

ST. ANDREWS HEIGHTS COMMUNITY ASSOCIATION



2504 13 Ave. N.W., Calgary, AB. T2N 1L8

Board Meeting Minutes September 28 2015

Meeting held at the SAHCA Hall

Present: Ken Zdunich, Jacques Gendron, Lea Meadows, Sylvia Siemens, Michael Fuchs, Brenda Annala, Liz Murray, Kevin Noakes, Meredith Simon

Regrets: Julia Stadnyk

Guests: Stephen Key, City of Calgary, Crowchild Trail Study

Meeting called to order 1900. Quorum achieved.

NOTE: Quorum consists of four elected members of the Board.

Crowchild Trail Study

Stephen Kay

Stephen provided information about the research and answered questions. The study has six phases. Phase 1 was designing engagement and Liz Murray helped on that. Phase 2 has been to develop goals with stakeholder input. There are 11 project and policy goals. Phase 3 consists of adjacent neighbours' workshops looking at what has been developed so far and how to improve Crowchild Trail. Participants are invited from properties immediately adjacent to Crowchild Trail between 17 avenue south and 24 avenue north. On exploring this further there is a question as to whether the owners of properties (e.g. Business buildings) have received the invitation or the people occupying those properties have been invited. This phase will also include some public engagement workshops which are 2 ½ hours in length (not drop-in.) Liz Murray will attend one of those. This phase is expected to conclude by spring. Phase 4 is to refine what has been learned to date. The project looks at both short and long term solutions for Crowchild Trail. In response to a question, Stephen said that current or planned developments along 16th avenue constitute data inputs for this research. The project website

<http://www.calgary.ca/Transportation/TP/Pages/Projects/Current-Planning-Projects/Crowchild-Trail-Corridor-Study.aspx?redirect=/crowchild>

Includes the 1978 and 2012 studies and has documents which highlight city-owned property along Crowchild Trail. Stephen will take back as input SAHCA Board's concerns that we are not aware of any overarching knowledge management structure to ensure that all the projects that are and will affect SAH and other neighbouring communities are being coordinated.

ACTION:

Stephen Kay will take the following points back to the project team:

- Get clarification on whether the owner or the operator/resident of properties adjacent to Crowchild Trail are being invited to the adjacent neighbour workshops.
- SAHCA is concerned that there is no evidence of an overarching structure or process to ensure that there is coordination amongst all the major development projects in the work that affect ours and other nearby communities.
- The changes to the lights at Crowchild Trail at 24th for crossing Crowchild Trail are creating major backlogs and pushing traffic into surrounding neighbourhoods.

Board members were invited to contact 3-1-1 about the Crowchild Trail – 24th crossing.

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Neighbourhood Coordinator

Brenda Annala

Business Plan: scheduled initially for November 7th 0930-1230 and if that was not available Monday November 9th 6:00-8:30. Brenda will provide food. **NOTE: after the Board meeting it was determined that the November 7th date will not work and the November 9th date is the one scheduled.**

Hazmat Review: will be completed before year end and will include an inspection for mould.

Life Cycle Plan: The lifecycle review was completed and Michael Fuchs attended. The store room is separating from the building. A report will be completed and forwarded to Michael for the Board's attention and action.

Capital Grants: Deadlines and process discussed.

3-1-1 call analysis by Ward available on line. <http://www.calgary.ca/cfod/csc/pages/311-service-request-summary-reports.aspx?redirect=/cs/csc/>

ACTION:

Brenda will ensure that the City's mould inspection and results will be acceptable to the insurer.
Brenda will also determine if the 3-1-1 call analysis is available by community as SAH is not large enough to report as one of the top 20 communities in the ward analysis.

VP Non-Residential

Liz Murray

In addition to her report: Liz noted that she has updated the Wikipedia entry on St. Andrews Heights. She will attend one of the U of C's stakeholder workshops.

Rentals

Meredith Simon

Noted the Simons' appreciation for Michael quickly repairing locks.

Judy Wark has volunteered to take on rentals and will do so effective November 1st. Judy has existing obligations on Monday night and so could not attend to be introduced. She has met with Meredith & Allan and they will meet again. The Simons will act as back up to Judy (absences, etc.) and continue to provide her support as she learns the role. Lea Meadows shared that she knows Judy personally and believes that she is a very good person to take on this work. The Board discussed what information is needed to ensure that Judy and the Board are clear on the responsibilities she is taking on and the ways of working that are expected of her (e.g. confidentiality.)

The key sets for the Hall are depleted.

ACTION:

Michael will arrange for more key sets to the Hall and see that Allan & Meredith have them.
Lea will forward to Allan a copy of the current job duties of the rental coordinator.

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The Simons will review the current job description to ensure that it fully captures both the duties and ways of working that are required of the rental coordinator. They will send their revision back to Lea for further discussion with the Board.

Hall Keyless Entry System

Michael Fuchs & Lea Meadows

Jeremy Mortis, Lea's husband, has volunteered to arrange for and install a keyless entry system for the hall. Michael has shared the requirements of the system with Jeremy. Jeremy believes that the job can be completed with a few hundred dollars for supplies only as he is volunteering his time. The Board supports having Jeremy take on this task. While no date has been set for completion, it is hoped that this might be completed by year end.

ACTION:

Michael will be Jeremy's contact person for this volunteer job.

Lea will provide Michael and Jeremy each other's contact information.

Bylaws

Sylvia Siemens

Action:

Michael will check at the registry office for dates and numbers of revisions to the Bylaws and share that information with Sylvia.

Sylvia will include the revision history in the Bylaws and provide a final copy to Liz Murray.

Liz will complete the necessary paperwork, collect the signatures, and forward the Bylaws to the Province.

SAH Official/Historical Documents and Archives: Storage and Access

Lea Meadows, Liz Murray, Meredith Simon

Physical storage and access:

All tenants have been sent an email advising them of the need to organise, bin and label any materials they are storing in the hall. A copy of the email is filed in the official correspondence for the Board for this month.

Action:

Allan and Meredith have volunteered to help with the Hall clean up session.

Liz is working with City Archives' contact on what should be kept and where it can be kept through other formal archives (e.g. Glenbow, Province.)

Lea will note for the October meeting that a clean-up date needs to be chosen.

Lea will contact Karen Durbeniuk (who has two boxes of SAHCA artifacts) by phone as she has not had a response to her email.

Electronic Storage and access

Jeremy has volunteered to work with the SAHCA Board to develop an 'electronic filing cabinet' for Board and Community documents, images, etc. which will provide appropriate access while maintaining necessary security of SAHCA materials. He is willing to create and transfer those things which need to be held in that 'cabinet', and provide ongoing technical support to those responsible for the content of that cabinet. He is also able to provide other IT technical support for those things that need to work in harmony with such an electronic storage system (e.g. website, email etc.) Liz asked if he might also be able to provide support for ensuring the Hall's Wi-Fi worked better.

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ACTION:

Jacques will meet with Jeremy to discuss the areas of IT support that he can provide as a volunteer and subsequently meet with the current website technical support volunteer.

Lea will invite Jeremy to attend the October Board meeting to discuss options and process for creating such an electronic storage system.

Hallowe'en and Volunteer Appreciation

Jacques Gendron for Gwen Schaeffer

Motion: \$200 be allotted for each of the Hallowe'en and Membership Drive Volunteer Appreciation Events

Moved: Jacques Gendron

Seconded: Liz Murray

Passed: Unanimously.

ACTION:

Jacques will advise Gwen of the expenditure approvals and that the hall needs to be returned to order after the Hallowe'en party in particular given the tenants who will be using the hall the next day.

VP Sports

Kevin Noakes

In addition to his report Kevin noted that he will know by December if SAH has sufficient registrants for soccer next year. If not, he will explore amalgamation with University Heights.

VP Facilities

Michael Fuchs

The Hall floor will be professionally cleaned as noted in the Lifecycle Review. The state of the Hall's tables was discussed.

ACTION:

Michael will explore options for cleaning the tables.

2030 Liz had to leave. Quorum was maintained.

Approval of the August 2015 minutes

Lea Meadows

Lea realised that we had not discussed the minutes of our last meeting. The minutes were approved and Lea will forward a copy with the relevant attachments to Gwen for posting to the website.

Treasurer's Report

Ken Zdunich

In addition to his report, Ken explained that the "0" for Deposits references the deposits as of the date of that report. Unless he receives significant cash, Ken endeavours to make one deposit trip monthly before month end.

SAHCA has filed its first tax return which is now required.

Capitalisation and Policy Limits: With Ken leading, the Board discussed capitalisation and policy limits for SAHCA.

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Discussion of Projected Expenses for 2016 was led by Ken. It is evident that utilities and insurance are going to increase. Where are opportunities for increased revenues and/or reduce expenses? Are there alternate funding sources available? The auditor recommends that the SAHCA should capitalise more than it has. Brenda encouraged SAHCA to use the Capital Conservation Grants (City of Calgary) for Lifecycle issues more extensively and which would cover 75% of approved work. She also recommends that SAHCA go to the provincial Community Facility Enhancement Programme to top up what is funded by the CCG. She also recommends that SAHCA look for CFEP 50% funding of things not covered at all by the CCG.

Hall Rentals: The Board discussed the historical practice of the Wednesday Art Group being given free rental access to the hall. The Board determined more information on this subject is required. The Board briefly discussed where overall rental charges should be increased.

Sports related expenditures and revenue options: The Board discussed a ball thrower, windscreen and raising the backboard to enhance tennis players' experience. Brenda strongly encouraged using CFEP as a means for helping fund these items. The Board felt more information was first needed which Kevin will undertake.

Newsletter: Advertising options were discussed.

ACTION:

Ken will submit a report of recommendations to the Board for the November meeting on capitalisation and policy limits.

Brenda will check if The City needs to have a copy of SAHCA's tax filing.

Lea will forward to Brenda the Discussion Report of the Auditor's Letter to the Client Ken submitted to the Board in August.

Meredith will take to Allan the Board's request for whether the Wednesday Art group should begin to pay for their weekly use of the Hall as well as whether the Board should consider reviewing Hall rental rates. The Simons will submit their recommendations to Lea for discussion at the October meeting.

Kevin will canvas the current tennis players on:

- how interested are they in a ball thrower which they could rent by the hour (very interested, not interested at all);
- if the SAHCA purchased a windscreen wrap for the two ends of the tennis court it would be with the understanding that the tennis players themselves would be responsible for installing and taking down the wrap at the beginning/end of the season. Would they personally assist (yes/no?).

Kevin will share the results of this research at the next meeting.

Sylvia will canvas possible businesses who might be interested in advertising in SAH newsletter.

President's Report

Jacques Gendron

In addition to his report, Jacques noted that he would be meeting with the Transportation Planner on 16th avenue projects on Tuesday September 29th and will be attending the Foothills engagement group on Friday October 2nd.

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VP Residential Report

Julia Stadnyk

This was not discussed in Julia's absence.

Absences

Jacques will be away October 4-20th.

Ken will be away October 21st – 31st noon. If there are deposits to be made, please see that Ken has them by noon October 31st.

Brenda will not be able to attend the October meeting.

Meeting adjourned 2133

Next Meeting: Monday October 26th at 1900.

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Attachments

Attachments are included in the order in which they are referenced in the minutes.

1. Neighbourhood Coordinator's Report
2. VP Non-residential Report
3. VP Sports Report
4. President's Report
5. VP Residential Report

Handouts at the meeting:

- A. Treasurer's Report September 28 2015
- B. Report of expenditures years ending 2012-2015
- C. Expected New 'Annual' Expenditures SAH Financial Review September 2015
- D. 2015-2016 FCC Workshop Guide (hard copy provided at meeting. To save paper the link is noted below.)

<https://calgarycommunities.com/2015/09/18/2015-16-workshop-guide/>

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St Andrews Heights Community Association Neighbourhood Partnership Coordinator Board Report

September 2015

Contact Information:	
Brenda Annala, Neighbourhood Partnership Coordinator, Community & Neighbourhood Services T403-476-7152 C403-620-0651 F403-476-7141 Email: brenda.annala@calgary.ca Mailing Address: The City of Calgary Mail code: # 94 P.O. Box 2100, Station M, Calgary, AB Canada T2P 2M5	
NPC Requests (ex., Board motions, LOC requirements, etc.)	
Business Plan review	Let's pick a date
Hazmat assessment	Will happen sometime prior to year-end. It will determine if there is mold.
Lifecycle plan	How did that process go?
October board meeting	I will be away for that meeting
NPC Supported Items (ex., Programming, Resources, Best Practices, etc.)	
Board orientation	Any questions?
Federation workshops	Booklet of 2016 workshops given
Dates to Remember (ex., Workshops, Grant deadlines, etc.)	
Capital Conservation Grant round 3 Applications are due October 1, 2015. I have a paper copy with me tonight sent it to Michael today.	
Did You Know...? (ex., City-wide Events & External Opportunities, etc.)	
311 Service Request Summary Reports sorted by wards can be found online at http://www.calgary.ca/CS/CSC/Pages/311-Service-Request-Summary-Reports.aspx . The reports identify the top ten communities in each ward by service request volume as well as the top 20 types of service requests for each ward.	
How NPC can assist your community association/social recreation group:	
Engagement	Engagement Needs, Engagement Plans, "Telling the Story", Raise Awareness, Connect with Residents, Reporting and Evaluation Actions
Organizational Development	Board Governance Practices, Strategic/Business Plan Development, Bylaw Review, Risk Management Practices, Operational Policy and Procedures, Committee Structure, Human Resources, Marketing, Promotions and Communication, Programming
Connecting City Resources	Land Needs, Programming Needs, City Information
Financial Management	Financial Best Practices, Annual Financial Statements and Reviews, Grant and Funding Resources
License of Occupation(LOC/Lease	Initiating LOC/Lease, Land Stewardship, Administration of LOC/Lease, Third Party Agreements, Letter of Understanding, Exiting LOC/Lease
Facility Maintenance &	Capital Construction Projects, Policy and Process, Lifecycle

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Capital Construction	Management of Facilities and Amenities
Connecting City Resources	Navigation and Alignment of City Services, Leverage City Resources to Support Communities, Connections to Other City Business Units and Departments

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**Liz Murray, VP Planning Non-residential Report
September 2015**

Foothills Medical Centre Area Communities Working Group (ACWG)

Next meeting is Thursday Oct 1. Focus will be on the site master plan.

FMC Master Planning Engagement Working Group

This group is meeting regularly on Friday afternoons so Jacques and Ken have replaced Liz on this committee.

Calgary Cancer Project

Nothing to update.

Western Securities - Stadium Shopping Centre

Nothing to update.

West Campus Development

The stripping and grading phase has begun onsite. This phase should be completed by the spring.

University of Calgary's Long Range Development Plan

The University is in the process of implementing its public consultation plan for the development of its LRDP. The LRDP is a long term development plan that guides future decisions for physical planning at the university. It is a plan that outlines the campus structure and identifies land use as well as guiding principles to ensure the university develops in a responsible and holistic manner. This plan is developed with input from a variety of community stakeholders including the campus community, neighboring communities and key stakeholders of the university. The university values community feedback/involvement and have ensured the LRDP public consultation plan allows for ample opportunities for stakeholders and community members to participate. To achieve this the university will hold 2 public open houses and 3 stakeholder workshops throughout the 2015/2016 academic year for public input on the LRDP.

Tentative dates for stakeholder workshops are: Oct 28, Nov 25th and Feb 10th.

Liz has met with Kiran Kadavil (kiran.kadavil@ucalgary.ca), Community and Municipal Engagement Specialist University Relations, University of Calgary, on Sept 18th to discuss the community's involvement. Liz has requested that the McMahon Stadium portion of the U of C properties be included in some part of this planning process since it is currently not being considered. Liz will be attending the stakeholder sessions on behalf of the community.

Crowchild Trail Corridor Study

There are two upcoming engagements to present and finalize the revised study goals. They are:

- 1) Sunalta School (536 Sonora Ave S.W.) Saturday, September 26, 2015, 10 a.m. to 1 p.m.
- 2) Kensington Legion (1910 Kensington Road N.W) Monday, September 28, 201, 5 to 8 p.m.

There is still an opportunity to add or share ideas online at www.calgary.ca/Crowchild.

There are 2 upcoming workshops for other community residents. The event format and information shared in these workshops will be the same as the events provided for targeted stakeholders.

- 1) Public Workshop #1 – Saturday, Nov. 7, Sunalta School (536 Sonora Ave. S.W.), 9:30 a.m. to noon
- 2) Public Workshop #2 – Monday, Nov. 9, Best Western Village Inn (1804 Crowchild Tr. N.W.) 6 p.m. to 8:30 p.m.

Feisal Lakha from the City will be at the September board meeting to provide an update.

Brentwood Care Centre – Phase 3 Expansion

Nothing to update.

Bylaw Changes

These still need to be registered with the province once finalized. Liz will bring the documentation to the next meeting.

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Lea Meadows <lea@tansay.ca>

RE: October President's Report

1 message

KEVIN NOAKES <KNOAKES1@telus.net>

25 September
2015 at 18:03

To: Liz Murray <lizmurray@shaw.ca>, jacques gendron <jacques.gendron@shaw.ca>, SAHCA Newsletter <newsletter@standrewsheights.ca>, Lea Meadows <lea@tansay.ca>, Ken Zdunich <ken@yycmail.com>, Michael Fuchs <mfuchs2000@hotmail.com>, Julia Stadnyk <julia.stadnyk@shell.com>, Allan <allansimon@hotmail.com>, Gwen Schaefer <gschaefer@shaw.ca>

Hi,

I don't have anything in particular to report for this month.

I will be posting a notice about the November soccer registration in the October Newsletter and the new Young Ice Skaters Lessons Coordinator, Heather Makowecki, said she would be posting a notice in the October Newsletter about upcoming Young Ice Skaters Lessons activities as well.

I had a chat with Ken about sports related expenses and provided recommendations and quotations for resource upgrades that he will be presenting.

Have a good weekend,

Kevin



Lea Meadows
<lea@tansay.ca>

RE: October President's Report

1 message

KEVIN NOAKES <KNOAKES1@telus.net>

27 September 2015 at 19:06

To: Liz Murray <lizmurray@shaw.ca>, jacques gendron <jacques.gendron@shaw.ca>, SAHCA Newsletter <newsletter@standrewsheights.ca>, Lea Meadows <lea@tansay.ca>, Ken Zdunich <ken@yycmail.com>, Michael Fuchs <mfuchs2000@hotmail.com>, Julia Stadnyk <julia.stadnyk@shell.com>, Allan <allansimon@hotmail.com>, Gwen Schaefer <gschaefer@shaw.ca>

Good evening,

In addition to the notes below for Sports:

I will be meeting on Tuesday evening with the Dinos' Tennis Lessons Coordinator, Pranav, to receive the final rental cheque for August lessons court reservations, from them.

Nik and some of the ice team members mended one of the hockey nets and replaced the netting of the

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other. An ice maintenance machine had to be repaired. He said the cost was about \$400. Nik will give me the bills for these. I will pass them on to Ken for reimbursement to the payer after I review them, whenever I receive them.

Regards,

Kevin

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President's Report – October 2015
Greetings SAH neighbours,

The fall colours are out in force and cool evenings are becoming the norm which inevitably means summer is coming to a close. I trust everyone had a safe and enjoyable summer and had an opportunity to create some good memories with family and friends.

I received close to 15 responses on the topic of parking in SAH. All but one supported the concept of permit only parking for SAH. I do sincerely thank all of the respondents for taking the time to share their specific concerns around parking on their streets. The feedback is always helpful for members of the SAH Executive. One resident has requested a petition for permit only parking be undertaken for her street and we are in the process of getting the City to prepare the necessary paperwork. We'll update you as to the progress of the petition in the November newsletter.

The Foothills Community Liaison group reconvenes on Oct 1st for the time in a few months. We are keen to get an update on the Foothill's plans for the new parkade as well as any developments related to the new Cancer Centre. We may have to wait for the provincial government's fall budget before we get any clarity on whether and when these projects might materialize.

Western Securities has invited a couple of community representatives to an update on the Stadium project also on the 1st of October. I will report on the update in the November newsletter. No question the state of Alberta's economy has changed significantly in the last several months, so will be interested in Western Securities' perspective on moving forward with their project.

And of course we are just over half way through a very long federal election campaign. Plenty of evidence the candidates have been knocking on doors in SAH looking for support. The only candidates' forum held In Calgary Confederation occurred last week at the Varsity Community Centre. It was highly structured – questions could only be submitted in writing, no open microphone for follow-ups or clarifications – so probably not the most effective way to showcase the various candidates' policies or positions. But it gave the audience some sense of who the candidates were and why they are running to represent Calgary Confederation. Judging by all of the campaign signs, it appears every vote will count so I can only encourage all registered voters in SAH to take the time to cast their ballot on or before October 19.

Best regards, Jacques

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Lea Meadows <lea@tansay.ca>

VP Residential Planning Report September 2015

1 message

Julia.Stadnyk@shell.com <Julia.Stadnyk@shell.com> 28 September 2015 at 09:36
To: lizmurray@shaw.ca, jacques.gendron@shaw.ca, newsletter@standrewsheights.ca, lea@tansay.ca, ken@yycmail.com, mfuchs2000@hotmail.com, knoakes1@telus.net, allansimon@hotmail.com, gschaefer@shaw.ca

My report is as follows:

- Submitted comments on October 11 2015 re: 2815 12 Avenue N.W. (DP2015-3280)
 - Received notice of contextual development for 2523 11 Ave (DP 2015-2805) re: dwelling and garage

I have a work function tonight so I'm not sure I'll be able to make the meeting (at the very least I'll be late).

Thanks.

Julia Stadnyk
Shell Canada Limited
Legal Counsel, Upstream
Tel: +1.403.384.5169 | Cell: +1.587.893.5468