

St Andrews Heights Community Association (SAHCA)

Board Decision Making Processes

This document outlines the process for responding to external requests for SAHCA input, recommendations, guidance, opinion or information.

Objective: That official SAHCA responses to external requests for input, recommendations, opinion or information are:

- representative of the views of the Community Association members,
- approved by the Board, and,
- consistent with SAHCA Board Code of Ethics, Directors' Responsibilities, Community Association Bylaws or the license of occupation with The City of Calgary

Discussion

The Board of St Andrews Heights Community Association is elected annually to discharge a number of duties including speaking on behalf of the Community Association with external bodies (e.g. City of Calgary Department representatives, Provincial Department representatives, media, the Federation of Calgary Communities, Developers (residential and commercial), Universities, Hospitals, businesses, etc.).

Process

1. A Board Director receives a request for a SAHCA response within the body of work for which they are responsible.
2. The Board Director collects any necessary data to formulate initial recommendations on what the official SAHCA response might be. This may involve collecting the views of key resource people or other community volunteers involved with the area in question, affected residents, or other stakeholders. An initial draft of the official response may be reviewed by key resource people or other community volunteers to assist the Board Director in formulating the draft response.
3. The Board Director, in formulating the draft or final response, provides the breadth and range of views expressed as themes (e.g. the majority view, some expressed, there is agreement by all stakeholders that, SAHCA does/does not support, etc.)
4. The Board Director formulates a draft response and circulates this to the Board for input and feedback.
5. All Board members respond within 7 days or the date specified by the Board Director crafting the response, whichever is earlier.
6. The Board Director formulates the official SAHCA response and, if it differs in substantive ways from the draft response, recirculates the response to the Board for confirmation before the final version is prepared. If the response is not substantially different the Board Director forwards the official SAHCA submission at this point. The Board Director provides the Board Secretary with a copy of any official SAHCA submission for official record keeping.