

## **SAH Executive – Minutes of Nov 23<sup>rd</sup> 2015 Meeting**

Meeting Convened at the SAH Community Hall

Present: Julia Stadnyk, Liz Murray, Kevin Noakes, Michael Fuchs, Sylvia Siemens, Ken Zdunich, Jacques Gendron, Brenda Annala,

Regrets: Lea Meadows

Guest: Ariam Wolde-Giorgis - Federation of Calgary Communities

Meeting called to order 1900 – Quorum achieved

2015 October Board Minutes were approved

### **Federation of Calgary Communities**

Ms. Wolde-Giorgis provided an overview of some of the 70 workshops sponsored by the FCC for the benefit of participating communities. The topics covered span such things as Media 101, Board Basics for Community Associations, Building Communities through Diversity, Partners in Planning, Building Safe Communities and so on. Ms. Wolde-Giorgis left a package of information which included several pamphlets summarizing the FCC's workshop offerings. Attendance at the workshops is free for representatives of a member community but registration is required.

Jacques Gendron thanked Ms. Wolde-Giorgis for taking the time to meet with the SAH Executive and for highlighting some of the services the FCC can offer affiliated CAs.

### **Brenda Annala – City of Calgary Community Liaison**

Brenda advised the Executive that her title and role are under review with some possible changes coming in the new year.

The group agreed to review dates in January for the annual business planning meeting. Jacques Gendron is to canvass the Executive about preferred dates.

Dec 12<sup>th</sup> records clean-up will have to be re-scheduled as Liz will not be able to make it. Again possible dates in January will be proposed.

Brenda advised that the capital grant program will change significantly in that the application process will now function year round with no hard deadlines for submitting applications.

Liz asked Brenda what the repercussions might be if we ceased using the SAH Community Hall. Brenda advised the City would assume management of the facility and would probably invite other groups to make use of the facility. The City might also require SAH CA to provide some portion of the maintenance costs. It is not clear how returning the Hall to the City would affect the community's ability to continue to use the skating rink, the tennis courts, etc.

Brenda advised that the City sponsored and managed Hazmat reviews were going to focus more on safety related issues vs the broader life cycle assessments. Brenda will track down the report for the life cycle review that was completed in October and send a copy to the Executive.

### **Julia Stadnyk – VP Residential Development**

2815 12<sup>th</sup> Ave – exchanged some feedback on certain aspects of the development and changes were agreed.

Julia has just received plans for a development on Windsor St and will sharing those plans once she has had an opportunity to review.

### **Sylvia Siemens – Newsletter Editor**

Will be placing an add for her replacement in the December newsletter.

Asked if the Executive would approve the \$20 annual Xmas bonus for the carriers. Motion to approve by Liz, seconded by Mike, approved by all.

### **Liz Murray – VP External Development**

Please see Liz' report attached.

Liz also reported that she and Al Rasmussen are attempting to confirm a meeting with the investors who have purchased the Chief Crowfoot elementary school for Dec 7<sup>th</sup>.

### **Kevin Noakes – VP Sports**

Please see Kevin's report attached.

### **Michael Fuchs – VP Facilities**

A number of fire extinguishers required re-charging – almost complete.

The front door keyless entry has been installed and is operational. Renters will use the keyed entry for a few weeks until Jeremy Mortis returns and is able to arrange a supply of throw away fobs for the keyless entry.

### **Ken Zdunich – Treasurer**

Ken provided an update on General and Officer Liability coverages. General will increase from \$5 to \$10 million and Officer will increase from \$2 to \$10 million. The additional annual premiums for the upgraded coverage will be \$1,600. for the General and \$1,935. for the Officers.

Liz submitted a motion to provide Ken with an insurance expense authority of up to \$7,000. for the annual renewal of our various insurance programs.

Jacques Gendron seconded and all approved.

Ken submitted his October and November Treasurer reports which were accepted and are attached

Ken reviewed the capital expenses policy endorsed by the FCC auditor. Based on our funding model, the FCC auditor is fully supportive of the SAH CA using funds earmarked for our long term capital programs being used for shorter term capital and maintenance improvements.

## **Jacques Gendron – President**

Bring forward items

Insurance – as per Ken’s report and the Board resolution, insurance limits to be increased and associated costs are approved.

Bylaw review – Sylvia to coordinate until she relinquishes her role as Newsletter editor. Jacques to provide an updated draft early in the new year.

Hall Cleanup – delayed because Liz cannot be present on Dec 12<sup>th</sup> – dates in January to be considered.

IT proposal presented by Jeremy Mortis to streamline e mail access, the website and security of SAH documentation endorsed as a go forward plan with more specific recommendations to be provided by Jeremy Mortis.

Wednesday Art group rental – Jacques will contact Liz regarding the history of this group. The Board is generally in agreement that given the increased costs of maintaining the Community Hall, groups such as the Art Group should be contributing to the Hall’s expenses Jacques to contact the Art Group once he has the historical context from Liz.

Ken reported on the flexibility the SAH CA has to use all funds generated from various activities to support both capital improvements and significant operational upgrades. The Federation of Calgary Communities auditor has both recommended and endorsed Ken’s approach.

Jacques highlighted the apparent increase in low level crime in the community - car prowlings, attempted break-ins to homes and garages, etc. - and will be contacting the neighborhood police liaison officer to express our community’s concern and hopefully improve the surveillance currently provided by the police.

Meeting adjourned at 21:05 pm.

## **Attachments**

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

1. Neighbourhood Partnership Coordinator Report
2. Newsletter Coordinator
3. VP Non-Residential Report
4. VP Sports Report
5. Treasurer Report
6. President Report

# St Andrews Heights Community Association Neighbourhood Partnership Coordinator Board Report

November 2015

<b>Contact Information:</b> Brenda Annala, Neighbourhood Partnership Coordinator, Community & Neighbourhood Services T403-476-7152   C403-620-0651   F403-476-7141   <b>Email:</b> brenda.annala@calgary.ca Mailing Address: The City of Calgary   Mail code: # 94 P.O. Box 2100, Station M, Calgary, AB Canada T2P 2M5	
<b>NPC Requests</b> (ex., Board motions, LOC requirements, etc.)	
<b>Business Plan review</b>	<b>Date in January?</b>
<b>Hazmat assessment</b>	<b>The meeting has been set for November 26<sup>th</sup> @ 9am.</b>
<b>NPC Supported Items</b> (ex., Programming, Resources, Best Practices, etc.)	
<b>Dates to Remember</b> (ex., Workshops, Grant deadlines, etc.)	
<b>Capital Conservation Grant</b> <b>Now there no longer deadlines for applications. The Grant is open January – May 31 and reopens for September to December 31.</b>	
<b>Did You Know...?</b> (ex., City-wide Events & External Opportunities, etc.)	
<b>How NPC can assist your community association/social recreation group:</b>	
<b>Engagement</b>	Engagement Needs, Engagement Plans, "Telling the Story", Raise Awareness, Connect with Residents, Reporting and Evaluation Actions
<b>Organizational Development</b>	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
<b>Connecting City Resources</b>	Land Needs, Programming Needs, City Information
<b>Financial Management</b>	Financial Best Practices, Annual Financial Statements and Reviews, Grant and Funding Resources
<b>License of Occupation (LOC/Lease)</b>	Initiating LOC/Lease, Land Stewardship, Administration of LOC/Lease, Third Party Agreements, Letter of Understanding, Exiting LOC/Lease
<b>Facility Maintenance &amp; Capital Construction</b>	Capital Construction Projects, Policy and Process, Lifecycle Management of Facilities and Amenities
<b>Connecting City Resources</b>	Navigation and Alignment of City Services, Leverage City Resources to Support Communities, Connections to Other City Business Units and Departments



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## ad for newsletter volunteer

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**SAHCA Newsletter** <newsletter@standrewsheights.ca>

18 November 2015 at 21:36

To: Jacques Gendron <jacques.gendron@shaw.ca>, Liz Murray <lizmurray@shaw.ca>, Ken Zdunich <Ken@yycmail.com>, Michael Fuchs <mfuchs2000@hotmail.com>, Julia Stadnyk <julia.b.stadnyk@gmail.com>, Lea Meadows <lea@tansay.ca>, Kevin Noakes <knoakes1@telus.net>

Hi all,


I drafted an ad to include in the December newsletter issue, to ask for a volunteer for the editor position (see attached).

You'll see that I put a note in the ad which says there is an opportunity to divide the role. I recommend that the Board consider this. The editor's time commitment is 10-12 hours per month, most of which is required during the last week of the month. When I was working full-time I found this a challenge. Two co-editors could divide the work as they see fit, as well as coordinate their vacations and other times they will be out of town, so the time requirement would be easier to manage. It would also make for a smoother transition should one of them need to step down.

Can we please add this as an agenda item for discussion at Monday's meeting? Feel free to send me any feedback about the ad in the meantime.

thanks,  
Sylvia

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Sylvia Siemens  
Newsletter Editor  
St. Andrews Heights Community Association  
[newsletter@standrewsheights.ca](mailto:newsletter@standrewsheights.ca)  
[standrewsheights.ca/newsletters](http://standrewsheights.ca/newsletters)

 **Newsletter Editor wanted ad-Draft.docx**  
14K

## Wanted: Newsletter Editor

After four years as the volunteer Newsletter Editor for SAHCA, I will soon be stepping aside from the role.

Would you be interested in taking on this creative position? It's a great chance to get involved in your community and work with the dedicated Executive members and other volunteers who do so much for St. Andrews Heights.

This role involves the publishing of nine issues of the newsletter each year, with December, July and August off.

Duties include:

- Communicating with advertisers and anyone who submits content (volunteers, Executive members, residents, the City of Calgary, charitable organizations, etc.)
- Attending the monthly Executive meetings
- Sourcing content, photos and graphics, and occasionally writing articles
- Laying out the issues (using Microsoft Publisher)
- Copy-editing and proofreading
- Managing printing and delivery, including communicating with the newsletter carriers
- Finding new advertisers and newsletter carriers when necessary
- Keeping track of revenues and expenses and providing this information to the Treasurer

The time commitment is about 10-12 hours per month.

If communication is your thing, please consider helping out your Community Association by volunteering as the Newsletter Editor!

**Note:** There may be an opportunity to divide this role, with two co-editors splitting the work.

To find out more, you can contact me at [newsletter@standrewsheights.ca](mailto:newsletter@standrewsheights.ca) or 403-283-7085.

thanks,

Sylvia Siemens

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

**Foothills Medical Centre Area Communities Working Group (ACWG)**

Next meeting is Thursday Nov 26 to discuss the parking structure.

**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**

Cancer will be located in lot 7 as originally planned.

**Western Securities - Stadium Shopping Centre**

Liz provided an interview to CBC regarding the fire at the shopping centre on Nov 12th. No cause for the fire has been released although it was thought to have occurred in Billingsgate. Western Securities will work with remaining tenants to decide a plan forward once the CFD is done its investigation.

**West Campus Development**

The stripping and grading is ongoing on the site.

**University of Calgary's Long Range Development Plan**

The first stakeholder workshop was Oct 28 and involved a tour of the campus. The stakeholder group identified 7 key themes/points of focus. Next meetings will be held Wednesday Nov 25<sup>th</sup>. Next one will be in early 2016. Liz is attending these.

**South End of Shaganappi Trail**

Liz along with several community members met with the City's planning group for this project on Monday Nov 16<sup>th</sup>. An open house to introduce project to local communities was held Nov. 19 from 5-8 p.m. Lei Ma of the City of Calgary ([Lei.Ma@calgary.ca](mailto:Lei.Ma@calgary.ca)) is the contact. The study is expected to be completed by the spring of 2017 at which time a plan will be presented to the Standing Policy Committee on Transportation and Transit.

**Crowchild Trail Corridor Study**

Liz and Al attended Public Workshop #2 on Monday, Nov. 9. The workshops were used to get ideas from stakeholders on what they wanted to see done with the various intersections. The workshops were well organized and really well facilitated. Ideas from stakeholders will be compiled by the City for the next phase in 2016.

**Brentwood Care Centre – Phase 3 Expansion**

The DP for the Phase 3 expansion has been approved by the City and construction should start in 2016. Parking has been removed along one side of 15<sup>th</sup> Ave permanently since emergency vehicles will now be using 15<sup>th</sup> Ave to access the site.

**Bylaw Changes**

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

**Rundle School**

Liz has suggested to Al that a meeting be scheduled for Monday Dec 7<sup>th</sup>. We are still waiting for confirmation from the owners.





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## VP Sports Report Nov 23, 2015

1 message

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KEVIN NOAKES <KNOAKES1@telus.net>

22 November 2015 at 16:56

Hi,

**1. Ice Skating** rink making Hand Outs attached from a seminar I attended Nov 12th on making outdoor ice rinks and volunteer organization, provided by the City of Calgary. The "Outdoor Rink Making Workshop". provided an opportunity to learn the basics of how to make and maintain outdoor community rinks. I Saw and talked to some of the Forest Lawn ice rink making team and had a walk through of their resources and a run through of lessons learned on making and maintaining natural ice in Calgary winters. I invited Nik Rasula and any of the volunteers on the Ice Man Team he coordinates to attend. I sent Nik a copy of the seminar handouts. No estimate yet on when the rink will be ready for use this season. Young skaters' lessons will begin in January.

**2. Tennis** nets have been taken down and put away and the courts locked up by volunteer Terry Nail. UOC Dinos Tennis Association have provided cheques for the tennis lesson court reservations in August; \$50. Total collected for the season = about \$230. I think about \$630 was collected last year. I have still had to write and distribute the Tennis Court Use questionnaire, that Lea volunteered to review, before I ask Gwen to post it on the web site and email it to the registered tennis players. I will try to have this ready later this week. Questionnaire results will be provided at the January BOD meeting.

**3. Soccer Registration** has begun and the community will have received two notices about it (with the November & December Newsletter advertisements) as well as emails sent directly to SAH soccer player families. The soccer season information and registration form is posted on the SAH web site. Registration results will be provided at the January BOD meeting.

Regards,

Kevin

Secretary's note: electronic copy of workshop materials electronically saved but not printed to official minutes' binder.

**Treasurer's Report**  
 St Andrews Heights Community Association  
 Executive Meeting  
**November 23, 2015**

**RBC Long Term Investments – Latest Information**

Latest Statement – October 30, 2015	\$263,333.12
(Last Prior Statement: September 30, 2015: \$263,069.30)	

**First Calgary**

October 31, 2015 Balance	\$18,650.87
(September 30, 2015: \$12,464.35)	
October Deposits: \$9,017.20	
Memberships (annual drive)	
October Withdrawals: \$2,830.68	
Large (or unplanned) withdrawals:	
Hall Cleaning July, August, September	\$1,496.25
October 2015 Newsletter (P & D) .....	\$331.00
Waste Management (auto withdrawal) ...	\$291.49
Next large withdrawals (will be on November First Calgary stmt):	
Ram – wax strip & polish .....	\$834.75
November 2015 Newsletter (P & D) .....	\$331.00
Waste Management (auto withdrawal) ....	\$293.70

**Deposits**

October 15, 2015	\$5,534.00
(membership dues)	
October 31, 2015 (two deposits)	
(membership dues)	\$1,010.00
(hall rental, newsletter advertising, etc.)	\$2,473.00

**Receipts – on hand for deposit** (as at November 23, 2015)

(For deposit by month end, includes 1 membership)	\$175.00
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**Notables**

- Action Items:
- Insurance
  - Community Financial Review Follow-up
  - Capitalization Policy

Ken Zdunich

Greetings fellow residents,

Hard to believe we're only weeks away from Xmas and from closing out another year. I sincerely hope we have all had a healthy and rewarding 2015 with more of the same to come in 2016.

Regrettably, several of the businesses at Stadium Shopping Centre will not be ending the year on a positive note. I can only imagine how devastated some of them must feel. To date we have not heard from Western Securities on how they intend to support and/or manage the site going forward. In principle they were hoping to submit their DP application before year end with site preparation for the new facilities scheduled for the fall of 2016. It is not clear if the severe downturn in our provincial economy has impacted their plans to proceed but we expect an update fairly soon. Apparently some of the affected businesses are getting quite a bit of moral and financial support from some of their faithful customers.

There are other projects on the go that will impact SAH over the coming months. We are aware that Foothills is working with the principals of the University District to secure parking for their staff on the University District site. We are scheduled to meet with representatives from Foothills at the end of November so will have more to report in the New Year. But it does appear they may be rebuilding the Lot 1 parking lot starting in the fall of 2016 followed by the commencement of construction of the new Cancer Centre in late 2017. Decommissioning the surface parking lot in preparation for the Cancer Centre before Lot 1 is fully in service will severely inconvenience staff and visitors and will make life much more complicated for the emergency services. Hopefully we will get a fairly comprehensive update on all of the various projects at this month's meeting. In the meantime, residents on Windsor St and St Andrews Place are preparing to circulate Permit Only Parking petitions for their streets. At the moment, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> avenues are permit only at the west end of our community.

On a security note, I have received a number of reports of attempted home or garage break-ins and car prowlings over the past couple of months. So just a reminder to make sure you vigilantly lock your car and home doors every evening. The pattern appears to be of the petty crime variety but taking a few precautions such as installing motion sensor lights at key entry points to your property might be all it takes to deter a would be thief.

Best wishes from the SAH Executive and volunteers to all of our fellow residents for a safe and joyful holiday season.