



**DATE: Friday November 18, 2016 TIME: 11:30 A.M. – 1:30 P.M.  
PLACE: Legal Traditions Boardroom, 4<sup>th</sup> Floor Administration Building**

**CHA MEMBERS PRESENT:**

Sarah Meilleur (Vice-Chair)  
 Jim Cullen  
 Geoff Ellwand  
 Jane Kerr  
 Mike McMordie  
 Murray Larkins  
 Pam Heard  
 Sami Houry  
 Sean Smith  
 Trevor Kaiser

**REGRETS:**

Scott Jolliffe (Chair)  
 Nikolas Marsall-Moritz (Treasurer)  
 Staff: Michele Reid, Clint Robertson

**STAFF:**

Executive Director: Josh Traptow  
 City Staff: Kathy Dietrich, Erin van Wijk,  
 Alastair Pollock and Loretta Sequeira

**GUESTS:**

CHI: Rick Williams

**CHA2016-101– Opening – Welcome, Attendance, Introductions and Regrets**

- Called to order at 11:30 am.
- Attendance as noted above.
- Sarah Meilleur welcomed the new board members Trevor Kaiser and Sami Houry.
- Round table introductions - for the benefit of the new Board members.

**CHA2016-102 – Confirmation of the Agenda**

**MOVED BY Mike McMordie.**

That the Agenda be approved with the additions as below. <ul style="list-style-type: none"> <li>• Under item 2016-110 Other Business             <ul style="list-style-type: none"> <li>a) Evaluation Framework update</li> <li>b) Approval of 2017 Calendar</li> </ul> </li> </ul>	
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**CARRIED**

**CHA2016-103 – Approval of the previous minutes**

**MOVED BY Jane Kerr.**

That the Minutes of the October 14, 2016 meeting be approved	
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**CARRIED**

**CHA2016-104 – Chair’s Report**

Reported by Sarah Meilleur (Vice Chair) in absence of the Chair with discussion:

- Scott J. sent his greetings from the dessert.
- There were no PAC or E&R meetings in November.

Reports from Sarah Meilleur (Vice Chair) as below:

- We have received a cheque for the 2017 funds from the City of Calgary. Sarah thanked Josh for all his efforts in obtaining the grant.
- We are working to transition the CHA from a working board to a governance board.
- The CHA as an organization will continue to work on:
  - a) Conserve heritage assets.
  - b) Ensuring and celebrating heritage assets.
  - c) Continue and organize the heritage sector.
  - d) Policy changes to support the Executive Director in new ways.

**MOVED BY Pam Heard.**

That the Chair's Report be accepted.	
<b><u>CARRIED</u></b>	

**CHA2016-105 – Executive Director's Report**

Reported by Josh Traptow (Executive Director) with discussion:

- Attended the Heritage Canada Conference Oct 19-21. Good attendance and some very interesting topics on adaptive reuses of heritage buildings and the shift that is happening with cultural heritage.
- The letter to the province on City Charters was sent last week. This was following a conversation with the Mayor's Office in Edmonton and David Ridley from the Edmonton Heritage Council.
- Met with two community associations (Bridgeland and Sunalta) to discuss various topics.
  - Bridgeland: Mainstreets and City Charters
  - Sunalta: Overview of the CHA, the inventory, how designation works and our plaque program. Sunalta is interested in starting a community heritage plaque program.
- Met with Lori Kerr, Manager of Partnerships for the City about how the CHA and the City will interact moving forward and what a potential partnership agreement will look like as well as other topics around board governance, finances and succession planning.
- Met with Cllr Carra on Wednesday to discuss the CHA appointment process from the Council organization meeting and the CHA in general.
- Met with Clint R. and Kathy D. on Wednesday to discuss the Eau Claire smokestack.
- The Canada 150 application was submitted.

**MOVED BY Jim Cullen.**

That CHA authorizes the Executive Director to execute an insurance policy with The Co-operators for general liability and directors & officers insurance.	
<b><u>CARRIED</u></b>	

**MOVED BY Sean Smith.**

That the Executive Director's Report be accepted.	
<b><u>CARRIED</u></b>	

**CHA2016-106 – Treasurer's Report**

Presented by Josh Traptow in the absence of Nikolas Marsall-Moritz (Treasurer) with discussion:

- A one page summary report was sent out to CHA board members.
- The first installment of the grant from Facilities Management has been received and deposited.
- We have setup a payroll for our Executive Director, direct debited from our bank account. Minor expenses, such as parking, etc., will continue to be paid via cheque every month.
- The CHA has covered the costs of sending the Executive Director and Chair to Hamilton for the Heritage Canada Conference.
- The CHA continued our yearly donation of \$2,000 to the Calgary Awards for the funding of the Heritage awards.

**MOVED BY Pam Heard.**

That the Treasurer's report be accepted.	
<b><u>CARRIED</u></b>	

**CHA2016-107– Heritage Planning Staff/Administration Report**

Reported by Erin van Wijk, Senior Heritage Planner with discussion:

- Designations:
  - Pugh Residence – December 7 PUD/ December 29 Council
- Conferences: Clint Robertson attended the National Trust Conference, Hamilton, Ontario October 2016, 19-22
- Verbal update: Inglewood / Ramsay ARP open house, November 17

**MOVED BY Mike McMordie.**

That the Heritage Planning Staff/Administration Report is accepted.	
<b><u>CARRIED</u></b>	

**CHA2016-108 – Park's Report**

Michele Reid was unable to attend but sent a report for the meeting.

1. CLSP 2.2: Conservation (and redevelopment)
  - Century Gardens
    - Detailed design underway.
  - Colonel Walker/British American Refinery (Bend in the Bow – Pearce Estates portion)
    - Phase 2 conceptual design presented on September 13.
      - It was well received
  - Beltline Bowling Green/Thomson Family Park
    - Opening Reception held on October 15.
  - Elbow River Bridge Towers
    - Conceptual design underway to bring the towers back to the Elbow River.
      - The CHA will be contacted to comment
2. CLSP 2.4: Archaeological Resources and Culturally Significant Areas
  - Participating in The City of Calgary's response to the Truth and Reconciliation Report
  - Continuing to participate in the Indigenous Policy Framework
3. CLSP 2.6: Education and Awareness
  - Parks participated in a Cultural Landscape Symposium hosted by the University of Montreal. The City of Calgary is doing good work with regards to the conservation of Calgary's Cultural Landscapes.

**MOVED BY Pam Heard.**

That the Parks Report is accepted.	
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**CARRIED**

**CHA2016-109 – 2016 Organization Meeting**

Election of Officers

- Josh Traptow assumed the Chair and opened the floor for nominations.
  - Chair
    - Jane Kerr nominated Scott Jolliffe. Scott declined
    - Jim Cullen nominated Sarah Meilleur. Sarah declined.
    - Sarah Meilleur nominated Pam Heard. Pam accepted. Pam elected chair by acclamation.
  - Vice-Chair
    - Sean Smith nominates Sarah Meilleur. Sarah declines.
    - Sarah Meilleur nominates Nikolas Marsall-Moritz. Nik accepts. Nik elected vice-chair by acclamation
  - Treasurer
    - Geoff Ellwand nominates Jane Kerr. Jane accepts. Jane elected treasurer by acclamation.

Appointment of Committee Chairs

**MOVED BY Mike McMordie.**

<p>That the Calgary Heritage Authority appoints the following committee chairs for the upcoming year.</p> <ul style="list-style-type: none"> <li>• Public Awareness Committee (PAC) – Sean Smith</li> <li>• Evaluation &amp; Review Committee (E&amp;R) – Geoff Ellwand</li> <li>• Governance &amp; Human Resources Committee (G&amp;HR) – Sarah Meilleur</li> </ul>	
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**CARRIED**

Confirmation of CHA Committee Membership

**Public Awareness Committee**

Sean Smith – Chair  
Murray Larkins  
Jane Kerr  
Trevor Kaiser

**Evaluation & Review Committee**

Geoff Ellwand – Chair  
Mike McMordie  
Nikolas Marsall-Moritz  
Sami Houry

**Governance & HR Committee**

Sarah Meilleur – Chair  
Scott Jolliffe  
Jim Cullen

**MOVED BY Geoff Ellwand.**

That the CHA invite non-board members to join CHA committees at the invitation of the Executive Director and Board Chair.	
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**CARRIED**

**MOVED BY Murray Larkins.**

That the CHA confirms the CHA committee membership.	
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**CARRIED**

**CHA2016-110 – Other Business**

Housekeeping motions

**MOVED BY Jane Kerr.**

That the CHA request the City of Calgary to transfer \$100,000 from the unrestricted CHA reserve fund as soon as possible.	
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**CARRIED**

**MOVED BY Sarah Meilleur.**

That the CHA rescind the quorum requirement for E&R and PAC.	
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**CARRIED**

**MOVED BY Geoff Ellwand.**

That the CHA approve the sub-lease of office space from Process Engineering and authorize the Executive Director to pay a month-to-month lease of \$750.75/m.	
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**CARRIED**

**MOVED BY Jim Cullen.**

That the CHA recognizes and gives sincere thanks to Scott J. and Sarah M. for their exceptional service to the CHA over the last several years.	
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**CARRIED**

**MOVED BY Sean Smith.**

That the CHA thank Jim C. for his dedication and hard work as Chair of the E&R Committee.	
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**CARRIED**

**MOVED BY Jane Kerr.**

<p>WHEREAS, the Calgary Heritage Authority (CHA) maintains a bank account at the Stephen Avenue Branch of ATB.</p> <p>WHEREAS, the board of directors hereby designates and authorizes the individuals in the following positions as signing authorities for the Calgary Heritage Authority.</p> <ol style="list-style-type: none"><li>1. Chair – Pamela Heard</li><li>2. Vice-Chair – Nikolas Marsall-Moritz</li><li>3. Treasurer – Jane Kerr</li><li>4. Executive Director – Josh Traptow</li></ol> <p>WHEREAS, the board of directors removes the following individuals as signing authorities for the Calgary Heritage Authority.</p> <ol style="list-style-type: none"><li>1. Scott Jolliffe</li><li>2. Sarah Meilleur</li></ol> <p>WHEREAS, two signature are required for any and all cheques of the authority.</p>	
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<p>THEREFORE BE IT RESOLVED, that the above named individuals be made signing authorities of the Calgary Heritage Authority effective November 18, 2016.</p>	
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**CARRIED**

**CHA2016-110 – Other Business**

**E&R Evaluation Framework - Jim Cullen**

- Jim reported on the current situation on the E&R Framework project. Back in August, the University of Calgary Faculty of Environmental Design developed, at our request, a proposal for E&R’s Framework project.
- Scott Jolliffe, Nikolas Marsall-Moritz, Clint Robertson, Josh Traptow & Jim Cullen met on September 20<sup>th</sup> to review their proposal in detail. While we generally liked their proposal content and it showed good alignment with our needs, their proposal included a budget of \$50,000 plus a \$12,500 University of Calgary Overhead surcharge of 25%. We were concerned that \$42,000 of the \$62,500 price tag was for two Graduate Research Assistants at \$25/hour, equating to 1680 hours of work or 80% of a full-time work year. This seemed to be a very high labour requirement. We were also troubled by all of the surcharges levied against the project.
- Nikolas and Jim met with Associate Dean Sandalack on September 22<sup>nd</sup> and requested they revise their proposal based on an “all-in” budget of \$40,000 (which, with after all surcharges would provide a very reasonable 980 working hours (\$24,500)). It became clear that they far prefer to set their own deliverables and methods in response to a complex problem, rather than committing to the client’s concrete problem and deliverables.
- On September 27<sup>th</sup>, Jim received an e-mail from Associate Dean Sandalack declining the work. She cited the fact that the project would ultimately be subject to a U of C surcharge of 45% overhead; that our work was of a highly specific nature and not compatible with the nature of the Urban Lab’s customary work; and they are currently at capacity for research assistants.
- While this was a very disappointing result after months of work, it was important we pursued the EVDS option as far as practical, given their world-class faculty with the associated benefits of their access to best practices, creativity and learning. We have many options going forward including consultants; where this goes from here will be up to the new E&R Chair.

**2016/2017 Calendar**

**MOVED BY Geoff Ellwand.**

<p>That the CHA calendar be approved as amended.</p>	
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**CARRIED**

**CHA2016-111 – In-Camera Session**

**MOVED BY Sarah Meilleur.**

<p>That the Board meeting move in-camera at 1:00 pm</p>	
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**CARRIED**

**MOVED BY Jim Cullen.**

<p>That the Board move out of in-camera at 1:35 pm</p>	
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**CARRIED**

**CHA2016-111 – Adjournment**

**MOVED BY Jim Cullen.**

That the CHA adjourn at 1:37PM.	
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**CARRIED**

Next meeting December 9, 2016 (second Friday) in the Legal Traditions Room, 4<sup>th</sup> floor of the Administration Building.

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**CHA CHAIR**

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**CHA EXECUTIVE DIRECTOR**