Use Bylaw* and provide direction for City Administration to research the necessary changes and bring Council recommendations. Any changes to the Land Use Bylaw must be approved by Council through a public hearing.

LEGEND
Neighbourhood Commercial
Neighbourhood Flex
Neighbourhood Connector
Commercial Centre
Commercial Corridor
Industrial General
Industrial Heavy
Natural Areas
Parks
Civic and Rec
Regional Campus

23. Urban Form Categories adapted from *The Guide for Local Area Planning*

LEGEND
Limited (</= 3 storeys)
Low (</= 6 storeys)
Mid (</= 12 storeys)
High (</= 26 storeys)
Highest (</= 27+ storeys)

*The Guide for Local Area Planning* Scale Modifiers 24.

Transit Oriented Development in Calgary

The *Transit Oriented Development* (TOD) *Policy Guidelines* (2004) provide land use and development polices and design guidelines for the development or redevelopment of properties within a transit station area. There are six planning objectives that must be achieved in developments and plans in station areas:
• Ensure transit-supportive land uses
• Increase density
• Create pedestrian-oriented design
• Make each station area a unique environment like a community gateway or a vibrant mixed-use hub
• Manage parking, bus and vehicular traffic
• Plan in context with local communities

Design guidelines found under each policy objective provide options for implementing the TOD within the contexts of the different station types throughout Calgary. Together, the policy objectives and guidelines provide direction for all levels of planning processes and applications in station areas, which help to clarify The City's intent for development and achieve Council approved policy.

A copy of the *Transit Oriented Development Policy Guidelines* is available from The City of Calgary at calgary.ca/todplanning.
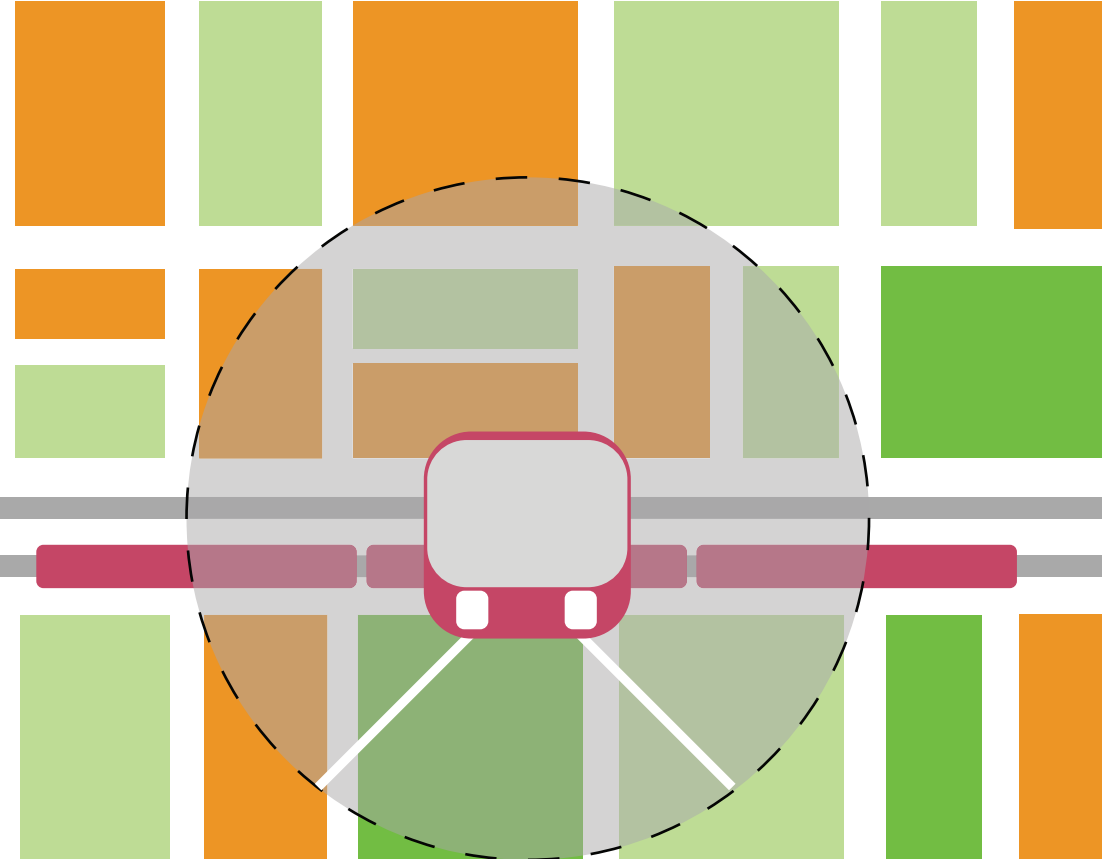
The Transit Oriented Development Policy Guidelines provide policies and design guidelines for development or redevelopment of properties close to a transit station area.

The *Transit-Oriented Development* (TOD) *Implementation Strategy*, approved by Council in 2019, is intended to enable TOD to thrive in Calgary and, in doing so, to help The City achieve its strategic growth goals. It identifies four actions The City is undertaking to encourage and support transit-oriented development across Calgary:
• Complete station area evaluations
• Develop funding and investment tools
• Support TOD Policy
• Foster collaborative partnerships

COMMUNITY PLANNING MATTERS
Public Realm Improvements

The City, community associations, business improvement areas (BIAs), or groups of residents may want to make improvements to the public realm. Improvements are sometimes initiated by The City, or by property owners through petition, and are sometimes funded by special taxes or levies on affected property owners.

Floodway, Flood Fringe and Overland Flow Areas

Calgary's rivers are a vital part of Calgary's history, pathway systems and communities. The City of Calgary's regulatory flood map (adopted from the Government of Alberta Flood Hazard Map) shows the Floodway, Flood Fringe, and Overland Flow areas on the Bow River, Elbow River, Nose Creek, and West Nose Creek. These distinct areas have different rules and regulations for development. Some developments within the floodway/flood fringe areas are also regulated by the federal and provincial government, as well as The City of Calgary.

Visit the interactive regulatory flood map at *http://maps.calgary. ca/riverflooding* to determine which area you are in. Depending on your area, the *Land Use Bylaw* sets out the allowable types of development, along with land use regulations that apply to the area. Refer to the *Land Use Bylaw*, Part 3 Division 3 or contact Planning Service Centre for more information on the development and building regulations that apply in each designated flood zone.

Some communities feel the impact of being close to the river and can experience flooding and groundwater seepage. It is important to safeguard dwellings and other structures by following regulations if you are in a flood zone. Consider building practices that decrease the likelihood of damage during the next flood. Reducing flood damage is a collaborative effort among The City of Calgary, the provincial and federal governments, and Calgarians. Also, see *Calgary's Flood Resilience Plan*; the three-part plan aims to protect our city from a 2013-level flood with timely, cost-effective, and practical flood risk management, while respecting community values and staying adaptable to future uncertainties.
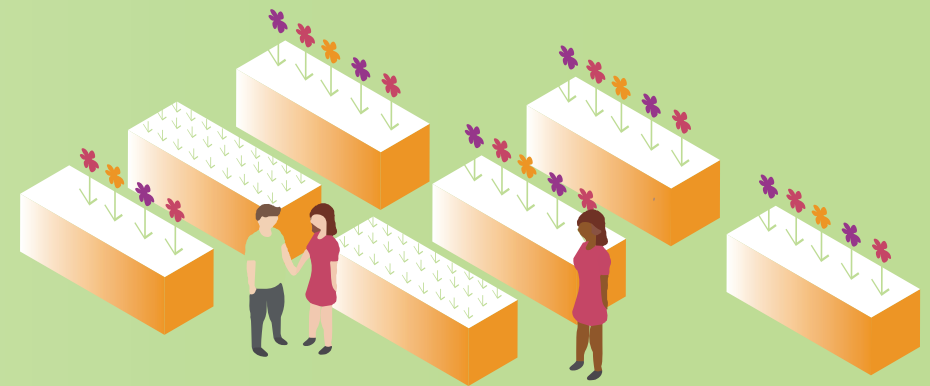
Community Gardens

Community gardens are becoming increasingly popular in Calgary. Amongst many other benefits, community gardens are useful for community development, food production, greening the city, acting as a noise filter, and enhancing neighbourhood security and safety.

Both the Calgary Horticultural Society and City of Calgary Parks value community gardens for their contribution to the health and well-being of communities. Community gardens can be created on private lands, such as churches.

Community garden groups can either informally organize with private landowners (e.g., churches, businesses) to develop gardens or can submit applications to The City all through the year to apply for approval to develop a public community garden on public lands.

The time required to process an application is site-specific. For more information, contact City of Calgary Parks and the Calgary Horticultural Society. For information on applying for community gardens on public land, contact Parks or your Neighbourhood Partnership Coordinator.

Community gardens contribute to the health and well-being of communities.

Affordable Housing

Affordable housing is an integral part of the social and economic infrastructure of a healthy city. It is essential for attracting a diverse workforce that ensures economic development and vitality. Affordable housing is also a key component of safe, diverse, and viable communities. As such, The City of Calgary's *Municipal Development Plan* includes policies to encourage opportunities for the development of affordable housing in every community.

According to the Canada Mortgage and Housing Corporation, housing is considered affordable if shelter costs account for less than 30% of before-tax household income; this applies to both the rental and home ownership market. The City of Calgary goes a step further and defines affordability as when a household earns less than $60,000/year and pays more than 30% of its gross income on shelter costs. Currently, 84,000 households in Calgary are struggling with housing costs (nearly 1 in 5 households). This number is expected to increase to 1,000,000 by 2026 (or 2 in 5 households).

The need for affordable housing is triggered by a variety of circumstances, including economic hardship, mental illness, the loss of a family member, disability and other types of life events. Calgary has one of the lowest amounts of market rental inventory in Canada, and like other North American cities, suffers from a lack of housing known as the 'missing middle,' meaning lower density multi-family developments.

Go to calgary.ca/affordablehousing

Affordable housing in Calgary is provided by a range of housing providers primarily in the public and non-profit sectors. Affordable housing can be any type of building form, for example: apartments, townhouses and rowhouses, low, mid, and high rises, secondary suites, as well as attached and detached single-family homes. The provision of affordable housing in all Calgary communities continues to be a significant City Council priority.

Secondary Suites

Backyard Suites

Secondary Suites and Backyard Suites can be implemented in many ways.
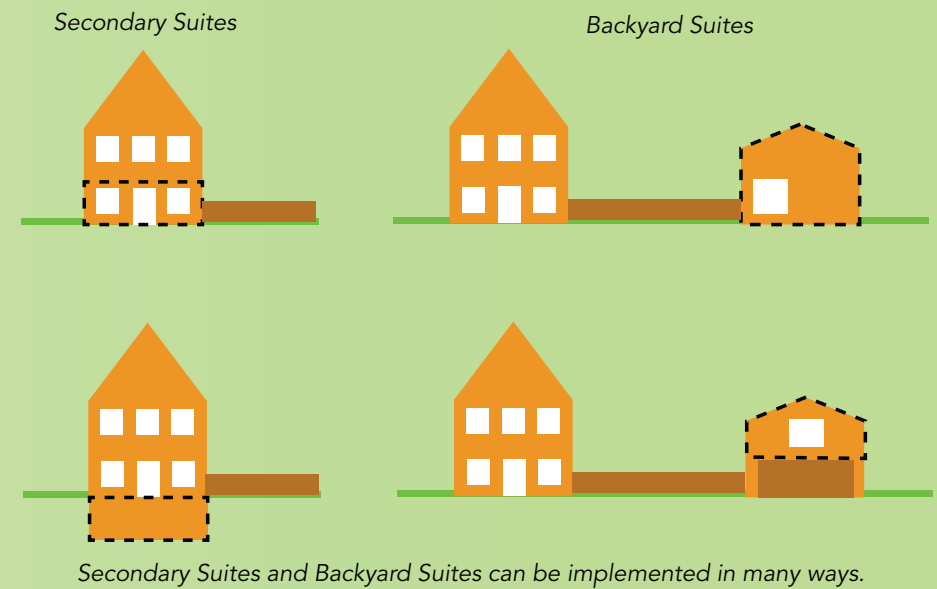
Secondary Suites

Land Use Bylaw 1P2007 defines two types of accessory suites: 1) secondary suites and 2) backyard suites. Secondary suites are located within the primary dwelling unit, such as a single or semi-detached dwelling, or a rowhouse. They are typically located in the basement but may also be located on the main or upper floors or above an attached garage. Secondary suites are a permitted use in most residential districts, except for R-1, R-C1 and R-C1L districts, where they are discretionary. Secondary suites that meet the rules of the bylaw do not require a development permit when they are a permitted use in the district.

Backyard suites are a discretionary use in most residential districts and are located in the backyard of the parcel, apart from the primary dwelling. They are typically built on top of a detached garage but can also be on the ground floor attached to a detached garage, or in an independent structure. A development permit is required to develop a backyard suite.

Both types of accessory suites require a building permit. The date of construction (i.e., a brand-new suite vs. legalizing an older existing suite) will dictate the applicable *National Building Code* requirements. The City helps homeowners determine their specific requirements.

The City of Calgary maintains a registry of legal and safe accessory suites. To find out if a suite is on the registry, visit secondarysuites.calgary.ca.

3. LAND USE DESIGNATION

LAND USE DESIGNATION

Every parcel of land in Calgary is identified as a specific land use designation or "district" in accordance with the *Land Use Bylaw*. Each district includes a purpose statement that describes the types of development and activities the land use is intended to support. Each district also has a list of permitted and discretionary uses, and rules that regulate a range of site and building criteria. For example:

• Building Height
• Density
• Setbacks
• Landscaping
• Parcel Coverage, etc.
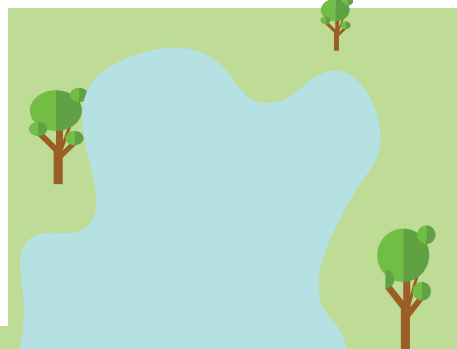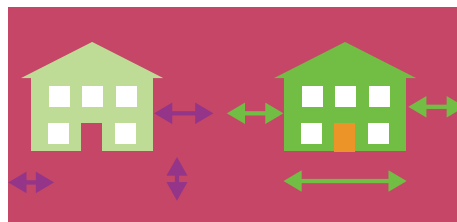
Division 6: Residential – One Dwelling (R-1) (R-1s) District

Purpose
444
(1) The Residential – One Dwelling District is intended to accommodate residential development in the form of single detached wellings in the developing area.
(2) Parcels designated R-1s are intended to accommodate a Secondary Suite as a permitted use on the same parcel as a single detached dwelling.

Permitted Uses
445 The following uses are permitted uses in the Residential – One Dwelling District:
(a) Accessory Residential Building;
(a.1) Home Based Child Care – Class 1;
(b) Home Occupation – Class 1;
(c) Park;
(d) Single Detached Dwelling;

Discretionary Uses
446 The following uses are discretionary uses in the Residential – One Dwelling District:
(a) Addiction Treatment;
(a.1) Assisted Living;
(a.2) Backyard Suite;

Rules
448 In addition to the rules in this District, all uses in this District must comply with:
(a) the General Rules for Low Density Residential Land Use Districts referenced in Part 5, Division 1;
(b) the Rules Governing All Districts referenced in Part 3;

This is an excerpt from the Land Use Bylaw referencing a Low-Density Residential District- Residential – One Dwelling (R-1) (R-1s) District

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The terms land use district and land use designation are used interchangeably. For example, you could say that a parcel "has a R-1 land use designation" or you could also say that "this parcel falls under the R-1 land use district".

This is an example of the R-1/R-1s district found in the low-density district section of the *Land Use Bylaw*.

Purpose and Statement
They capture the intent of the district and describes the types of development activities the land use is intended to support. This example shows residential development in the form of single detached dwellings in the developing area.

List of Permitted and Discretionary Uses

Rules
They are a set of rules for the use allowed in the district. The proposed development must meet the rules in the district or request a variance based on supported planning rationale.

LAND USE AMENDMENTS
Who Can Apply For a Land Use Amendment?
Any owner of a parcel or their authorized agent can apply for a land use amendment (LUA), also known as a redesignation. This may change the allowable uses on the parcel or the rules for proposed development on that parcel. This may also require an amendment to the local area plan.

The City of Calgary may also propose land use amendments to align with a new policy, such as a new local area plan, or to transition to a new land use bylaw.

M-H2

R-C1   R-C2   R-CG

C-C1

Different ranges of built forms (types of houses and buildings) can be built depending on the land use designation.

Land Use Districts
There are several categories of land use districts in the Land Use Bylaw:
- Low-Density Residential Districts provide for uses such as single detached, duplex and semi-detached dwellings, secondary suites and some forms of rowhouse and townhouse
- Multi Residential Districts provide for uses such as apartment or townhouse buildings
- Commercial Districts provide for uses such as stores, offices, or services
- Industrial Districts provide for uses such as manufacturers, warehouses, repair and service
- Special Purpose Districts include parks, recreation facilities, educational, medical, social institutions, airports and future urban development lands
- Direct Control is (DC) is a customized land use district. It has a list of allowable uses and set of rules that are tailored to a particular development.

There are more districts than outlined above; to learn more or to find out the land use designations in your community, go to www.calgary.ca/landusebylaw

R-C1   R-C2
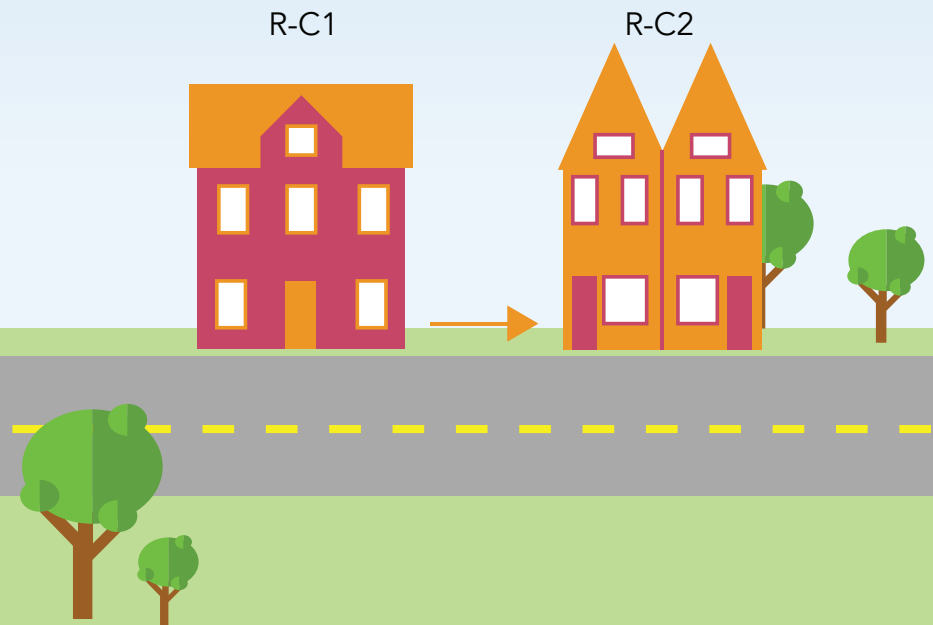
In this example, an applicant wants to build a semi-detached home, which is not a permitted or discretionary use in an R-C1 parcel. They will have to apply for a land use amendment to change the land use designation to R-C2, where a semi-detached dwelling is a permitted use.

Who Makes Decisions on Land Use Amendments?

City Council is the approving authority for land use amendments. This is because a land use redesignation is an amendment to the *Land Use Bylaw*, and only Council can approve or refuse bylaws.

Land use amendments are reviewed by The City's planning review team (DART) and go to *Calgary Planning Commission* (CPC) before going to Council. CPC makes a recommendation to Council, but Council makes the final decision. Before Council decides, they hear from the public at a public hearing.
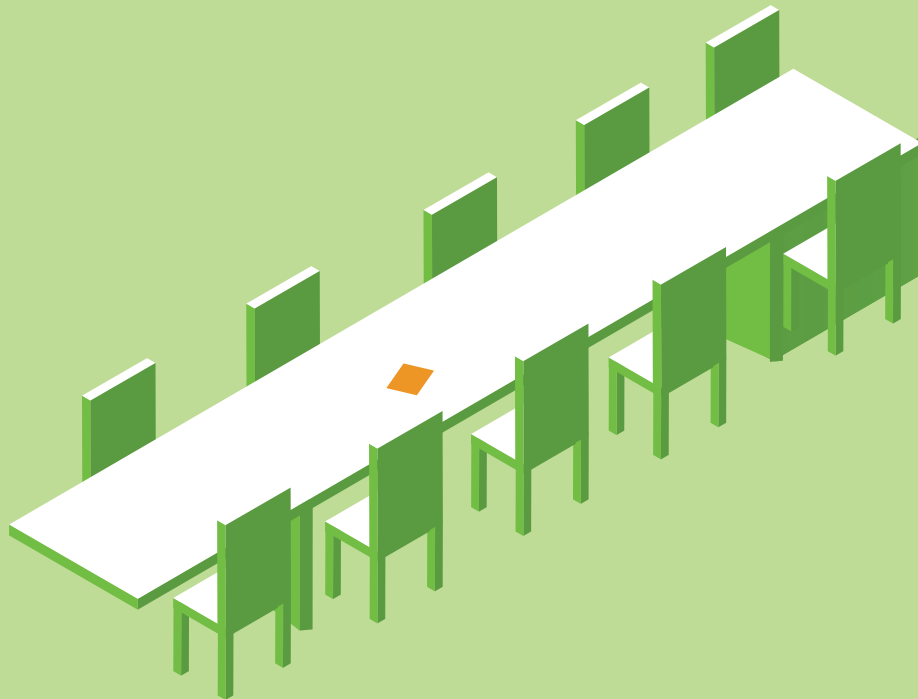
What is the Land Use Amendment (Redesignation) Review Process?

1. Pre-Application
- Applicants can meet with a planner to present a proposal to The City for review before applying. The applicant may also meet with the community association and nearby residents before applying. This builds a constructive relationship which can reduce delays and create better outcomes.
- The applicant is the person or organization making the application.
- The applicant has a right to expect to develop their land within certain physical constraints and policy limitations.

2. Submission of Application
- The applicant applies for a land use amendment and completes all the requirements as outlined on the *Complete Application Requirement List* (CARL).

3. Initial Review
- City staff review the file for completeness. A file manager/planner will oversee the application and contact the applicant to provide advice and guidance.

4. Circulation
Relevant city departments, community associations, and other external parties are sent the file and are invited to provide comments to the file manager.
- Adjacent property owners, as defined in the MGA, are notified by mail of an application, and are invited to submit comments to the file manager.
- A City notice posting in the form of a large or small sign will be also posted on the project site at the time of the initial file circulation, giving information on the proposal and on how to submit comments.

5. City Administration Review and Recommendation to CPC
- During the review, City Administration considers relevant plans, policies, and sound planning principles. They also consider the context and the merits of the proposal. Circulation comments, like those received from community associations, are also considered as part of the application review.
- After the review, City Administration communicates any requested changes to the applicant through a detailed team review document. If all "Prior to *Calgary Planning Commission*" conditions have been fulfilled and cleared, the application can proceed to a CPC recommendation by City Administration.

What is DART?
The City of Calgary's *Development Application Review Team* (DART) is made up of Planning and Engineering generalists and specialists. They handle applications that need a multi-departmental review.

What is Calgary Planning Commission (CPC)?
Calgary Planning Commission (CPC) is a committee appointed every year by City Council that makes recommendations to Council on land use matters and acts as the Authority on certain development permit applications.

6. CPC Review
- City Administration presents the application and its recommendations to the CPC. CPC considers the City Administration recommendation on the development proposal and makes a further recommendation to Council by either supporting or varying the City Administration recommendation.

7. Notification of Public Hearing
- Council must hold a public hearing for each land use amendment. A notice of the public hearing must be given.
- After CPC's recommendation, details of the application and date of the public hearing are advertised in The Calgary Herald and online. Search for "Calgary public hearing notices" to find them.
- Adjacent landowners are notified by mail. A notice posting sign is placed on the property again, with the time and place of the public hearing.

8. Public Hearing and Council Decision
- After CPC makes a recommendation, the proposal proceeds to Council for a final decision. An important component of the Council meeting is the Public Hearing, which allows stakeholders and the public to speak either in favor or against the land use amendment. Council hears from the public before rendering a final decision on the proposed land use amendment.

9. Reapplication
- According to section 19 of the *Application Review Process* of the *Land Use Bylaw,* "When an application for a change in land use designation has been refused by Council or the applicant withdraws after advertisement of the proposed amending Bylaw; the General Manager must refuse to accept another application for the same or a similar change in land use designation, which determination is to be in his sole discretion, on the same parcel until six months has passed from the date of the refusal or withdrawal of the application."

Land Use Amendment Process Summary

Planning Process

Pre-Application Meeting

⬇

Submission of Application

⬇

Initial Review

⬇

Circulation and Comments Received
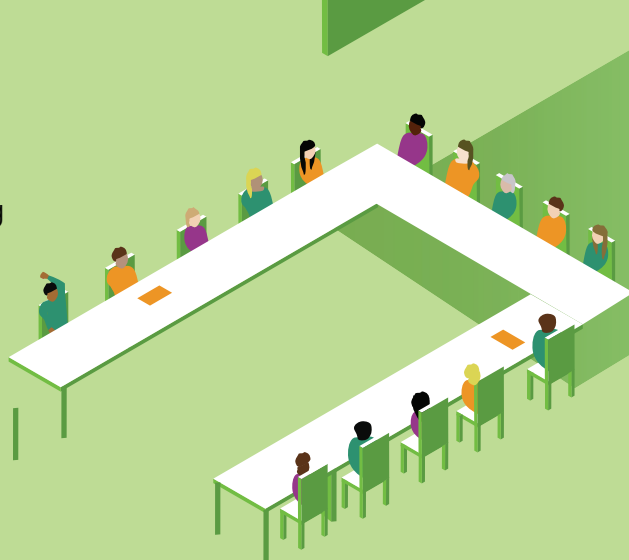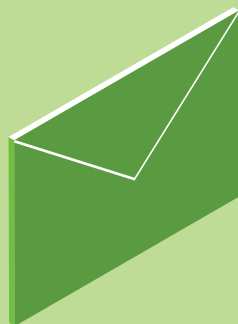
⬇

DART Review and Recommendation to CPC

⬇

CPC review

⬇

Notification of Public Hearing

⬇

Public Hearing

NOTICE PUBLIC HEARING

LAND USE DESIGNATION AND AMENDMENT QUESTIONS
How Do You Find Out the Land Use Designation on a Piece of Land?
Search for "*City of Calgary myproperty*". On this site you can find:
• The land use designation of a property
• Any active building or development permits for the property
• The community, ward number and the name of the ward councillor

How Long Does the Land Use Amendment Process Take?
• It depends upon the type and complexity of the application. Applications typically takes 3-6 months. It could be longer if there are difficult policy or technical issues that need to be fixed.
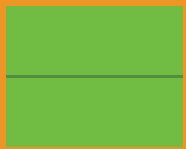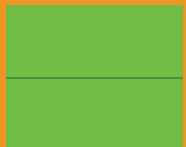
4.

SUBDIVISION

WHAT IS SUBDIVISION?

Subdivision means the division of a parcel of land by an instrument, meaning dividing land into smaller parcels.

Who Can Make Subdivision Decisions?

In Calgary, the Subdivision Authority are designated City staff members, or in some circumstances, the Calgary Planning Commission (CPC).
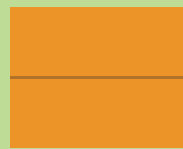
What Are the Types of Subdivision?

There are two main types of subdivision: subdivision by instrument and subdivision by tentative plan. Both types of subdivision are statutory. This means that these plans must be followed.
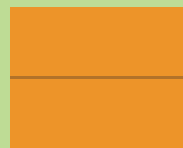
Subdivision by Instrument

- Also known as separation of title, or splitting title. This occurs on lots of previously subdivided land in developed areas of the city.
- When two or more lots are registered on one land title, the applicant can create individual titles for those lots. The proposed property line will align with the lot line.

Title #12345

Block 6
Lots 7 and 8
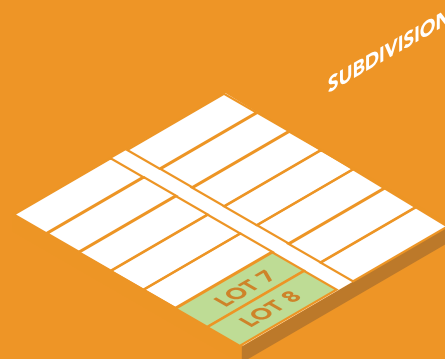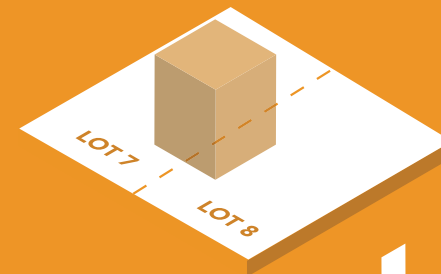
Subdivision by Tentative Plan

- When two or more lots will be created, typically for large undeveloped areas.
- The applicant or an Alberta Land Surveyor creates a new plan to show the boundaries of each new lot.

Title #12345

Block 6
Lot 8
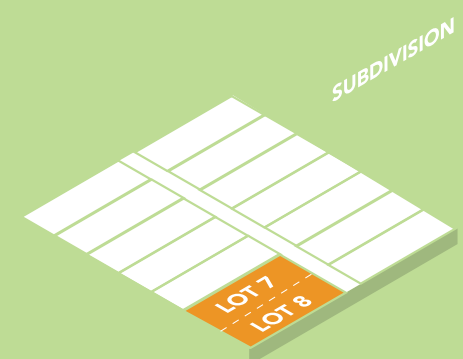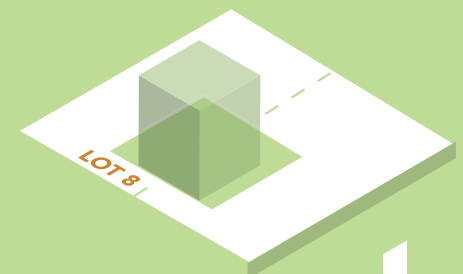
WHAT IS THE SUBDIVISION PROCESS?

1. Pre-Application
Pre-applications are a voluntary process where the applicant presents a proposal to The City for review, prior to submitted a formal application.

2. Submission
Application requirements include a proposed plan, existing streets and lanes, and lot dimensions. Search for "*Calgary subdivision*" to find the full application requirements.

3. Circulation
Application is circulated to the community association and ward councillors. Adjacent property owners are notified by mail. The application is not circulated when the plan conforms to an approved outline plan or development permit, or if the subject lands are located within an approved area structure plan.

4. Review/Recommendation
Application is reviewed by City Administration and a recommendation is made to the Subdivision Authority.

5. Decision by Subdivision Authority
Decision made by the Subdivision Authority to approve or refuse within 60 days for subdivision by tentative plan and 21 days for subdivision by instrument. Approval may come with conditions the applicant has to meet.

6. Approve/Refuse

7. Appeal to Appeal Board Within 14 Days
Only applicants can appeal refusals or conditions of subdivisions by instrument. Applicants, School Authority or Provincial Departments can appeal a subdivision by tentative plan. Approvals can't be appealed by community members.

43.

SUBMISSIONS
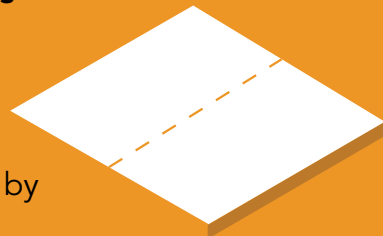
SUBDIVISION QUESTIONS

How Long Does the Subdivision Approval Process Take?
CPC must decide to accept or refuse within 60 days for subdivision by tentative plan and 21 days for subdivision by instrument. Yet, there isn't a common length of time as it depends on how complex the application is.

What Happens After the Subdivision Authority Approves a Subdivision?
• The Subdivision Authority endorses the subdivision, which is either an ePlan or separation of title document. It is then registered at the land titles office within a year of endorsement. Following registration, the land title is transferred.
• Once a tentative plan is approved, addressing occurs. This is the process of giving a building number to each lot within the site.

44.

WHAT ARE OUTLINE PLANS?

- An outline plan is a non-statutory plan and it is unique to the City of Calgary for dealing with the subdivision of large areas of land.
- Outline plans show the detailed scheme of subdivision (not including the layout of specific lots) of the whole area with all the proposed land uses and provides a means for resolution of complex land use, open space, servicing, and transportation issues. Outline plans will show the block patterns, the hierarchy of roadways, and distribution of open space. They are usually processed together with land use amendments to ensure a workable distribution of land uses, open space and road networks.
- An outline plan must be consistent with any approved policy documents. Once approved by Calgary Planning Commission, it provides the conditions that a tentative plan may have and forms the basic concept for subsequent tentative plans. Additional conditions could be added at the tentative plan stage.
- Outline plans are typically processed and circulated together with Land Use Amendments and follow the same application process and legislative requirements for circulation.
- Calgary Planning Commission is the approving authority for outline plans.
- Outline plans provide the block patterns, the hierarchy of roadways, and distribution of open space.

Reserve Land and Joint Use Sites

- As allowed by the MGA, The City of Calgary may require that up to 10 percent of the gross developable area of lands to be subdivided be dedicated to the municipality as reserve land for exclusive use for schools, parks, and playgrounds. Reserves may be required on the subdivision of all parcels larger than 0.8 hectares (2 acres) where reserves were not previously provided.
- Dedication of reserve can be in the form of reserve land, money in lieu or by filing a deferred reserve caveat against the title of the lands being subdivided. Reserve may be used only for public purposes such as:
  - A public park;
  - A public recreation area;
  - School board purposes; or
  - A buffer to separate areas of land that are used for different purposes

Environmental reserve (ER), as per the MGA, is any land within an area being subdivided that are considered unstable and unsuitable for development, and/or are environmentally sensitive. Examples are lands that flood, or consist of features such as swamps, ravines, coulees, floodplains, or land adjacent to a body of water of a wetland or ravine. ERs are used to preserve natural features of land, prevent pollution, ensure public access, and prevent the development of land that is subject to flooding or unstable.

A joint use site (JUS) is a site that is shared between The City of Calgary, the Calgary Board of Education, and the Calgary Catholic School District under the terms set out in a legal agreement. These sites typically are used by schools during school hours and by the community during non-school hours, depending upon the agreement in place.
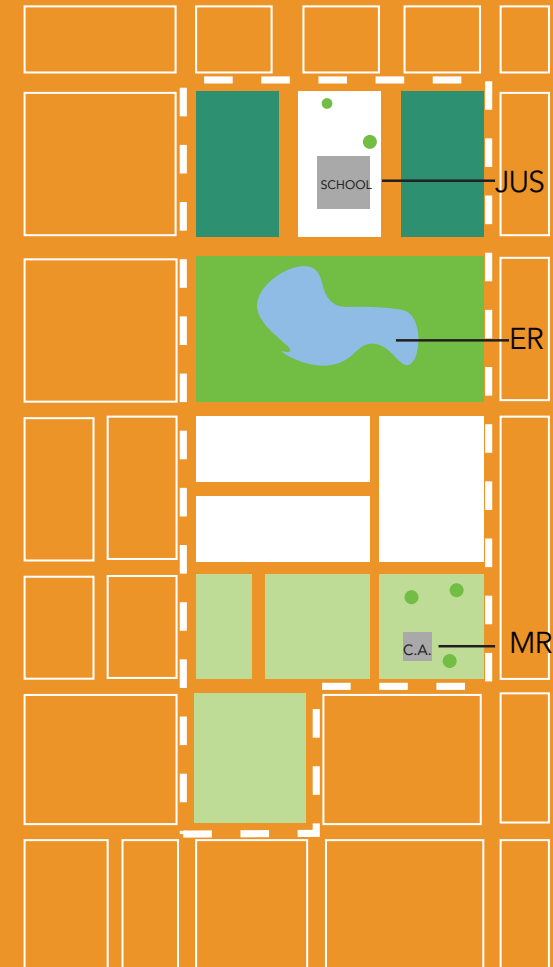
Outline plans provide a high level of detail on a proposed land use. This example identifies a joint use site, municipal reserve, a school and a community association.

5. THE DEVELOPMENT PROCESS

WHAT IS A DEVELOPMENT PERMIT?

A development permit is required for a proposed development. "Development", in accordance with the *Land Use Bylaw* includes:
• Constructing new buildings
• Adding to, replacing, or repairing existing buildings
• A change of use of land or buildings
• Stripping and grading of a site
• A change in the intensity of use of land or buildings

A development permit (DP) allows a property owner to do the things listed above, and includes the design, location, and use of a building. It makes sure that the rules of the *Land Use Bylaw* are being followed and considers relaxing the rules if they are not.

Who Makes Decisions on Development Permits?

The Development Authority makes the decisions on development permits. The Development Authority is an individual that is delegated administrative authority to make decisions on development permits. For certain applications, Calgary Planning Commission (CPC) will act as the Development Authority. Development permit applications can be approved, approved with conditions, or refused.

Development Permit Streams

The process for each development permit is different, depending on the scope and scale of the application and if external/internal consultation is required. An application is assigned to one of four streams:

DEVELOPMENT PERMIT STREAMS

Stream 1
• Processed by the staff at the planning service counter. The applicant may receive a decision before leaving the counter.
• No circulation or consultation with internal or external groups is required.
• E.g., a change of tenancy in an existing building where the use doesn't change (a restaurant to another restaurant).

Stream 2
• Checked by counter staff for compliance with the rule of the *Land Use Bylaw*.
• No circulation/consultation with internal or external groups is required.
• E.g., change of use to a permitted use within an existing commercial building, where the counter staff check applicable use rules.

Stream 3 (Technical Planning)
• Evaluated by senior planning technicians for compliance with the rules of the *Land Use Bylaw*.
• Might require circulation or consultation with internal or external groups.
• Might require notice posting.
• Stream 3 applications include single and semi-detached dwellings, additions to a residence, secondary suites, change of use applications, home occupations – class 2, and residential applications for relaxation of specific *Land Use Bylaw* rules.

Stream 4 (Community Planning)
• Evaluated by planners for compliance with the rules of the *Land Use Bylaw* and other.
• May require review by other City departments (i.e., Engineering, Urban Design, Parks).
• Might require notice posting.
• Applications are often circulated to community associations, Ward Councillors, and external groups such as Enmax, Fire, and Police.
• Stream 4 applications include new shopping centres, office buildings, industrial buildings, and multi-family residential or mixed-use developments.

What is the Development Permit Process?

1. Pre-Application
Pre-applications are a voluntary process where the applicant presents a proposal to The City for review, prior to submitting a formal application.

2. Submission
The applicant applies for the development proposal and completes all requirements as outlined on the *Complete Application Requirement List* (CARL).

3. Initial Review
City staff review the file for completeness and assign a planning stream. A file manager/Planner will oversee the application and contact the applicant to provide advice and guidance.

4. Circulation
The application may be circulated to other City business units, external parties, the Ward Councillor, and the CA, who typically have 21 days to respond. A notice posting sign may be placed on the development site if required by the *Land Use Bylaw*. This sign lets neighbours and community residents know of the application and invites them to provide comments. Notice posting signs are required to be posted at least 7 days before a decision is made but are usually posted earlier in the review process, often in conjunction with the circulation period.

5. Detailed Review
The file manager will compete a bylaw check on the proposed development and may conduct a site visit. For Stream 4 applications, the review will be completed by the planning and engineering generalist in DART.

STREAM 1
STREAM 2
STREAM 3
STREAM 4

Rules

Lane
Side Setback Area
Front Setback Area
Landscape
Building Height
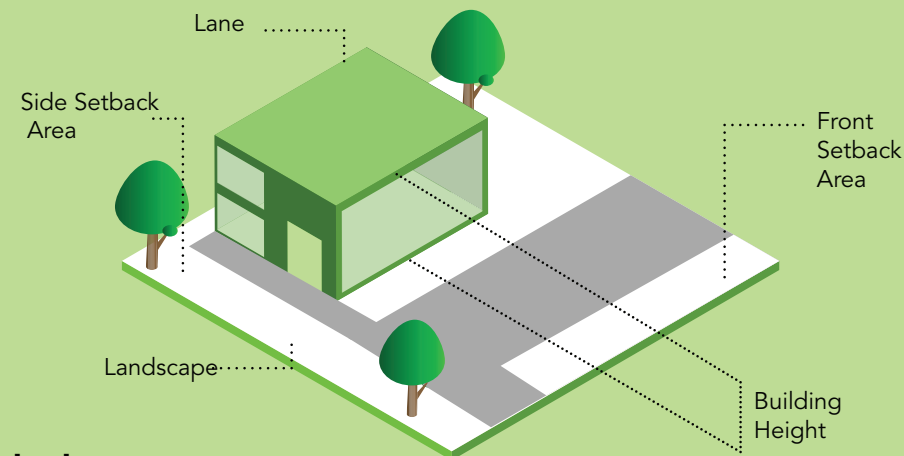
Context

LANE
STREET
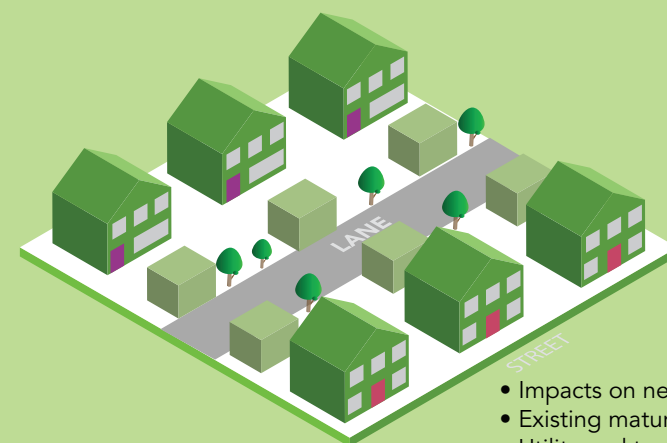
• Impacts on neighbours
• Existing mature vegetation/trees
• Utility and transportation requirements

Rules

STREET
Building Height
Setbacks
Parcel Depth
Parcel Width
LANE
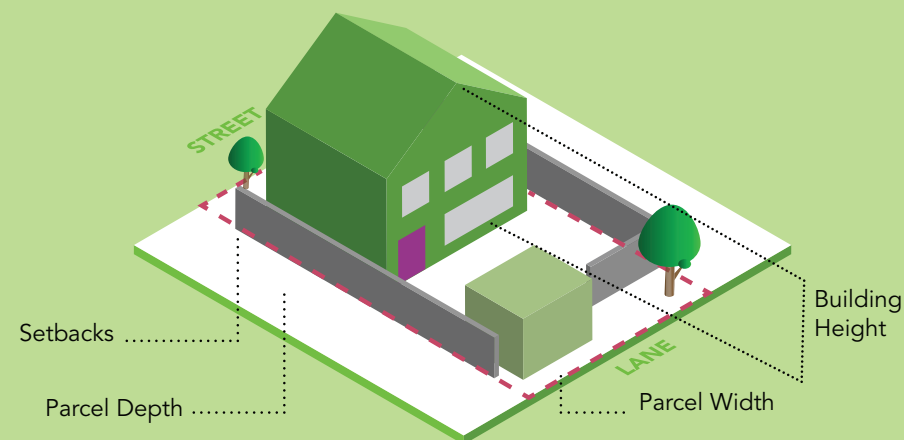
Examples of planning criteria considered by the Development Authority in making development permit decisions

The file manager may:
- Assess the merit of the application
- Assess the context of the surrounding area
- Research relevant planning policies and standards
- Check for applicable provincial planning legislation that may impact the application
- Receive and respond to the comments from the public and circulation groups. The file manager will analyze all materials and prepare a written detailed review. At this step, the applicant may be asked to make changes to the plans or submit additional information. Time will be provided to respond. Changes to a project can happen after negotiations between the file manager/DART and the applicant.

6. Decision
Once all prior to decision conditions are met and the review is complete, the file manager will prepare the rationale and reasons for the decision for the Development Authority. The Development Authority can approve, approve with conditions, or refuse the application.

For Stream 3 applications for new infill homes, if the community association provided comments, the file manager will distribute a *Reasons for Approval* document, along with the *Conditions of Approval* and the approved plans. Together, this information will explain the rationale in support of the decision. If approved, a development permit may have three types of conditions:
1. Prior to release: conditions such as extra information or changes that have to be made before a development permit is released. (e.g., remove the proposed tree in the utility right of way).
2. Permanent conditions: conditions that apply for the life of the development. (e.g., a childcare service can accommodate a maximum of 35 children).
3. Advisory comments: comments that provide additional information to the applicant. (e.g., a building permit is required).
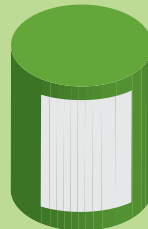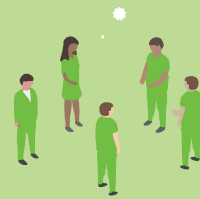
7. Advertising and Appeal Period
If the development permit is approved and advertising is required, the application will be advertised on the public notice page (search *"Calgary Public Notices"*). A notification letter is sent to the applicant.

The applicant, impacted parties, and or the general public can appeal a decision to the applicable appeal board within the 21 days appeal period. See *Chapter 7* for more information.

8. Development Permit Release
Once all prior to release conditions have been met and if no appeal has been received, then the development permit can be released.

DEVELOPMENT PERMIT FREQUENTLY ASKED TOPICS
What is the Role of the *Low-Density Residential Housing Guidelines for Established Communities* (*Infill Guidelines*)?
The Infill Guidelines provide a comprehensive package of information to guide the development of low-density residential housing in Established Communities (as defined in the *Infill Guidelines*). The *Infill Guidelines* only apply to single-detached dwellings, semi-detached dwellings, and duplexes that are not listed as a permitted use and therefore a discretionary use in the *Land Use Bylaw*. *The Infill Guidelines* are non-statutory and are to be used as a supplementary guide to the *Land Use Bylaw* and to any relevant local area plan. For discretionary infills, the City uses the *Infill Guidelines*.

A strong emphasis is placed in the *Infill Guidelines* on encouraging development to respect and enhance the overall quality and character of the street/community in which it takes place. To achieve this objective, the guidelines deal with the following design elements: context, parcel layout, building mass, privacy, and landscaping.

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OTHER PERMITS

Certificate of Compliance

A *Certificate of Compliance* is confirmation from The City of Calgary that the location of buildings and structures on a property comply with the *Land Use Bylaw.* It is not a legal requirement but is a service provided by The City. A *Certificate of Compliance* is usually required by someone buying a property (or their bank), to make sure that the building described on a real property report (RPP) or survey plan follows the rules of the *Land Use Bylaw.*

Development Completion Permit

A development completion permit (DCP), where required by the *Land Use Bylaw*, is a document issued by a development inspector (acting as the Development Authority), confirming that development has been satisfactorily completed in accordance with the approved plans and conditions of the development permit. A DCP is independent from the requirements of building permit occupancy, which you can find out more about on page 59.

Contextual Dwellings

Contextual single and semi-detached dwellings (a specific use) are listed as permitted uses in the developed area. If the design meets all the contextual rules in the *Land Use Bylaw*, contextual dwellings must be approved by the City and cannot be appealed. Search for *"Calgary Contextual Dwellings"* to learn more.

Business Licences
Why do Businesses Require Licensing?

The City of Calgary has a responsibility to ensure businesses operating within Calgary are registered or licensed municipally. This is to ensure proper regulations and safety rules are being followed, that businesses are located appropriately and to ensure all businesses are treated fairly.

To regulate business activities within the city, bylaws define what businesses need to be licensed, what types of approvals they require and how they will be inspected to ensure the rules are followed. This provides customer protection and ensures that businesses are held to a fair operating standard. It also ensures that businesses are in compliance with applicable with provincial regulatory bodies such as: The Alberta Motor Vehicle Industry Council (AMVIC), Alberta Health Services (AHS) and Service Alberta.

Do All Businesses Need a Business Licence?

Although not all businesses are required to obtain municipal licensing, all businesses that operate within Calgary are required to register with the City to obtain a business identification number (BID) and are required to obtain land use approval for the business location even if it does not require a licence.

To find out if your proposed business activity would require a business licence and the necessary approvals required, visit the *Business Guide* to find your business activity type.

The City of Calgary can assist your business to determine the licensing and permit requirements needed to open and operate. More information regarding these requirements can be found at: *"Understanding Business Licence Requirements."*

In addition to understanding the regulatory requirements, taking time to plan what your business will do, how it will be owned and how to plan to maintain and grow your business will save you time in the future and make your business more successful. To learn more about business licensing or to apply for a business licence online, visit *Calgary.ca/business*

For business licence information, contact The City of Calgary - Business Licence (see the Contacts & Resources section).
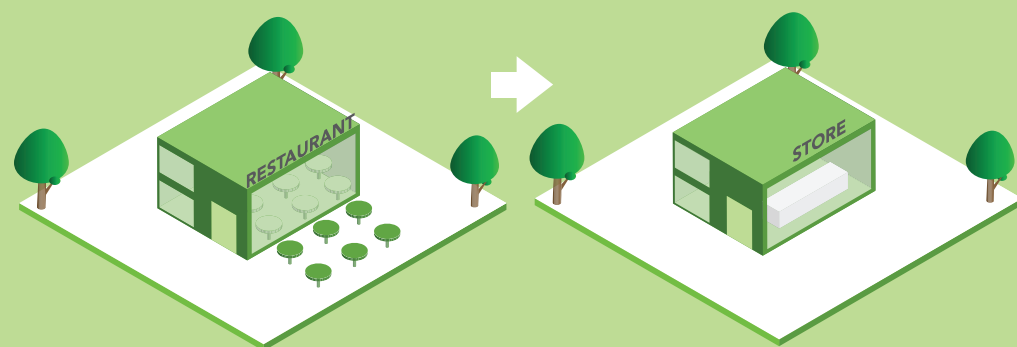
Tenancy change process is used when the ownership of a business changes but no other aspects of the business.

What Approval is Required for a Change of Use?

Note that the term "change of use" may apply not only to a change from one use to another use, but also to a change to some aspect of the use, such as an intensification of the use. Depending on the circumstances, a change of use may require approval by a tenancy change application, a building permit, or a development permit.

The "tenancy change" process may be used when the ownership of a business is changing but not other aspects of the business (e.g., no construction, no intensification, etc.). If the proposed use is in compliance and can be approved, a letter is issued confirming the approval of the application. Tenancy change applications are not circulated to community associations. They are not advertised and there are no appeals. A tenancy change approval is required before The City will issue a business license.

A building permit may be required if construction is taking place or, even if no construction is taking place, if upgrades are required to comply with health and safety standards. When there is a building permit, the use will be confirmed through the building permit; no further tenancy change application is required.

A development permit is required wherever the *Land Use Bylaw* requires a development permit. This may apply, for example, where there is new construction, where the rules of the bylaw are not met, where a new use is different from the use it is replacing or where an existing use is intensifying.

In some cases, the applicant may first need to apply for a land use amendment of the property.

Home Occupations

Home occupations are small-scale businesses that operate out of a home in a residential neighbourhood. Two types of home occupations are allowed:

The first type is a home occupation - class 1. This type of home-based business has little or no impact on the surrounding neighbourhood. home occupation - class 1s are permitted in all residential neighbourhoods and are not circulated for comment or notice posted.

The second type is a Home Occupation - Class 2. This type of home-based business is allowed when the business operations only have minimal impact on the surrounding community. Applications for Home Occupation – Class 2 are typically circulated for comment and are notice posted.

Live Work Unit

A business may also operate out of a Live Work Unit. A Live Work Unit is a use where a business is operated from a dwelling unit, by the resident of the dwelling unit, but does not include a Home Occupation – Class 1 or Class 2. As per the Land Use Bylaw, a Live Work Unit may incorporate only certain uses.

Building Permit

Building permits are not discussed at length in *The Guide* as there is no public input to the building permit approval process. Go to The City's website for more information.
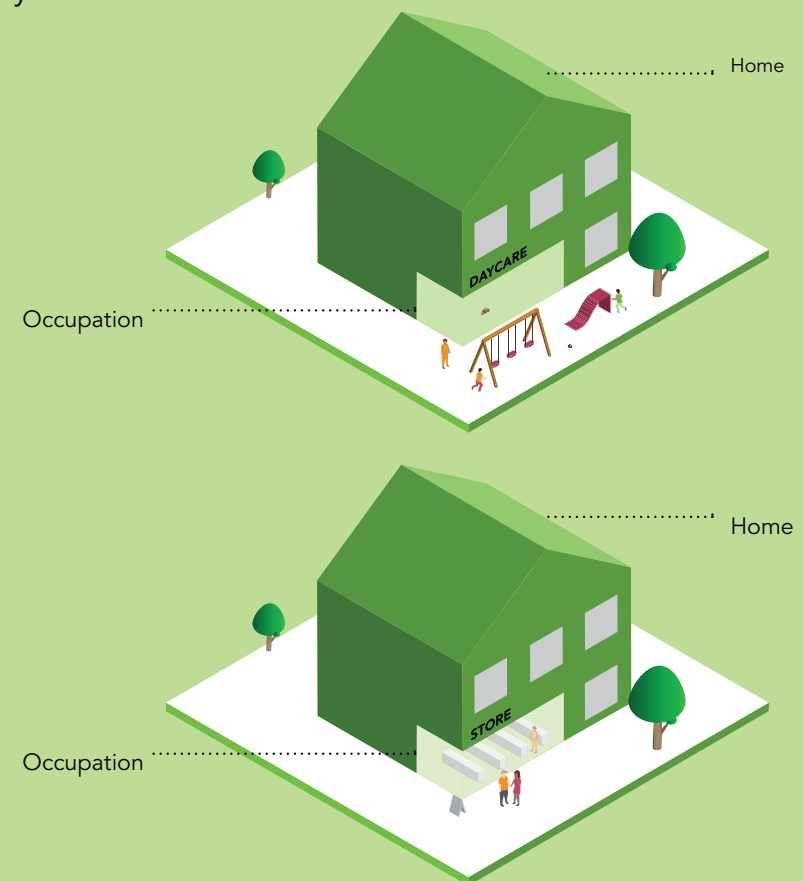
There are many policy plans for local geographic areas, communities and neighbourhoods. Home occupations are small-scale businesses that operate out of a home.

What is a Building Permit?

Building permits (BP) are required to erect new buildings or structures and to demolish, relocate, repair, alter or make additions to existing buildings or structures. Building permits, however, are not typically required for the following:

- Fences and retaining walls less than one meter in height, sidewalks and planters, and fences
- Painting, decorating and general maintenance
- Minor repairs using similar or same materials and methods of construction for the purpose of maintenance, which do not affect any electrical or mechanical work
- Accessory buildings if their total area is less than 10 square meters and if they do not create a hazard

Who Issues Building Permits?

Safety codes officers issue building permits.

Occupancy Permission

Permission for occupancy ensures that buildings comply with the *Safety Codes Permit Bylaw*, the *National Building Code – Alberta Edition*, and other codes and regulations.

Who Authorizes Occupancy?

The safety codes officer has the final decision in the approval of permission of occupancy. However, there may be other inspections involved in the process, depending on what is being developed. They include:

- Fire
- Heating, Ventilation, & Air Conditioning (HVAC)
- Plumbing & Gas
- Electrical
- Development Approval
- Health

The Practical Guide for Construction Sites in Calgary

Building construction and demolition project sites, if poorly managed, can have an unreasonably negative impact on resident quality of life in established neighbourhoods. City administration has developed a *Practical Guide for Construction Sites in Calgary* (The Practical Guide). This is a guide for developers and contractors working in residential communities to build positive relationships with residents in the immediate vicinity of new project sites.

How do Developers & Contractors Benefit From Subscribing to *The Practical Guide?*

Developers and contractors who subscribe to *The Practical Guide* form better relationships with communities and area residents. This results in an enhanced reputation, fewer resident complaints requiring time to resolve, and less time dealing with regulatory intervention by The City.

How do Community Residents Benefit From *The Practical Guide?*

Residents will have direct access to those in control of project sites managed by *The Practical Guide* subscribers and will be better able to have site management concerns dealt with in a timely and effective fashion. Residents adjacent to project sites will be updated on a regular basis of unusual activities at the sites that could impact them.

What is the Role of the Community Association?

In the process of reviewing development applications, community associations often meet with applicants and provide them with feedback comments. During this process, communities can encourage applicants to subscribe voluntarily to *The Practical Guide.*

For more information on *The Practical Guide for Construction Sites in Calgary*, contact The City of Calgary.
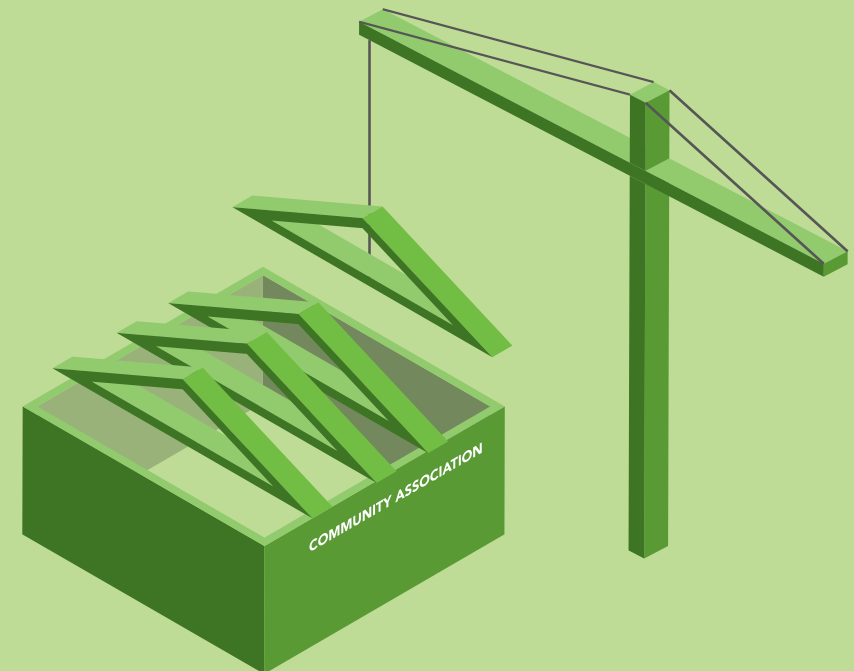
The Practical Guide for Construction Sites in Calgary helps build positive relationships with residents close to construction sites and their developers.

6. APPEAL BOARDS
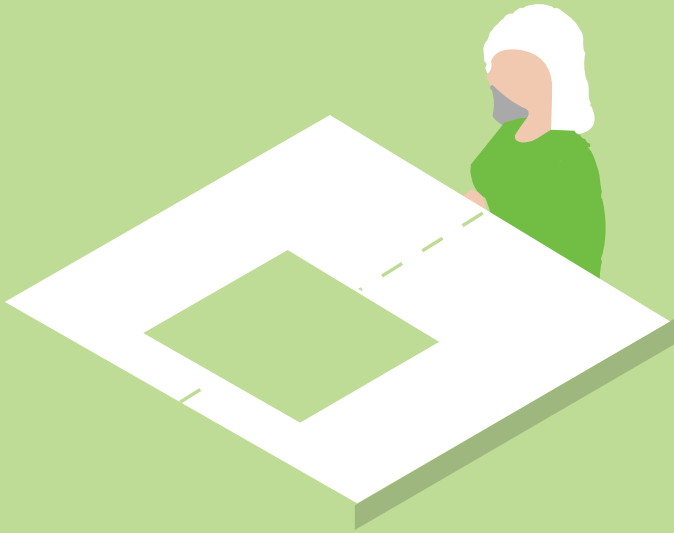
The SDAB hears appeals and decisions regarding development permits, subdivision decisions, and enforcement orders.

INTRODUCTION TO APPEAL BOARDS

This chapter explains the development appeal process. It is always best to resolve issues with development and subdivision applications during the application review process and try to achieve a project and an approval that everyone can support, though sometimes this is not possible. Appeals can be filed to potentially resolve issues. They can be a lot of work and there is no guarantee of the outcome. However, if circumstances warrant, neighbours or the community association may want to appeal a development authority approval to the relevant appeal board or speak to an appeal filed by other parties.

*Information in this Chapter is referenced from the current regulations available on the Subdivision and Development Appeal Board website, December 2021. These regulations are subject to change and should be reviewed along-side this document to ensure up-to-date regulations are being applied.

Any persons wishing to submit an appeal to the development authority's decision should review the *Subdivision and Development Appeal Board* (SDAB) appeal process or the *Land and Property Rights Tribunal* (LPRT - formerly the *Municipal Government Board*) appeal process (websites *https://www.calgarysdab.ca/contact.html* and *https://www.alberta.ca/land-and-property-rights-tribunal-overview. aspx)* to submit an appeal.

SUBDIVISION AND DEVELOPMENT APPEAL BOARDS (SDAB)
What is the Calgary Subdivision & Development Appeal Board?
The Calgary SDAB is a quasi-judicial board established in accordance with the *Municipal Government Act* of the Province of Alberta and City of Calgary *Bylaw 25P95*. The SDAB is independent from The City of Calgary Planning Department. The Board hears appeals with respect to decisions regarding development permits, subdivision decisions, and enforcement orders. The SDAB holds hearings and determines facts based on written and verbal evidence.

SDAB Composition
The Board is comprised of citizens that bring a wide range of experience, including building and development, community involvement, planning, and law.

The Calgary SDAB is appointed annually by City Council. The Board consists of a minimum of 12 to a maximum of 17 citizen members and no more than one councillor. In addition, council may appoint up to seven supernumerary members. Supernumerary members are citizens that have served in the past for at least two years as a SDAB member. Board members cannot be employees of The City of Calgary or members of the Calgary Planning Commission. For a complete list of the current Board members please visit *calgarysdab.ca*.

The SDAB hears appeals regarding decisions made by the Development Authority or Subdivision Authority on development and subdivision applications and renders decisions based on relevant planning matters. It also hears appeals regarding enforcement orders, although the SDAB can only render decisions based on whether the Authority correctly issued the order. The SDAB's decision can uphold, vary, or reverse the Authority's decision.

The Calgary SDAB is independent from the Development and Subdivision Authority. The SDAB makes decisions in an impartial manner and applies the principles of natural justice and procedural fairness, which include but are not limited to:
• The right to a public hearing
• A duty to be fair
• The right to be heard by an unbiased, independent and impartial decision maker
• The right to have the opportunity to state your case
• The right to request an adjournment
• The right to be represented by legal counsel or an agent

What is the Mandate of the Calgary SDAB?

The Calgary SDAB meets when there are appeals to various decisions made by the Subdivision Authority or Development Authority. These decisions are listed below:

- A decision of the Development Authority (including the Calgary Planning Commission) regarding a development permit approval, conditions of approval, or a refusal
- A decision of the Subdivision Authority regarding a subdivision application, conditions, or refusal
- An enforcement order issued by the Development Authority
- A deemed refusal of a development permit application or subdivision application, when a decision is not made within the legislated timelines of receipt of an application
- Neighbours and community associations can appeal development permit approvals. An applicant can appeal a refusal, conditions of approval or an enforcement order*. Any party who feels they will be affected by the proposed development has the right to appear before the board and explain why they are affected. The Board will then make a determination as to whether or not that person is an "affected person" with respect to the proposed development
- The Board determines whether or not persons are affected on a case-by-case basis
- Decisions made by City Council (e.g., on land use) cannot be appealed to SDAB

An enforcement order may also be issued to and appealed by the landowner, the person in possession of the land or building, the person responsible for the contravention, or any person considered affected by the enforcement order.

THE PROCESS OF FILING AN APPEAL TO SDAB
How do I File an Appeal?

Appeals can be filed online or a *Notice of Appeal* form can be obtained from the SDAB office or downloaded from the SDAB website. The appeal must be received on or before the final date of the appeal period for it to be considered by the SDAB. The appeal period is 14 days and cannot be extended. (The deadline for a development permit application appeal is 21 days from the date of advertisement in the Calgary Herald). Other deadlines for appeal may vary and should be obtained from the SDAB office. There is a fee for filing an appeal; please check the SDAB website for the current fees. The filing fee is refundable if the appeal is withdrawn prior to the commencement of the hearing, or at the discretion of the board if the hearing has commenced.

The Calgary SDAB keeps a list of individuals who have been authorized to file appeals and speak on behalf of community associations at SDAB hearings. It is important to keep the list up to date so that the SDAB is confident that the appellant/speaker is representing the community association. Each year the SDAB administration contacts community associations for updated contact information. However, to be sure that the information is correct, please check their website.

What Happens After an Appeal is Filed?

Once an appeal is filed, it will be scheduled for a hearing within 30 days. The hearing date is advertised in the Calgary Herald one week before the hearing. The appellant, applicant, owner of the property, community association, and persons initially deemed by the SDAB to be an affected person* to the appeal will receive written notification of the hearing date approximately 2 weeks before the hearing. The notice of hearing letter will include the date and time of the hearing. Reports are prepared for each item scheduled on the agenda. These reports are sent to the SDAB members prior to the hearing and are available to the public. A copy of the report for any item can be downloaded from the SDAB website or obtained from the SDAB office approximately 1 week prior to the hearing.

Affected person is not defined in the MGA. The SDAB determines this on a case-by-case basis. An affected person could be someone who feels the enjoyment, use or value of their property may be affected by a proposed development. The onus is on the person to show they are affected. Any party who feels they will be affected has the right to appear before the SDAB and explain why they are affected. The SDAB will then decide who an affected person is with respect to the proposed development.

For new hearings, the deadline to receive a submission is 12:00p.m. the Wednesday the week prior to the hearing. This can be submitted in person, by mail courier, or emailed to info@calgarysdab.ca.

Please contact the SDAB office for availability.

Can I Discuss an Appeal with a Member of the SDAB?
The SDAB speaks only through its written decisions. The public should not contact any SDAB member with respect to the merits or outcome of an appeal. Councillors appointed to the SDAB cannot hear, nor render decisions on appeals that relate to a development located in their ward. If a SDAB member is contacted regarding an appeal matter, that member would be unable to participate in the appeal proceedings due to potential bias.

Can I Discuss an Appeal with the Applicant?
Sometimes development proponents (as applicants) and neighbours or community associations (as appellants) discuss the issues that led to the appeal and attempt to find common ground before the appeal is heard. This can sometimes lead to a request for adjournment (solutions that could result in the withdrawal of the appeal). However, it is best to have the Board make a ruling on the revisions to the approved plans to guarantee that the applicant will abide by any agreements.

What Happens at a Hearing of the SDAB?
Appellants (persons who file an appeal) are encouraged to make a verbal presentation to the SDAB. Persons who have been notified of the appeal also have the right to present a verbal, written and/or visual presentation to the SDAB. Parties may have someone speak on their behalf. If a number of appeals are filed on the same development, it is helpful to select a spokesperson and to organize presentations so that evidence is not repetitive.

The chair announces each appeal and calls a representative of The City of Calgary Development Authority to present the application or order (i.e., where the site is located, the proposed development and the reasons for the Authority's decision).

The chair will then ask for:
• All speakers in favour of the appeal (persons who filed an appeal or support the position of the appellant).
• All speakers opposed to the appeal (persons who oppose the position of the appellant).

When presenting an appeal, keep in mind that the SDAB does not consider precedent when making its decision. Each application is judged on its own merits. The reason that precedents cannot be used in arguments is that the SDAB has no way of knowing if sites presented as a precedent were built with or without the benefit of a development permit, or whether they have another status under the Land Use Bylaw.

In accordance with the legislation that governs the SDAB, the SDAB can only consider relevant planning matters when rendering its decision. Some examples of planning matters include design, parking, traffic, compliance with planning legislation and impact on neighbouring properties. Matters not related to planning include comments regarding a person's character, commercial competition, or tenure (e.g., owner-occupied vs. renter-occupied). If persons stray from planning matters, the chair will advise accordingly.

After the representative(s) summarize their presentation, SDAB members may ask questions of any speaker(s) relative to the planning aspects of the appeal.

After all parties have spoken in favour of or opposition to the appeal, they will be given the opportunity to present rebuttal information. Rebuttal is not an opportunity for parties to re-argue their case but rather, to speak to new evidence raised that could not have reasonably been anticipated.

The SDAB agendas are usually quite large. Some agenda items take longer to review, and the withdrawal and adjournment of items makes it difficult to predict the exact time that an item will be heard.
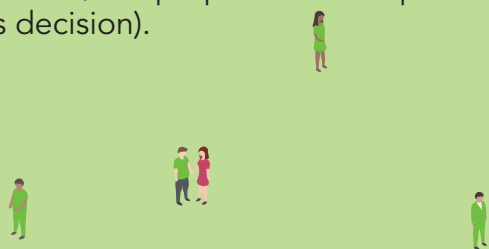
Requesting an Adjournment

If the appellant, property owner, development authority, or applicant is unable to attend the hearing or needs time to prepare for your hearing, a written request for an adjournment (postponement) can be made in advance of the hearing. An adjournment request can also be made verbally at the hearing. Sometimes applicants and appellants jointly ask for an adjournment if they are in discussions that might result in a solution that would end the appeal. Adjournment requests are not granted automatically. It is important that someone attend the hearing and be prepared to discuss the request for adjournment and/or present evidence to the SDAB in the event the request is denied.

Withdrawal of an Appeal

Should an appellant decide not to proceed with an appeal, a written letter of withdrawal should be forwarded to the SDAB as soon as possible. The filing fee is refunded if the appeal is withdrawn prior to the commencement of the hearing or at the discretion of the SDAB if the hearing has commenced.

Decision of the SDAB

The SDAB deliberates the outcome of all appeals in private. At the conclusion of the hearing, the SDAB may render its decision immediately with a summary of the reasons and issue a written decision in due course. Alternatively, the SDAB may decide to reserve its decision and issue a written decision in due course. A verbal decision is not official, nor can it be acted upon, until a written decision is issued. Development permits will not be released until the written decision has been issued.

Written decisions are posted and archived in a searchable database. This can be a useful resource when preparing an appeal. The SDAB is not bound by past decisions, as each appeal is unique and evaluated on its own merits. You should exercise caution when reviewing past decisions and making generalized conclusions. The SDAB makes rulings based on the evidence provided in the hearing, not on precedence. However, past decisions may be useful in understanding the factors the SDAB considers when rendering its decision.

Appeal of the SDAB's Decision

An appeal of a decision of the SDAB lies with the Alberta Court of Appeal on a matter of jurisdiction or law (i.e., if the SDAB erred in the way it made its decision rather than the decision itself). If an appeal of the SDAB's decision is being considered, it must be filed within 30 days of receipt of the decision. If you are considering an appeal, it is recommended that you consult with legal counsel.

Learn More About SDAB

You can read more information about appeals on the SDAB website. We also offer a Partners in Planning SDAB course through the Partners in Planning certificate program. You can find more information about the program on our website.

CHECKLIST FOR PRESENTATIONS TO THE SDAB

1. Filing an Appeal

Contact the SDAB Office to obtain the proper appeal form or submit an appeal online.

CHECKLIST FOR SDAB PRESENTATION

- FILE YOUR APPEAL ☑

- RESEARCH THE PROJECT ☑

- PLAN YOUR PRESENTATION ☑
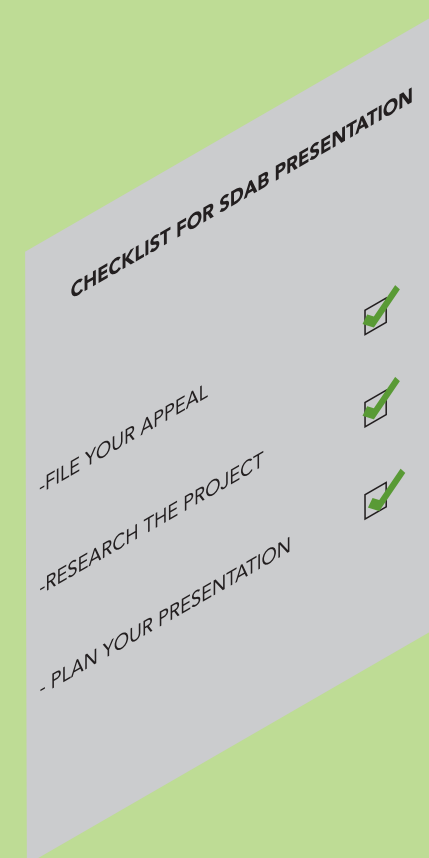
2. Research

- Contact the Development Authority/Subdivision Authority, developer and/or applicant to obtain information about the project.
- Obtain a copy of the report from the SDAB website, which contains background information about the development, subdivision or order, appeal(s) filed, and any documentation received as a result of the appeal. Copies of the plans that the decision was based on will also be included.
- Review all relevant planning documents (*Land Use Bylaw*, ARPs, ASPs, *Infill Housing Guidelines*, etc.)
- Host public meetings and document their outcome.
- Carefully document, in chronological order, all meetings, discussions, and phone calls which took place throughout the application process.
- Identify and document the relevant planning issues.
- Seek advice from the ward councillor and community association.
- Take photographs of the site and neighbouring area (this may give the SDAB a visual perspective of what you are referring to).
- Encourage affected parties to attend and be prepared to speak at the hearing. If an affected party cannot attend the hearing, encourage them to write a letter outlining their position or compile a letter of objection signed by affected parties.
- Familiarize yourself with procedures by attending a session of SDAB.

The information contained herein is intended for information purposes only and should not be construed as legal advice. For certainty, you should consult the Municipal Government Act and other related statutes and regulations.

3. Presentation

- Plan your presentation. If you will be presenting your argument by means of an electronic presentation (on a laptop or a tablet) you must leave a hard and electronic copy of your presentation with the SDAB staff. For details call the office at 403-268-5312.
- Coordinate your presentation with other speakers to avoid duplication of presentation material. The SDAB will NOT listen to the same evidence presented twice.
- If you plan to speak at the hearing, please sign the register located at the entrance of the hearing room.
- Introduce yourself (name and address) and whom you represent.
- Explain how you are an affected party.
- Provide a brief description of the meetings and contacts made with the community, the applicant and the affected neighbours. The SDAB may or may not find this relevant.
- Provide planning related reasons for why you support/oppose the appeal.
- Show photographs of the site and the surrounding area that is applicable to the appeal. Also, have illustrative material and well-prepared drawings available for your presentation. Exhibits used in your presentation are retained by the SDAB for minimum 60 days and will only be returned after this time frame, if requested.
- You will be provided with an opportunity to rebut any new evidence presented by other parties.

Presentation Tips

- Focus on the use, not the users – characteristics of the users of the proposed development are not considered admissible and will not be taken into account in rendering a decision. This rule is also true for issues of economic benefits/losses and property values.
- Precedence is not a planning principle and will not be considered by the SDAB.
- The hearing room is equipped with a document viewer and a projector; you must bring your own laptop computer if you intend to rely on an electronic presentation, as one will not be provided for you. If using visual aids, it is recommended that you have someone assist you with setup ahead of time before the hearing. Contact the SDAB office for more information on the equipment in the hearing room. Practice and time your presentation Remember:
  - Be informed
  - Stick to relevant planning matters
  - Be prepared
  - Be respectful

LAND AND PROPERTY RIGHTS TRIBUNAL (est. in 2021)
What is the Land and Property Rights Tribunal?
The Land and Property Rights Tribunal (LPRT - formerly the *Municipal Government Board*), is a quasi-judicial tribunal that makes decision about land planning, development, right of entry, compensation and assessment matters. In some cases, subdivision and development permit appeals go to the LPRT but in many cases, they are heard by the SDAB.

What Appeals Can Be Filed?
A notice of appeal on a subdivision or development matter may be filed with the Tribunal using the Notice of Subdivision/Development Authority Appeal form found on the Tribunal's website. However, should the LPRT determine that it should have been filed with the local SDAB, the Tribunal administration shall notify the associated parties before referring the appeal to the SDAB.

The LPRT will hear subdivision appeals where the application may be, but not limited to:
• Within Alberta's Green Area;
• Adjacent' to or contains a body of water;
• 'Adjacent' means contiguous or would be contiguous if not for a railway, road, utility right of way, or reserve land;
• Adjacent to or contains (either partially or wholly) land identified on the listing of historic resources or public land set aside for use as historic resource; and
• Within certain distances from provincial highways, landfills, wastewater treatment plants, non-hazardous waste storage site, and operating landfills.

The LPRT also hear appeals of development authority decisions, such as:
A license, permit or approval as made by:
• Energy Resources Conservation Board;
• Alberta Energy Regulator;
• Alberta Energy and Utilities Board; or
• The Minister of Environmental Parks.

There is currently no appeal fee with the LPRT, but persons who participate in Tribunal proceedings do so at their own expense.

For a full list of applications that qualify for a LPRT appeal and more information on how to make an appeal, search "*LPRT Land planning – Subdivision and development appeals*". For additional information, search "*Land and Property Rights Tribunal*" on the government of Alberta website.

The LPRT hears subdivision appeals associated with land planning, development, right of entry and assessment matters.

7. HOW DO I GET INVOLVED?

How Do I Get Involved in Planning?
Gathering feedback from stakeholders like you is an important part of urban planning. As a resident, you know your community and should take part in planning decisions that affect you. Here are ways you can get involved:

1. Comment on an application
2. Attend a public meeting or workshop
3. Take part in online engagement
4. Contact your ward councillor
5. Get involved at a council or council committee meeting
6. Get involved with your community association's planning committee
7. Take the *Partners in Planning* (PIP) program and other Federation of Calgary Communities courses and workshops
8. Stay informed on planning issues at The City

1. Comment On an Application

How Do I Find Out What is Being Built?
You may find out about a land development application through one of these ways:
• Notice to adjacent neighbours
• Notice to community associations
• Community meetings with the applicant
• Signage on the lot
• Ads in the newspaper
• Development Map

The *Development Map* is an online tool that lists active applications in the city. Try it out to see proposals in your neighbourhood. Search for the "City of Calgary Development Map" to access it.

Check the notice to see what the application is for. To learn more about each type of land development application, check out *Chapter 3: What is Land Use Designation?*, *Chapter 4: What is Subdivision?*, and *Chapter 5: What is the Development Process?*.

How Do I Review a Land Development Application?
Remember: development applications involve decisions about the use of the land, not the land users.

General Things to Consider:
• Do you know the site and surrounding area?
• Do you understand the proposal? Contact the file manager or the applicant if you have questions.
• Does the proposal follow the rules and intent of approved policies (e.g., Local Area Plan) and the *Land Use Bylaw*?
• Will the proposal have an unintended impact on the neighbours and the community?
  - Think of impacts that city staff might not already know (e.g., is there already a parking problem in the area?)
• Can you send your comments by the deadline? If you need an extension, contact the staff member listed on the notice. Extensions are only given in exceptional cases.
• If you do not have comments, but were circulated on an application (e.g., adjacent landowner), contact the staff member listed to let them know you have no comment.

Provide Comments:
- State who you represent – are you speaking for yourself, speaking for a group, etc.?
- Give reasons why you do, or do not support or the proposal (simply stating you do not like the development without providing reason is not helpful).
- Express your opinions using planning concepts (e.g., height, massing, shadowing), not personal preferences. View *Chapter 5: What is the Development Process?* for examples.
- Make suggestions for improvements.
- Have tangible points, instead of subjective terms. For example, if you say, "the character of the community," city staff will not know what you mean. Be specific. If you mean the streetscape and the trees, then write about that.

Criteria that are not considered by decision makers when reviewing applications, and that you should avoid:
- Type of tenure (owner vs. renter)
- Property values
- The economic benefits or losses (e.g., the development creating too much competition for existing businesses)
- Disputes between private property owners (e.g., property damage, removal of private trees)
- Precedence – the Development Authority and Subdivision & Development Appeal Board consider each application on its own merits

Land Use Amendment Considerations:
- What uses does the proposed designation allow? What does it include or exclude? Are the uses permitted or discretionary?
- What is the maximum height or intensity allowed under the proposed designation?
- City Council makes land use amendment decisions. Would like you to discuss the proposal with your councillor?

Remember a direct control (DC) is a customized land use designation. The rules and uses are tailored to a particular development. If you comment on a proposed DC, be sure you know the specific rules for that district.

2. Attend a Public Meeting or Workshop
An applicant may meet with adjacent landowners and community members before applying, or during the application process. You can attend these meetings to talk about the proposal and share your thoughts.

Workshops and open houses are also held by The City for large policy plans that affect your community, or the entire city. Examples include a new multi-community local area plan involving your community, or the Green Line LRT. Search for the "*City of Calgary Engage Portal*" to find projects that may affect you.

3. Fill Out an Online Survey
Planning projects may involve filling out an online survey. The City of Calgary's engage portal and Development Map is where you can find projects that are open for input. Each project page has more information and a project timeline.

4. Contact Your Ward Councillor
It is helpful for residents and community associations to keep a good relationship with their councillor's office. You can find out who your councillor is by searching for "*City of Calgary councillors*" to contact them.

It is important you tell your councillor if there is a planning-related problem in your community. They can help problem solve and can explore changes which can help avoid future problems.

TELL US WHAT YOU THINK

Your councillor should know their communities' positions on city-wide topics. A councillor's position on something specific to their own ward carries a lot of weight with other council members. However, the councillor must weigh local and city-wide interest. While a councillor should base their decisions on planning principles, it is important that they know what the concerns of their communities are.

Council Committees
Councillors sit on different committees to take a deep look at items before a full council meeting. The meetings are usually open to the public, except for in camera items, which are discussed confidentially. The committee you will likely speak at or watch the most is the Infrastructure and Planning Committee (IPC).

New Council Committees from City of Calgary Council Minutes.

Executive Committee
• Finance and budgeting issues
• Corporate planning
• Directing Notices of Motion to Council
• Recruitment, appointment, and performance evaluations for the City Manager
• Integrity and Ethics office
• Council services and governance
• People, Innovation, Collaboration
• Recommending the naming of City owned facilities
• Local and business economy.

Community Development Committee
• Connecting (affordable housing; arts & culture; community research & strategy; recreation stewardship & strategy; recreation, parks & community program planning; neighbourhood supports; social programs & supports; investing partnerships)
• Protecting (bylaw education & compliance; transit safety & enforcement; Calgary 911, etc.)
• Climate impact
• Environmental management
• Oversight in the fields of telecomm. regulation and City Rights of Way agreements and bylaws

Infrastructure and Planning Committee
• Planning (incl. transportation)
• Development (incl. transportation)
• Infrastructure (incl. transportation)
• Oversight of The City's involvement in property transactions and how land assets are managed by administration
• Green Line

Intergovernmental Affairs Committee
• Preparing representations on the impact of other governments' policies on The City of Calgary.
• Co-ordinating long term growth and development plans between The City and other municipalities
• Indigenous Relations.

For the full list of committees, search for "City of Calgary boards, commissions, and committees".

5. Write a Letter To, Or Speak at A Council or Council Committee Meeting
Meeting agendas are typically posted the Wednesday before the meeting. You can check to see if there is something you want to write a letter on, or speak to, on an agenda by searching for "*Calgary Council agendas*". You can also contact city clerks or your councillor if you are unsure when a specific item is going to council.

Making A Written Submission
City clerks accept submissions if they are printed, typed, or legibly written. You must send them to clerks by noon, a week before the meeting. You can submit them through the Public Submission Form or by emailing clerks. Search for "*City of Calgary Public Submissions*" to find the submission form. You can copy your councillor and other council members.

Making Presentations to Council or Council Committee
Before the public hearing begins:
• Arrive early to make sure you have signed up to speak. Agenda items are not heard at specific times, so you may have to wait before you speak.
• If you are calling in, make sure you phone onto the bridge early enough. Do not forget to mute your device until it is your time to speak!

When requested by the Mayor/Chair to speak:
• Come forward to the microphone (or unmute yourself)
• Speak directly into the microphone (or clearly into the phone)
• Introduce yourself, spelling your name for the record
• Introduce who you are speaking on behalf of
• Address the Mayor as "Your Worship" and councillors as "Councillor (Last Name)
• Answer any questions

Presenting at Council is one of many ways to get more involved with planning in Calgary.

Presentation tips:
- Try to avoid repeating the same speaking points as the people speaking before you
- Do your research and be concise
- Practice and be well prepared
- Be fair and respectful

For more current information on participating in a Council or Committee meeting, please click this link https://www.calgary.ca/ca/city-clerks/get-involved-with-city-council.html or do an internet search for *"Participate in a Council or Committee meeting Calgary"*

.6. Get Involved With Your Community Association's Planning Committee

Community associations are key stakeholders in the planning process. Their planning committees act as a reflective voice for the community on issues related to planning and development. Joining your community association is a great way to amplify your voice and contribute to what happens in your community.
- Planning committees are volunteer run. They should reflect the range of diversity and interests in the community.
- Community associations that receive many planning applications will have a large planning committee. Those who receive few applications might only have a planning director to review applications.
- Planning committees have an advisory role: they are circulated on development permits in their communities for comments, they provide background information, community context, and suggest improvements.
- They also sit on working groups, provide feedback on policies, and communicate issues and concerns to The City of Calgary.
- Planning committees have a responsibility and opportunity to promote community involvement by informing their residents and including them in the review and planning process.

See the Planning Committees Guide on The Federation's "*Member Only*" resources section for more information on planning committees.
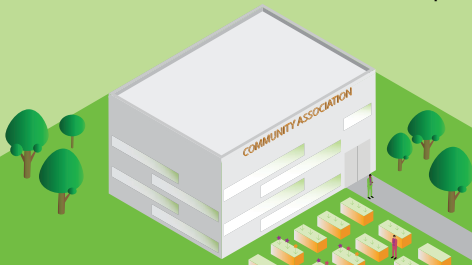
7. Take the Partners in Planning (PIP) Program and Other Federation of Calgary Communities Courses and Workshops

You can learn more about planning through some of the services offered at The Federation of Calgary Communities. Federation workshops start with the absolute basics to help you understand planning policies and how The City makes decisions. These include the *Orientation to the Planning Process* and *Planning Committees* workshops.

Partners in Planning: The Partners in Planning Program (PIP) is an award-winning certificate program offered by The Federation of Calgary Communities in partnership with The City of Calgary. Community association planning volunteers and the public can develop skills for effective participation in the planning process.

You can find the full list of courses and workshops on The Federation website. Search for "*Federation of Calgary Communities*".

One-on-one support from staff in any of our service areas (urban planning, organization development, financial services) is available for Federation members.
Visit the *Urban Planning* page on The Federation website or contact one of our planners at:
- planner1@calgarycommunities.com
- planner2@calgarycommunities.com

8. Stay Informed On Planning Issues At The City

Sign up for The Federation's newsletter *Get Engaged*, and The City of Calgary's *Planning and Development Dispatch* to stay up to date on planning issues.

Get Engaged is a biweekly newsletter from The Federation of Calgary Communities that will update you on Federation, community, and City initiatives, including planning updates. Search for "*Federation of Calgary Communities Get Engaged!*" to subscribe.

The City of Calgary *Planning & Development Dispatch* is a monthly newsletter that provides updates on planning, development and business policies and initiatives. Search for "*City of Calgary Planning and Development Dispatch*" to subscribe.

8. HOW DO I ACTIVATE MY COMMUNITY?

HOW DO I ACTIVATE MY COMMUNITY?

Activating your community can be done mainly through joining your community association and finding out about events and interactions. Another technique to activate community may be through tactical urbanism.
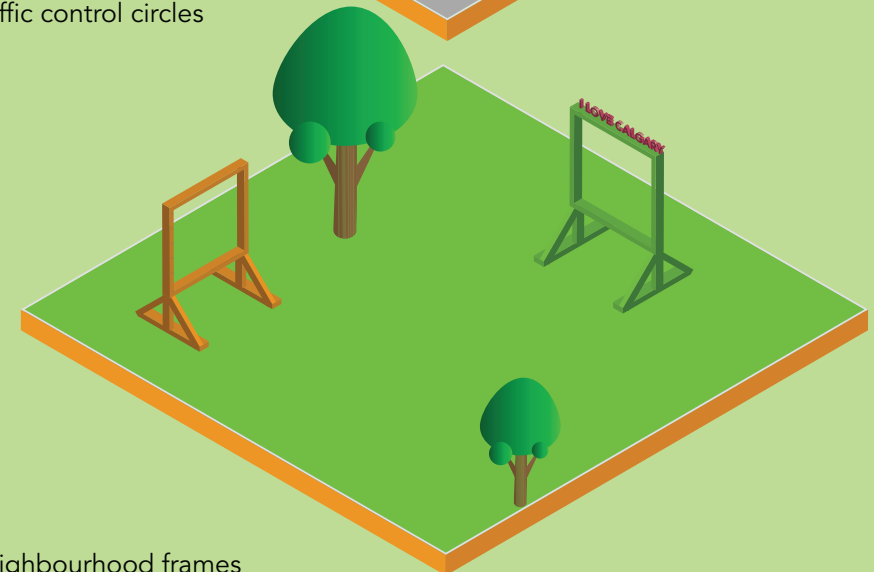
What is Tactical Urbanism?

Cities across Canada and the world have attempted and adopted the movement of tactical urbanism. Tactical urbanism is a citizen led approach to neighbourhoods or parts of the urban environment using short-term, low-cost, and scalable interventions for long term change. These projects allow people to mitigate a specific issue or problem within a neighbourhood of their city and make a change based on how people interact with that project. These projects may be implemented through stakeholders such as governments, businesses or, non-profits, but may also be implemented by individuals. All that is needed is the initiative to make a change within the community or city.

Tactical urbanism projects can have different time frames in terms of how long they engage the public and have a physical presence. Some projects may pop up for a day, a month, or a year! The projects are then able to work in an iterative process and become developed over time in terms of how many people they engage. The phases of these projects may exist as a demonstration-pilot-interim design or may be set for a long term/capital gain. The success of these projects, in terms of how they have been created and the direct and indirect changes they have made, allow other cities across the world to also implement these tactics. Here are a few examples of changes that are being made at different scales and longevities, in an attempt to make a change within communities across the world.
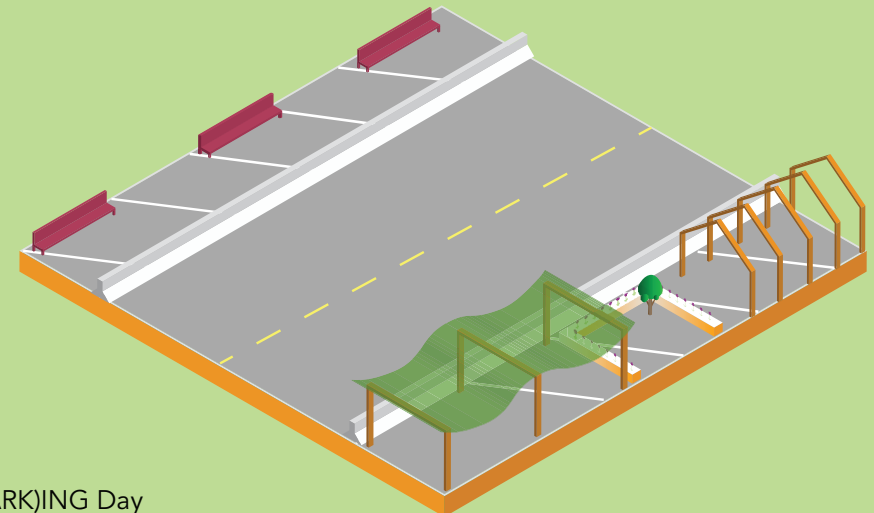
What Can These Projects Look Like?
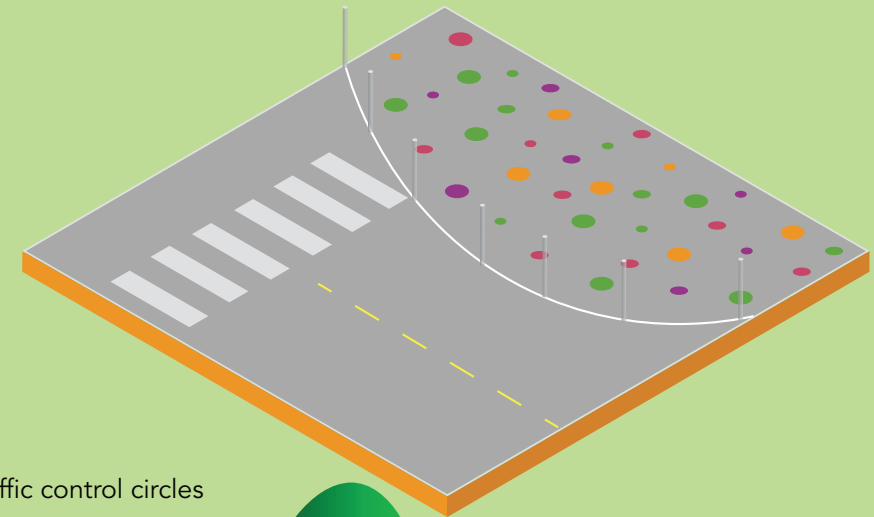
Traffic control circles

Neighbourhood frames

(PARK)ING Day

How is Tactical Urbanism Being Done in Calgary?

ACTIVATEYYC

Tactical change within a city and across the world is important especially within Calgary. One of the main sparks of change throughout this process in Calgary has been *ActivateYYC* run by The Federation of Calgary Communities. Through tactical urbanism, *ActivateYYC*, was driven to adopt its "walk, play, and be neighbourly" initiative. Through *ActivateYYC* projects 769 volunteers have created 75 projects that have engaged more than 13,671 Calgarians. All the *ActivateYYC* projects have been successful in partnering volunteers, individuals, and communities to temporarily change public spaces in The City; making them walkable, playable and a place where Calgarians can come together as a community.

Examples of the projects, include painting portions of the community such as bridges and sidewalks. Some other examples are interactive art installations, friendship benches, and pathway projects. These projects generate interest in that area for the time of the installation, but also engage citizens and brings people together during the process of creation and/or installation.

Tactical urbanism becomes a creative approach to urban planning that engages everyone, despite how much knowledge they have on the subject or not. With a passion for community, creativity, and engagement, anyone can partake in tactical urbanism.

Activate

Under the Rainbow

Catwalks

APPENDIX

A. ENGAGEMENT SPECTRUM

The City will provide context and background information (for all levels of engagement) to assist citizens and stakeholders in understanding issues, problems, alternatives and/or solutions, and services we provide. Our commitment is to:

- Provide information that is timely, accurate, balanced, objective and easily understood
- Respond to questions for clarification and direct citizens and stakeholders to sources of additional information
- Share with stakeholders what we heard from them
- Share with stakeholders if the input cannot be used in making the decision and reasoning for why it may not be used
- Share how the input was factored into the decision

	STRATEGY	PROMISE
LISTEN AND LEARN	Stakeholders and The City listen to and learn about each others' views, plans, concerns and expectations.	We will listen to stakeholders and learn about their plans, views, issues, concerns and expectations, and ideas.
CONSULT	Stakeholders' feedback is obtained through consultation to analyze issues and build alternatives, and thereby make contribution to the decision-making process. Consulting with stakeholders ensures issues and concerns are understood and considered.	We will consult with stakeholders to obtain feedback and ensure their input is considered and incorporated to the maximum extent possible. We undertake to advise how consultation impacted the decisions and outcomes.
COLLABORATE	Stakeholders are considered partners in the decision-making process, including collaboration on analyzing issues, building alternatives, identifying preferred solutions, and making recommendations.	We will look to you for advice in creating solutions. We will partner with stakeholders in a process that results in joint recommendations. We will undertake collaboration impacted decision-making.
EMPOWER	Aspects of the decision-making process are delegated to stakeholders.	Where legislation permits, we will abide with the decisions made under delegated authority. Where legislation precludes making such a commitment in advance, we undertake to be guided by the outcome.

B. PLANS AND PERMITS

Plan/Permit	By	Purpose	Major Elements
Municipal Development Plan	City	To establish broad policies to guide long-term growth and change in the city.	Policies on growth strategy, transportation, housing, economic activity, recreation, environment, and social issues.
Guide for Local Area Planning	City	To be used as a best-practice guide to create local area plans.	Policies on growth strategy, land uses, scale of buildings, building design, mobility, heritage.
Multi-Community Local Area Plans	City	To identify planning goals and objectives to provide a framework for future growth in an existing area.	• General land uses • Density • Open space • Social issues • Public facilities, roads, and services
Area structure plan (ASP) Community plan (CP)	City	To establish the general planning framework for new areas.	• General land uses • Density • Public facilities, roads, and services • Environmental areas and parks • Costs

Public Engagement	Process	Approval Authority
Engagement with residents, community representatives, other levels of government, local commerce and industry, builders, and developers.	• Identify issues • Prepare and circulate draft • Revise and review at CPC • Hold public hearing	Council
Engagement with residents, community representatives, other levels of government, local commerce and industry, builders, and developers.	• Identify issues • Prepare and circulate draft • Revise and review at CPC • Hold public hearing	Council
Engagement with community representatives, landowners, local commerce and industry, builders and developers, municipal service providers, and outside servicing agents.	• Create working group • Prepare and circulate draft • Revise and review at CPC • Hold public hearing	Council
Engagement with community representatives, landowners, local commerce and industry, builders and developers, municipal service providers, and outside servicing agents.	• Identify issues • Notify landowners • Prepare and circulate draft • Revise and review at CPC • Hold public hearing	Council

Plan/Permit	By	Purpose	Major Elements	Public Engagement	Process	Approval Authority
Area re-development plan	City	To identify planning goals and objectives to provide a framework for future growth in an existing area.	• General land uses • Density • Open space • Social issues • Public facilities, roads, and services	Engagement with community representatives, landowners, local commerce and industry, builders and developers, municipal service providers, outside servicing agents.	• Identify issues • Notify landowners • Create a community committee • Prepare and circulate draft • Revise and review at CPC • Hold public hearing	Council
Land use amendment	Owner (or agent) City	To change the land use designation. To match the land use designation to the ASP/ ARP or policy reports.	Land use	Applicant may meet with community association or neighbours. Public notified by notice posting and advertisement.	• Circulate • Revise and review at CPC • Advertise public hearing • Notice post on the site and send to adjacent neighbours • Hold public hearing	Council
Outline plan	Owner (or agent)	To establish patterns of land use (e.g., details of streets, utilities, reserve dedication). Prepared at the initial stage of major subdivision applications.	• Location and size of roads • Location of utilities, major land uses and reserves • Usually occurs together with the Land Use Redesignation process		• Circulate • Review and make a decision at CPC and then make recommendations to Council on redesignations	CPC
Tentative plan of subdivision	Owner (or agent)	To establish new lot lines and dimensions. Is the basis for a plan of survey to be registered with Land Titles Office.	Establishes: • Lot lines • Dimensions • Street names in developing communities	No circulation when there is an outline plan. Typically circulated when in a development community.	• Circulate and review application • Decision by Subdivision Authority Registration with Land Titles Office (Province)	Council

Plan/Permit	By	Purpose	Major Elements	Public Engagement	Process	Approval Authority
Subdivision by instrument	Owner (or agent)	To create individual titles where two or more lots had been on a single title.	Description identifying the new parcel(s) that is satisfactory to the Land Titles Office (Province)	If there is no Area Structure Plan or Community Plan adjacent landowners must be notified. In developed areas adjacent landowners are usually notified.	• Circulate and review application • Review and recommendation • Decision	Subdivision Authority (City staff or CPC)
Development permit	Owner (or agent)	To ensure that new development meets the requirements of the Land Use Bylaw and any additional guidelines or policies required by Council.	• Setback requirements • Density • Parking • Height • Landscaping and amenity space • Sensitivity to context	Circulation to community association. Notice posting on site when required by the Land Use Bylaw.	• Circulate • Some are notice posted • Review • Decision by Approving Authority or CPC • Advertise	Approving Authority (Designated City staff or CPC)
Building permit	Owner (or agent)	To ensure that construction methods and materials comply with the Alberta Building Code and associated standards.	• Detailed construction materials to be used • Building safety	None	• Plan circulation, code checks	Safety Codes Officer (subject to appeal to Safety Codes Council)
Development completion and occupancy permission	Owner (or agent)	To ensure that all conditions of the development and building permits have been met.	• Building completed and ready for occupancy • Site improvements completed or secured by a bond	None	• Inspected by Development Inspection Services or Safety Codes Officer	Inspected by Development inspector or Safety Code Inspector

C. FAR DIAGRAM

Floor Area Ratio

Floor area ratio is a measure of building size that is a measure of density in most commercial and high density districts. *The Land Use Bylaw* defines it as "The quotient of the total gross floor area of all buildings on the parcel divided by the area of the parcel."

The illustration shows a floor area ratio **(FAR) of 0.5, 1.0, and 2.0**

FAR 0.5: If the area of the parcel is 100 square meters, then 50 square meters of gross floor area has been built on the parcel.

FAR 1.0: If the area of the parcel is 100 square meters, then 100 square meters of gross floor area has been built on the parcel.

FAR 2.0: If the area of the parcel is 100 square meters, then 200 square meters of gross floor area has been built on the parcel.

E.g., A 4 storey building covering 1/4 of the site, giving a FAR of 1.0. Four floors of 25 square meters each are built on a site of 100 square meters (4 x 0.25 = 1).
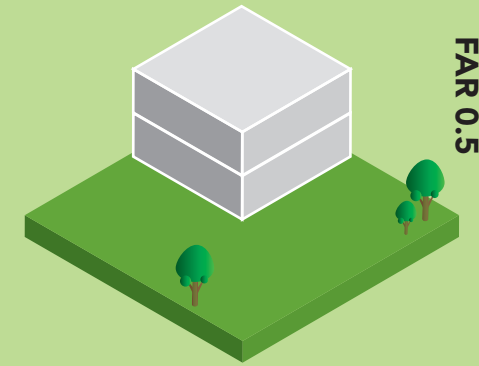
Likewise:
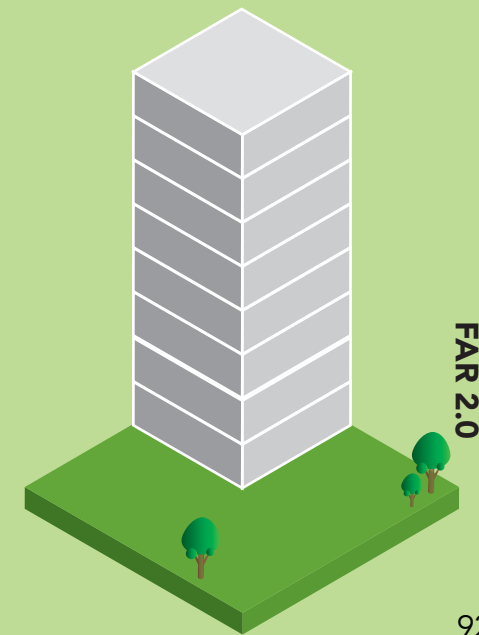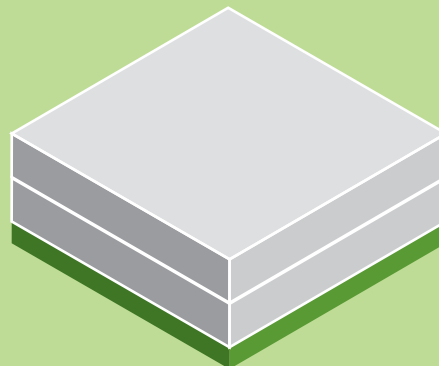 A 2 storey building on half of the parcel would also be 1 FAR. (2 x 0.5 =1)

1/2 lot
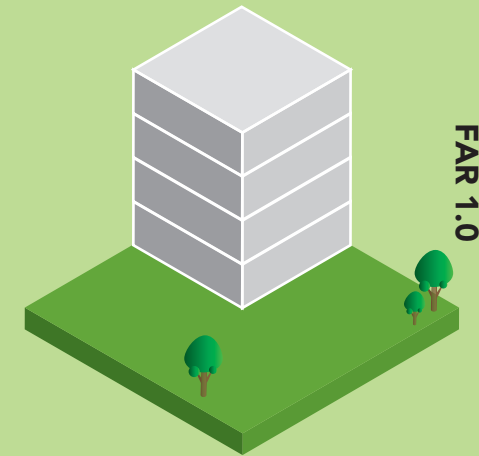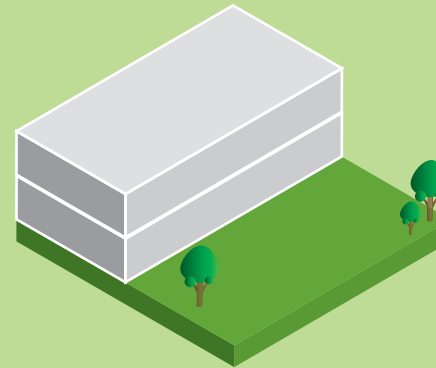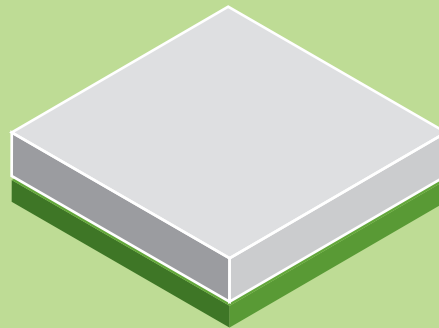
1/4 lot

FAR 0.5

Full lot

FAR 1.0

FAR 2.0

91.

92.
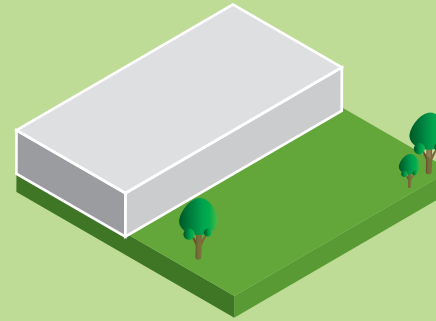
D. ACRONYMS

ALUF: Alberta Land Use Framework
ARP: Area Redevelopment Plan
ASP: Area Structure Plan

BP: Building Permit

CA: Community Association
CARL: Complete Application Requirement List
CMRB: Canadian Municipal Reserve Board
CPAG: Corporate Planning Applications Group
CPC: Calgary Planning Commission
CTP: Calgary Transportation Plan

DCP: Development Completion Permit
DP: Development Permit
DTR: Detailed Team Review

ER: Environmental Reserve
ESA: Environmentally Significant Area

IDP: Intermunicipal Development Plan

JUS: Joint Use Site

LAP: Local Area Plans
LUA: Land Use Amendment
LUB: Land Use Bylaw

MDP: Municipal Development Plan
MGA: Municipal Government Act
MR: Municipal Reserve
MSR: Municipal School Reserve

OP: Outline Plan

PIP: Partners in Planning
PUD: Planning & Urban Development Committee

RPP: Real Property Report

SPC: Standing Policy Committee
SDAB: Subdivision and Development Appeal Board
SSRP: South Saskatchewan Regional Plan

TOD: Transit Oriented Development

E. GLOSSARY

For additional definitions, see the Land Use Bylaw 1P2007 (search for City of Calgary Land Use Bylaw).
• Part 1 – Division 2 Definitions and Methods
• Part 4 – Division 2 Defined Uses

Adjacent Landowner: The property owner (listed on The City tax roll) of the land next to the site on which an application is being processed.

Administration: A term used to refer to departments of The City of Calgary. For example, "City Council referred the report back to Administration."

Amended Drawings: Needed for changes to a development permit application during the review prior to decision. Not to be confused with revised plans.

Applicant: The person, organization, or corporation making a planning application.

Area Redevelopment Plan (ARP): A statutory plan as defined by the Municipal Government Act, that directs the redevelopment, preservation or rehabilitation of existing lands and buildings, generally within existing areas of the city.

Area Structure Plan (ASP): A statutory plan as defined by the Municipal Government Act that directs the future land use patterns, transportation and utility networks and sequence of development in new communities.

Bonus: A means of allowing an increase in density of development in return for providing certain public amenities or benefits.

Building Envelope: The three-dimensional space within which a building may be built.

Building Permit (BP): A permit issued by The City to erect a new building or structure or to demolish, relocate, repair, alter or make additions to an existing building or structure.

Built Form: The layout (structure/setting on a site), density (height/mass) and appearance (materials/details) of a development.

Business Improvement Area (BIA)/Business Revitalization Zone (BRZ): A group of businesspeople who administer funds, collected through a special business tax, to improve the area and jointly promote their businesses.

Calgary Planning Commission (CPC): A body enabled by the Municipal Government Act to make development permit and subdivision decisions and recommendations on other planning matters.

Circulation: The process where an application is sent to community associations, councillors, other city departments, or third parties such as Enmax for comments. These groups are given 21 days to submit comments to the file manager.

City Council: The Calgary City Council is the legislative governing body that represents the citizens of Calgary.

Conditions of Approval: The rules that are applied to a Development Permit specific to that site.

Contextual Dwelling: Contextual single and semi-detached dwellings are listed as permitted uses the in the developed area. In contrast to discretionary applications, contextual dwellings cannot be refused by The City or appealed by the public, so long as the design meets the contextual rules in the Land Use Bylaw. Contextual rules include height, front setback, and building depth average.

Council Committee: Council committees are composed of city councillors who take a deeper look at items before a full Council meeting.

Corporate Planning and Applications Group (CPAG): Corporate Planning and Applications Group. It is made up of planners, engineers, and technicians from different departments. They review applications, as well as those that need a multi-departmental review.

Density: As a general term, it is one measure of the amount of development on a parcel. In residential development it is usually measured by units/area. This would be either in units per hectare of land (UPH) or units per acre of land (UPA). In large multi-residential, commercial, or mixed-use development it may be measured by floor area ratio. See *Appendix C* for more information, and the LUB for density in specific land use districts.

Developed Area: Defined by *Land Use Bylaw 1P2007*. It includes the area of the city that had completed initial residential development when *Land Use Bylaw 1P2007* was adopted. This area is subject to different LUB provisions than the Developing Area (e.g., contextual rules).

Developing Area: Defined by *Land Use Bylaw 1P2007*. It includes the area of the city that had yet to complete initial residential development when *Land Use Bylaw 1P2007* was adopted. This area is subject to different LUB provisions than the Developed Area.

Development Authority: The Development Authority is responsible for making decisions on development permits. The Development Authority at The City of Calgary may be a designated officer (including lead planners, principal planners, and chief development officers) or the *Calgary Planning Commission* (CPC).

Development Permit: A permit authorizing a development, issued by the Development Authority, that includes plans and conditions of approval and establishes form, intensity and appearance.

Development: Can refer to: building new buildings on bare land; adding to new buildings; addition to, or replacement of existing building; a change of use of land or buildings; or a change in the intensity of use of land or buildings.

Discretion: The term that describes the application of professional judgement by The City in reviewing applications.

Discretionary Uses: Are considered to be generally appropriate for the land use district. They are evaluated on merits and may not be allowed if the use is considered by the Development Authority to be inappropriate in a particular location.

Enforcement Order: Issued by a Development Authority, requiring compliance with the *Land Use Bylaw*.

Environmental Reserve: Land considered, in accordance with the *Municipal Government Act*, to be undevelopable because of its natural features or location (e.g., unstable slopes or floodways) that a developer may be required to dedicate at the time of subdivision. Not to be confused with *Municipal Reserve*.

File Manager: The CPAG team generalist from Planning who oversees the management of an application through the application and review process.

Floor Area Ratio (FAR): The quotient of the total gross floor area of a building on a parcel divided by the gross site area of the parcel. FAR is one of the measures to direct the size and massing of a building in relation to the area of the parcel of land it occupies.

Infill: Development (or redevelopment) that occurs on a site after completion of the initial development of the area.

Joint Use Site: Municipal Reserve lands jointly owned by The City of Calgary and The Calgary Board of Education or The Calgary Catholic School District.

Land Use Amendment: A change of land use designation, approved at a public hearing of City Council.

Land Use Bylaw (1P2007): The bylaw that establishes procedures to process and decide upon land use and development applications and divides the city into land use districts. It sets out rules that affect how each piece of land in the city may be used and developed.

Land Use Designation/Land Use District: The legal control on the use and intensity of development on a parcel of land. Also referred to as zoning.

Land Use: How land is generally used. Examples include residential, commercial, and industrial land uses.

Local Area Plan (LAP): The LAP is an important implementation tool for applying the MDP and CTP's policies and direction on land use, urban form and transportation to a locally defined geographic area. Local area plans include *Regional Context Studies* (RCS), for either green field or developed areas, Area Structure Plans (ASP), Area Redevelopment Plans (ARP), and Non-statutory land use studies.

Mass/Massing: The combined effect of the arrangement, size and shape of a building or group of buildings on a site and its visual impact in relation to adjacent buildings. Also called bulk.

Municipal Reserve: Land the developer gives to The City, at the time of subdivision for park purposes. When subdividing an area larger than two acres, up to a 10% reserve dedication is required.

Municipal School Reserve: Land the developer gives to The City and one of the School Boards, at the time of subdivision for joint school and park purposes as part of the 10% Municipal Reserve dedication.

Non-Statutory Local Area Plans: Plans for a specific area (such as a community or transit station) that are approved by Council resolution rather than bylaw. This means that a public hearing is not required though it is often undertaken.

Notice Posting: Placing a notice on a stie where an application is being processed.

Outline Plan: Initial stage in a major subdivision application which is usually processed at the same time as the Land Use Amendment application.

Permitted Use: Uses that are well suited to a particular land use district. Applications relating to permitted uses that fully comply with the *Land Use Bylaw* must be approved.

Planning Consideration: The criteria or rationale that planners use when making decisions.

Primary Transit Network: As defined in the MDP and CTP, a permanent network of high-frequency transit services, regardless of mode, that operates every 10 minutes or better, 15 hours a day, seven days a week.

Public Hearing: A formal meeting where issues that affect The City, such as planning, and development, are discussed by members of committee or Council. It is an opportunity for affected members of the public to provide their views on topics being discussed.

Relaxation (aka variance): When a change of one of the rules of the Land Use Bylaw is applied to an individual application.

Revised Plans: Drawings submitted for minor revisions to a Development Permit after it has been released. Not to be confused with Amended Plans.

Setback: The distance a building must be from a property line.

Statutory Plan: A plan that is required by the *Municipal Government Act, Part 17, Planning & Development*, passed by bylaw and must be adhered to by subordinate plans and planning approvals. These plans can only be changed by amending the bylaw. Examples are ARPs and ASPs.

Streetscape: All the elements that make up the physical environment of a street and define its character. This includes paving, trees and vegetation, lighting, building type, style setback, pedestrian, cycle and transit amenities, street furniture, etc.

Subdivision & Development Appeal Board (SDAB): A body appointed annually by City Council, to hear appeals against decisions of the Calgary Planning Commission, the Development Authority, an Enforcement Order, or the Subdivision Authority.

Subdivision by Instrument: Subdivision where only one additional parcel will be created and which can be described without a survey.

Subdivision: The process of dividing land into smaller parcels.

Tenancy Change Permit: Confirmation that a proposed use would conform to the Land Use Bylaw.

Tentative Plan: A legal plan of subdivision, which may be based on an outline plan, but has more detail.

F. TOPICS TO SEARCH

Chapter 2: Planning in Calgary

Affordable Housing calgary.ca/affordablehousing

Calgary Metropolitan Region Board

Land Use Bylaw: https://www.calgary.ca/pda/pd/Pages/calgary-land-use-bylaw-1p2007/calgary-land-use-bylaw-1p2007.aspx?redirect=/landusebylaw

Chapter 3: Land Use Designation Links:

Council Committees: https://www.calgary.ca/ca/city-clerks/legislative-services/boards-commissions-and-committees-of-council/boards-commissions-and-committees.html

Complete Application Requirements List: https://www.calgary.ca/pda/pd/permits/carl-building-development-permit-search.html#CARLSDP-4073

Corporate Planning Applications Group: https://cpagdirectory.calgary.ca/

Calgary Planning Commission: https://www.calgary.ca/pda/pd/public-notices/calgary-planning-commission-agenda.html

Public notices: https://www.calgary.ca/pda/pd/public-notices/public-notices.html

Public hearings: https://www.calgary.ca/pda/pd/public-notices/public-hearing-on-planning-matters.html

Myproperty: calgary.ca/myproperty

Chapter 4: Subdivision Links

Subdivision requirements: https://www.calgary.ca/pda/pd/residential-building-and-development/subdivision.html

Chapter 5: Development Process

Contextual dwellings: https://www.calgary.ca/pda/pd/residential-building-and-development/contextual-dwellings-guide.html

Public notices: https://www.calgary.ca/pda/pd/public-notices/public-notices.html

Infill Guidelines: https://media1-production.mightybell.com/asset/737949/InfillGuidelines2010.pdf

Chapter 6: Appeal Boards Links

Land and Property Rights Tribunal https://www.alberta.ca/land-and-property-rights-tribunal-overview.aspx

Chapter 7: How Do I Get Involved? Links:

Development Map: https://developmentmap.calgary.ca/?redirect=/developmentmap

City of Calgary Engage Portal: https://engage.calgary.ca/

Find Your City Councillor: https://www.calgary.ca/citycouncil/findyourcouncillor.html

Public Submissions: https://forms.calgary.ca/content/forms/af/public/public/public-submission-to-city-clerks.html?redirect=/publicsubmission

City of Calgary Council and Committee agendas: https://www.calgary.ca/ca/city-clerks/legislative-services/agenda-minutes.html.

Federation of Calgary Communities workshops: https://calgarycommunities.com/our-events/

Federation of Calgary Communities Get Engaged newsletter: https://calgarycommunities.com/casl/subscribe/

City of Calgary Planning and Development Dispatch newsletter: https://us5.campaign-archive.com/home/?u=717a7bc01b3dda74bd2c04b44&id=8cf6717ac8

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