



**DATE: Friday February 10, 2017 TIME: 11:30 A.M. – 1:30 P.M.  
PLACE: Legal Traditions Boardroom, 4<sup>th</sup> Floor Administration Building**

**CHA MEMBERS PRESENT:**

Pam Heard (Chair)  
Nikolas Marsall-Moritz (Vice-Chair)  
Jane Kerr (Treasurer)  
Geoff Ellwand  
Mike McMordie  
Murray Larkins  
Sarah Meilleur (left at 12:00pm)  
Sami Houry  
Sean Smith  
Trevor Kaiser  
Scott Jolliffe

**REGRETS:**

Jim Cullen

**STAFF:**

Executive Director: Josh Traptow (left at 1:00pm)  
City Staff: Kathy Dietrich, Michele Reid, Clint Robertson, Loretta Sequeira

**GUESTS:**

Presenter: Darryl Cariou  
**CHI:** Rick Williams  
Student: Jack

**CHA2017-13 Opening – Welcome, Attendance, Introductions and Regrets**

- Called to order at 11:30 AM.
- Attendance as noted above.

**CHA2017-14 – Confirmation of the Agenda**

**MOVED BY Mike McMordie.**

That the agenda be approved as amended:
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**CARRIED**

- 1) CHA2017-21 Governance and HR Committee report
- 2) CHA2017-25 In-camera session
- 3) CHA2017-15 Approval of the January 2017 minutes
- 4) Presentation by Darryl Cariou - Update on the Heritage Properties Portfolio
- 5) CHA2017-17 – Executive Director’s Report
- 6) CHA2017-16 – Chair’s Report

**CHA2017-21 – Governance & Human Resources Committee Report**

Presented by Sarah Meilleur (G&HR Chair), with discussion:

- G&HR have started a draft term of reference for the Audit & Risk (A&R) Committee. A&R will now be tasked with finalizing the terms of reference which will then be sent back to G&HR for review.

- Sarah and Josh met with Lori Kerr, Manager Partnership Management as a follow-up to the Partnership Presentation given at the January CHA board meeting.
- The CHA has accelerated the formation of the A&R Committee since the CHA is now a registered charity and having the proper financial policies and controls in place will be important as we move forward with our relationship with the City.
- The CHA is now a registered charity.

**MOVED BY Geoff Ellwand.**

That the G&HR Committee report be accepted.

**CARRIED**

### **CHA2017-25 In-Camera Session**

**MOVED BY Sean Smith.**

That the Board meeting move in-camera at 11:38 am

**CARRIED**

**MOVED BY Geoff Ellwand.**

That the Board move out of in-camera at 11:55 am

**CARRIED**

**MOVED BY Nikolas Marsall-Moritz.**

That the Board accept and approve:

- Executive Director Key Performance Indicators (KPI's)
- Executive Director Performance Review

**CARRIED**

### **CHA2017-15 – Approval of the previous minutes**

**MOVED BY Nikolas Marsall-Moritz.**

That the minutes of the January 13, 2017 meeting be approved.

**CARRIED**

**Update on the Heritage Properties Portfolio** – Presentation by Darryl Cariou.

### **CHA2017-17 – Executive Director’s Report**

Reported by Josh Traptow (Executive Director) with discussion:

#### **Media**

- Josh was on CBC radio on January 16 talking about the Palace Theatre.

#### **Operations**

- A new CHA calendar is attached.
- We will be re-printing the ‘Discover Historic Calgary Walking Tour’ brochure. Tourism Calgary has requested these brochures as has the Planning Conference being held later this year.
- Attended the KPMG Non-profit Seminar on Accounting & Tax Update on February 2.
- Our charity application to the CRA was approved in record time!
- Pam and Josh investigated best practices regarding organizational emails for board members and recommend against it. All official correspondence should be going through Josh/Pam.

- The CHA will be sponsoring a breakfast for the Alliance for Historic Landscape Preservation Conference being held in Calgary May 23-27.
- The CHA application for a summer student was submitted on February 1<sup>st</sup>.
- The CHA will once again sponsor the heritage category for the Calgary Awards. Applications are due March 1.
- Soon the CHA page the City website ([www.calgary.ca/cha](http://www.calgary.ca/cha)) will direct people to the CHA website with a short blurb on the CHA.
- All CHA board members, committee members and City staff are invited to the CHA Social on March 24. Please RSVP by March 18.
- CHA will be a Community Sponsor for Doors Open YYC in September 2017.
  - Community level: \$1000-\$3000.
    - Verbal acknowledgement at 2016 Doors Open YYC events.
    - Sponsor logo on Doors Open YYC website.
    - Recognition of your sponsorship through at least 3 social media posts across various channels.

### **Stakeholder Engagement**

- Sarah and Josh had a follow-up coffee on January 17<sup>th</sup> with Lori Kerr from the City Partnership Office.
- City Clerk's hosted a feedback session on January 19<sup>th</sup> regarding the appointment process to Boards, Commissions & Committees (BCC's). A follow-up report to Council will be made in March with some recommended changes to the appointment policy. Virtually all the BCC's represented at the feedback session did not have their shortlist appointed.
- Jane and Josh met with Cllr Carra on January 20<sup>th</sup>. Main topics included the Bridgeland-Riverside Mainstreet Plan and the Developed Areas Guidebook (DAG). Cllr Carra is working to set-up a lunch between the CHA and Council, which would be on a Monday during the Council meeting lunch break.
- Had coffee with Bob van Wegen on Jan 26 who sits on the Culture & Heritage Grants Committee for the Calgary Foundation. Discussed possible ways to work with the Foundation.
- Josh and Pam had a very productive meeting with Thomas Hansen (Director of Facility Management) on January 31<sup>st</sup>. Some great partnership opportunities exist with that Business Unit.
- Had a chat with GWL Realty Advisors Inc. about an exciting Canada 150 project they are working on. They are looking to partner with the CHA a project at one of their buildings in Calgary.
- Spoke at Planning & Urban Development Committee on February 8<sup>th</sup> in support of the White Residence. The designation passed unanimously at Committee.
- Josh and Pam had a very productive meeting with Mayor Nenshi on February 7<sup>th</sup>.

### **Audit & Risk**

- Josh met with Reg Young, a Chartered Accountant, on January 23<sup>rd</sup> who is interested in joining the CHA Audit & Risk Committee as a non-board member. He has experience with audits, both non-profit and registered charity audits.

## Policy

- The final version of the Developed Areas Guidebook will go to Planning Commission on March 23<sup>rd</sup>. The heritage policies are attached for your information/review and discussion at the board meeting. Heritage Planning has requested a letter from the CHA either supporting the DAG or with suggestions of what we would like to see (due afternoon of February 10<sup>th</sup>).
- The CHA provided a letter of support for the “City-Owned Historic Building Management Program Facilities Management 2016 Update” which was circulated to Council for information.
- The CHA will work with CAUCAC (Calgary Aboriginal Urban Affairs Committee), the Mayor’s Office and City Administration on the wording for the plaque for the Reconciliation (Langevin) Bridge.
- A site visit with Heritage Planning to the Western Section Headworks & Canal is set for February 14<sup>th</sup>.
- The City has released the new incentives for character home retention (attached), this came out of the work the Mainstreets group has been doing.

### **MOVED BY Mike McMordie.**

That the Executive Director’s Report be accepted.

**CARRIED**

### **CHA2017-16– Chair’s Report**

Reported by Pam Heard (Chair) with discussion:

- Met with Thomas Hansen, Director of Facility Management and discussed some partnership opportunities between his department and the CHA.
- Pam and Josh met with Mayor Nenshi
  - The Mayor thanked CHA for their support on the renaming of the Langevin Bridge.
  - Pam and Mayor discussed the new appointment process to boards, commissions & committees.
- Met with Nikolas Marsall-Moritz
  - Pam and Nik will split attendance for the CHA committees. Pam will attend SE&C and G&HR. Nik will attend E&R and A&R.

### **MOVED BY Sean Smith.**

That the Chair’s report be accepted.

**CARRIED**

### **CHA2017-18 – Treasurer’s Report**

Presented by Jane Kerr (Treasurer) with discussion:

- The CHA is now using QuickBooks.
- Jane and Josh will perform monthly reconciliation of the bank account and quarterly reporting to the board.
- Reporting to CRA will be easier with QuickBooks in place.

### **MOVED BY Nikolas Marsall-Moritz.**

That the Treasurer’s report be accepted.

**CARRIED**

## **CHA2017-19 – Stakeholder Engagement & Collaboration Committee Report**

Presented by Sean Smith (SE&C Chair), with discussion:

- The committee organized a Planning meeting in January 2017.
- Alastair Pollock attended this meeting and a representative of Heritage Planning will be invited to the 1<sup>st</sup> quarter of future committee meetings.
- Brochures, hand out materials and the plaque were displayed by the committee for the Board's viewing.
- Had a phone conversation with Pam.
- Josh mentioned that the "Discover Calgary Walking Tour" brochures will be reprinted.

### **MOVED BY Geoff Ellwand.**

That the Stakeholder Engagement & Collaboration Committee report be accepted.

**CARRIED**

## **CHA2017-20 – Evaluation & Review Committee Report**

Presented by Geoff Ellwand (E&R Chair), with discussion:

### **MOVED by Trevor Kaiser.**

That the following sites be updated or added to the Inventory of Evaluated Historic Resources.

- Barnhart Apartments (1929) – Re-evaluated as a City Wide Historic Resource
- Healy Apartments (1912) – Evaluated as a Community Historic Resource
- Reconciliation Bridge (1910) – Re-evaluated as a City Wide Historic Resource

- CHA is in consultation with the Mayor's office with regards to the wording to be placed on the plaque. Langevin will be represented on the plaque.

### **MOVED BY Sean Smith.**

That the E&R Committee report be accepted.

**CARRIED**

## **CHA2017-22 – Heritage Planning Staff/Administration Report**

Reported by Clint Robertson, Planner with discussion:

- Organizational structure changes within Planning & Development as below:
  - Urban Design team has moved to Community Planning under Director Matthias Tita.
  - Heritage team will remain with Calgary Growth Strategies under Director Kathy Dietrich.
- Michele Broadhurst, Manager City Planning and Policy Services will be retiring February 28, 2017.

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### **Designations:**

- March 8 PUD Committee of Council: Dafoe Terrace.
- March 8 PUD Committee of Council: Repeal of Smokestack Designation Bylaw.

### **Land Use Re-designation:**

- East Sunnyside Grocery (540 7 Av NW) – DC (grocery / Laundromat) to Commercial Mix Use.
- Sevenoaks Apts (1339 10 Av SE) – RC2 – DC (to recognize existing use and adjacent parking/future development).

### **Policy Development – Verbal report from Heritage Staff:**

- Developed Areas Guidebook (DAG) – Feb 23 CPC; Apr 10 Council.

- Bridgeland ARP amendment; Inglewood & Ramsay ARP amendments – March 23 CPC; early May Council.

*For your information:*

- The Main Street Planning team will present at the March board meeting.
- Clint explained the incentives for Heritage that will come from the “Developed Areas Guidebook”.
- Kathy Dietrich gave a brief explanation of the uses of the Guidebook in relation to the Municipal Development Plan.

**MOVED BY Jane Kerr.**

That the Heritage Planning Staff/Administration report is accepted.
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**CARRIED**

**CHA2017-23 – Park’s Report**

Presented by Michelle Reid with discussion:

1. CLSP 2.2: Conservation (and redevelopment)
  - Century Gardens
    - Planning for CPC and UDRP for early March
  - McHugh House
    - Improvements to the house are underway.
  - Elbow River Bridge remnants
    - Working on a conceptual design to erect the remnants of the bridge towers as a conservation/commemoration element.
2. CLSP 2.3: Operations
  - Secured some funds for upgrades for Reader Rock Garden – road and gutter work.
3. CLSP 2.5: Designations
  - Confederation Park was approved as a Municipal Historic Resource on January 23 as a way of celebrating Canada’s 150<sup>th</sup>.
  - Reader Rock Garden was also approved as a Municipal Historic Resource on January 23.
4. CLSP 2.6: Education and Awareness
  - On January 28th Parks held “Winter Fun Days” across the city as part of the 150th celebrations, including celebrations at two of Calgary’s cultural landscapes - Bowness Park and Confederation Park.

**MOVED by Nikolas Marsall-Moritz.**

That CHA provides a letter of support for the Elbow River Bridge Tower remnant project as a way of celebrating the historic bridges.
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**MOVED BY Trevor Kaiser.**

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

**CHA2017-24 – Other Business**

**A. Appointment of the Audit & Risk Committee**

**Moved by Jane Kerr.**

That the Calgary Heritage Authority appoint the following individuals to the CHA Audit & Risk Committee:

- Jane Kerr - Chair
- Nikolas Marsal-Moritz
- Pam Heard
- Reg Young (non-board member)

**CARRIED**

**B. Revised CHA meeting calendar**

**MOVED by Mike McMordie.**

That the Calgary Heritage Authority approve the changes to the Board and Committee's meeting calendar.

**CARRIED**

**C. CHA board norms (discussion)**

- Pam presented the boards norms document. The Board discussed the norms but due to a lack of time felt it was best to discuss them at the next meeting when they had more time.

**D. ED and Board Relationship**

- Pam reviewed the Executive Director & Board Relationship policy.

**Adjournment**

**MOVED BY Sami Houry.**

That the CHA adjourn at 1:35PM.

**CARRIED**

Next meeting March 10, 2017 at 11:30am 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**

**Action Items**

- The CHA will provide parks with a letter of support for the Elbow River Bridge Tower remnant project.