

St Andrews Heights Community Association Neighbourhood Partnership Coordinator Board Report

August 2015

Contact Information:	
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NPC Requests (ex., Board motions, LOC requirements, etc.)	
Business Plan review	Let's pick a date
Lifecycle Plan	To begin the process for your BCA and Lifecycle report we are looking at Wednesday, September 09, @ 1:00 pm. The tour would take roughly 3 hours. We also would need access to the entire facility, but not necessarily someone to escort us.
Insurance requirement for a Mold assessment	Can you give me more information as to how this came about.
NPC Supported Items (ex., Programming, Resources, Best Practices, etc.)	
Board Orientation	I will send this out electronically tomorrow for everyone to review and you can send me any questions you may have.
Dates to Remember (ex., Workshops, Grant deadlines, etc.)	
Capital Conservation Grant round 3 Applications are due October 1, 2015. The new application will be out the first week of September.	
Did You Know...? (ex., City-wide Events & External Opportunities, etc.)	
Good Neighbour guide is a great resource http://calgaryarea.com/content/communities/good_neighbour.pdf	
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	Capital Construction Projects, Policy and Process, Lifecycle 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