

**Policy Respecting Submissions On Behalf Of The Association  
Chinook Park-Kelvin Grove-Eagle Ridge Community Association (the “Association”)  
Approved as of June 4, 2003 and Modified as of February 23, 2022**

**I. Purpose And Linkage To By-Laws Of The Association**

This Policy Respecting Submissions On Behalf Of The Association (“Policy”) is one of the “Policies and Procedures” contemplated by the By-Laws of the Association (“By-Laws”). It establishes processes for the approval by the Board of certain submissions being made on behalf of the Association and the disclosure of significant submissions to the Members.

This Policy is primarily intended to ensure that each “Major Submission” being made with respect to a particular issue by the Association:

- (a) reflects an assessment by the Board of the expectations of the Members with respect to the handling of the applicable issue by the Board;
- (b) is consistent with the Board’s determination on the applicable issue; and
- (c) is presented in a constructive manner that optimizes the ability of the Association to influence the outcome on the applicable issue and furthers the reputation of the Community, the Association and the Board.

For the purpose of this Policy, a “Major Submission” is a written submission designated as such by a Majority Vote of the Board, where that submission pertains to an issue that significantly impacts the Community and is being made on behalf of the Association to: (i) the City of Calgary, or any agency or other representative thereof; (ii) the Calgary Regional Hospital Authority, or any agency or other representative thereof; (iii) the Province of Alberta, or any agency or other representative thereof; or (iv) any other third person. In considering whether to designate a submission as a Major Submission, the Board shall have regard to the nature of the particular issue and its potential impact on the Community, with the expectation that the Board will generally only use this designation for submissions that pertain to non-routine matters that impact the Community significantly, such as major decisions to be made with respect to development planning, zoning or modifications to roadways within or adjacent to the Community.

This Policy is to be read in conjunction with the By-Laws and the other Policies and Procedures of the Association in effect at the relevant time. All terms defined in the By-Laws shall have the same meaning when used in this Policy.

**II. Background**

One of the objects of the Association is for the Association generally to serve and promote the interests of the Community as appropriate. This object includes the participation of the Association and the Board in assessing issues of significance respecting the Community and the Community at Large and in providing input respecting those issues on behalf of the Association.

This Policy provides guidance to the Board with respect to certain submissions being made on behalf of the Association and the ongoing responsibility of the Board to attempt to ensure that the Association optimizes its ability to influence the outcomes with respect to those matters in the interests of the Members. The Board recognizes that part of this responsibility is to ensure that each Major Submission made on behalf of the Association and any follow up discussions that may occur with the applicable third parties are conducted constructively, in a way that reflects positively on our Community, our Association and the Board.

**III Management Of Major Submissions**

Each Director shall update the Board on an ongoing basis with respect to material developments in the area of the Director's responsibility, including any pending issues with respect to which a Board determination is (or may be) required. If the Board is responding formally with respect to any such issue, the Board may, by Majority Vote, designate the applicable submission as a Major Submission, whereupon the provisions of this Section shall apply to that Major Submission.

The Board's representative with respect to that Major Submission shall normally be the Director responsible for the area to which the applicable issue pertains ("Responsible Director"), but the nature of the issue may be such that the Board may, by Majority Vote: (i) designate the President or Vice-President as the primary representative of the Board respecting that issue, with the Responsible Director involved in the issue in a supporting role; and (ii) create a Committee of the Association to evaluate and oversee the Association's response with respect to that issue, with the Responsible Director serving as chairperson of that Committee.

In managing any issue to be addressed in a Major Submission, the Board shall:

- (a) consider the expectations of the Members with respect to the handling of the applicable issue by the Board in such manner as the Board reasonably determines is appropriate, having regard to the nature of the particular issue and its potential impact on the Community;
- (b) consider the recommendations of the Responsible Director with respect to the applicable issue;
- (c) provide clear direction respecting the major components of the Board's response and the next steps to be taken with respect to the preparation of a draft of the Major Submission;
- (d) review a draft of the Major Submission and provide comments on that draft in a timely manner to the Director primarily responsible for the preparation of the Major Submission;
- (d) approve, by Majority Vote, the final version of the Major Submission prior to its submission to the applicable third party;
- (e) notify the Members of the Major Submission in a timely manner in the Community newsletter and include a copy of the Major Submission on the Association's web site; and
- (f) update the Members about the status of the issue to which the Major Submission pertains in the Community newsletter as appropriate in the context of that issue and its potential impact on the Community.

#### **IV Management Of Other Submissions**

The Board will make submissions on other issues from time to time that are not Major Submissions. Each Director making such a submission shall: (i) give due consideration to the best interests of the Community in the submission; and (ii) make the submission in a constructive manner that optimizes the ability of the Association to influence the outcome on the applicable issue and furthers the reputation of the Community, the Association and the Board.