



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

CHA MEMBERS PRESENT:

Pam Heard (Chair)
 Nikolas Marsall-Moritz (Vice-Chair)
 Jane Kerr (Treasurer) – (left at 12:15 pm)
 Geoff Ellwand
 Jim Cullen
 Mike McMordie
 Murray Larkins
 Sarah Meilleur
 Sami Houry
 Scott Jolliffe (Past-Chair)
 Sean Smith
 Trevor Kaiser

REGRETS:

Geoff Ellwand
 Michelle Reid

STAFF:

Executive Director: Josh Traptow
 City Staff: Kathy Dietrich, Darrell Sargent, Clint Robertson, Erin van Wijk, Loretta Sequeira

GUESTS:

Presenters: Jyde Heaven
 U of C: Moe and three other students

CHI: Rick Williams

Mainstreets Update - Presentation by Jyde Heaven

CHA2017-26- Opening – Welcome, Attendance, Introductions and Regrets

- Called to order at 11:30 AM.
- The Chair acknowledged that we are on Blackfoot Traditional Territory and Region 3 of the Metis Nation of Alberta.
- Attendance and regrets as noted above.
- Darrell Sargent introduced himself as the Acting Manager of City Planning & Policy Services

CHA2017-27- Confirmation of the Agenda

MOVED BY Sarah Meilleur.

That the Agenda be approved.

CARRIED

CHA2017-28- Approval of the previous minutes

MOVED BY Nikolas Marsall-Moritz.

That the minutes of the February 10, 2017 meeting be approved.
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CARRIED

CHA2017-29- Chair's Report

Reported by Pam Heard (Chair) with discussion:

- Pam and Josh met with Cllr Carra on February 17. The DAG (Developed Areas Guidebook) and Mainstreets was the topic of conversation.
- Pam and Josh met with the Calgary Stampede, Kathy Dietrich and Darrell Sargent on March 7 regarding the Westbourne Baptist Church.
- Pam and Josh met with Susan Veres (VP Strategy & Development, CMLC) on March 7 regarding the Enoch Sales House.
- Pam is meeting with individual CHA board members.
- Pam acknowledged Sami Houry's knowledge on cultural landscapes, project management and what he can offer as a board member.

MOVED BY Jane Kerr.

That the Chair's report be accepted.

CARRIED

CHA2017-30- Executive Director's Report

Reported by Josh Traptow (Executive Director) with discussion:

Media

- Josh did an interview for a story with Metro on the Stanley Residence for Flag Day but the story didn't end up running.

Operations

- The Community Development Branch of Culture & Tourism has assigned a Development Officer to the CHA to help assist and facilitate with our strategic planning session on May 27. They felt that in addition to some strategic planning they would also assist us with our transition to a governance board. This could mean some additional sessions around governance.
- Sean, Pam and Josh are looking into online giving platforms for donations. Options include a third party like CanadaHelps or building a system directly on our website.
- CHA will once again partner with City Clerk's for the 2016 Calgary Awards – Heritage Award.
- Working on some pricing for CHA promotional material.

Stakeholder Engagement

- Scott, Geoff, Erin, Alastair and Josh did a site visit to the Western Irrigation Headworks/Canal on Feb 14th. Josh has followed up with Larry Pearson at the province who in turn is talking to Environment & Parks.
- Pam and Josh met with Cllr Carra on Feb 17. The DAG (Developed Areas Guidebook) and Mainstreets was the topic of conversation. Cllr Carra is looking to book some time for the CHA to have lunch with Council.
- Attended the CHI Heritage Watch Meeting on February 20.
- Attended the Heritage Community Task Force Meeting on March 1.
- Pam and Josh met with Susan Veres (VP Strategy & Development, CMLC) on March 7 regarding the Enoch Sales House.

- Pam and Josh met with the Calgary Stampede, Kathy Dietrich and Darrell Sargent on March 7 regarding the Westbourne Baptist Church. The Stampede would like to organize a tour and lunch of Stampede Park for the board sometime in spring/summer.
- Members of the CHA and heritage planning went on a tour of the King Edward Arts Incubator and Hub on March 1.
- The CHA will sponsor refreshments for the Heritage Roundtable on March 30. The CHA will also have an information table.
- Quarterly meetings with the Director of Facility Management have been booked.
- The CHA will be an exhibitor at the Calgary Law Day on April 22. Thanks to Pam and Geoff for signing up.
- Reached out to Bridgeland-Riverside for some sites that E&R can evaluate.
- Since it is a non-Lion Awards year the CHA will do one or two walks for Historical Calgary Week. Considering a Bridgeland-Riverside walk and Calgary's Sidewalk Stamps.

Finances

- Jane and Josh have entered all the 2016 transactions into QuickBooks and reconciled all the 2016 transactions.
- We are in good shape for the 2016 audit which will be a notice to reader.
- Reg Young (A&R member) is looking into how we should reflect our reserve fund and the City CHA budget in QuickBooks and our financial statements.
- Audit & Risk had their first meeting on March 7.

Policy

- Spoke in support of the designation of the Dafoe Terrace at PUD on March 8.
- The de-designation of the smokestack has been moved to the April PUD meeting.
- The CHA provided a letter of support for the heritage items in the Developed Areas Guidebook.
- The CHA provided a letter of support for the Elbow River Bridge Remnants project.

MOVED BY Mike McMordie.

That the Executive Director's Report be accepted.

CARRIED

CHA2017-31- Treasurer's Report & Audit & Risk Committee's Verbal Report

Presented by Jane Kerr (Treasurer) with discussion:

- Jane and Josh have entered all the 2016 transactions into QuickBooks and reconciled all the 2016 transactions.
- CHA in good shape for the 2016 audit.
- Reg Young has been a great resource to the Committee.
- Audit & Risk had their first committee meeting on March 7 and is recommending a notice to reader for 2016.
- Reg supplied quotes from other audit firms. A&R decided that PWC was best suited for what we are needing.

- The Committee will ask the auditor to prepare a 2016 Tax Return & GST Rebate.

MOVED BY Jim Cullen.

That the Board appoint PWC as the 2016 CHA Accounting Firm.

CARRIED

MOVED BY Nikolas Marshall-Moritz.

That the CHA approves a credit card with ATB with a limit of \$5,000 and the only authorized user will be the Executive Director. The card is to be used only for CHA expenses.

CARRIED

MOVED BY Sean Smith.

That the Audit & Risk Committee Report be accepted.

CARRIED

MOVED BY Jim Cullen.

That the Treasurer's report be accepted.

CARRIED

CHA2017-32- Stakeholder Engagement & Collaboration Committee Report

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

- The committee did a brainstorming session at the Feb committee meeting.
- The committee is looking for opportunities that the CHA can take part in i.e. Law Day, Lilac Festival etc.
- The Historic Calgary Brochure will be replaced and reprinted.
- Showed the new addition of the City Inventory on the CHA website.
- Historian Laureate position (research and scope) – discussions taking place with Harry Sanders.
- Pam acknowledged the great work Sean has done on the Calgary Heritage Authority website.

MOVED BY Mike McMordie.

That the Stakeholder Engagement & Collaboration Committee report be accepted.

CARRIED

CHA2017-33- Evaluation & Review Committee Report

The committee did not meet in February.

CHA2017-34- Governance & Human Resources Committee Report

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

- The committee carried out a lot of policy work.
- The Strategic Planning session is booked for Saturday May 27, 2017.
- Sarah thanked the Board members for their participation in reviewing the CHA Board Norms document. The final version will be circulated to board members after the meeting.

Action item:

- The Governance & HR Committee will review the policy on conference calling at Board and Committee meetings.

MOVED BY Sean Smith.

That the CHA approves the Director – Roles & Responsibilities.

CARRIED

MOVED BY Sami A. Houry.

That the CHA approves the Executive Director & Board Relationship Policy

CARRIED

MOVED BY Jim Cullen.

That the CHA approves the Citizen Committee Members Policy.

CARRIED

MOVED BY Trevor Kaiser.

That the G&HR Committee report be accepted.

CARRIED

CHA2017-35- Heritage Planning Staff/Administration Report

Reported by Clint Robertson, Senior Heritage Planner with discussion:

Designations:

March 8 PUD Committee of Council: Dafoe Terrace designation approved – designation bylaw will proceed to March 20 Council

March 8 PUD Committee of Council: Repeal of Smokestack Designation Bylaw not presented – will be delayed to April 12th PUD.

Land Use Re-designation:

Density transfer application- transfer of unused density from Nellie McClung House.

Policy Development:

1. Developed Areas Guidebook (DAG) – approved at February 23rd CPC; proceeds to April 10th Council. Amendments proposed for Q4 2018.
2. Bridgeland ARP amendment – delayed beyond March 23rd (possibly late April CPC)
3. Inglewood & Ramsay ARP amendments – deferral requested to Q4 2018 (instead of March 23rd CPC).

For information

Bill C323 received its 2nd reading in parliament and will be addressed by the Environment Committee later this year.

MOVED BY Jim Cullen.

That the Heritage Planning Staff/Administration report is accepted.

CARRIED

CHA2017-36- Park's Report

Michelle Reid sent regrets but did send a written report:

1. CLSP 2.2: Conservation (and redevelopment)
 - Century Gardens
 - Presented to UDRP on March 8.
 - McHugh House
 - Transportation Infrastructure now has occupancy of the basement and part of the first floor.

- Elbow River Bridge remnants
 - Support from the donor secured.
 - Moving into community engagement.
 - Thank you for the letter of support.
2. CLSP 2.3: Operations
- Working on a cultural landscape training element for operational staff.
 - Met with roads to review the installation of sidewalks along the east side of St. Mary's cemetery. They will not impact the vegetation in the Cemetery.
 - Worked with Water Resources to determine no (or minimal) impact to the existing archaeology in Nose Hill Park as part of their work to install a transmission water main, which will be directionally drilled under the Park.
3. CLSP 2.4: Archaeological Resources and Culturally Significant Areas
- Draft of the Indigenous Policy Framework was presented to ALT in February. Scheduled for Council in April.
4. CLSP 2.5: Designations
- Undertaking applications for both National Historic Significance and Provincial Historic Resource for Confederation Park as a way of celebrating the Parks' 50th and Canada's 150th.
5. CLSP 2.6: Education and Awareness
- Working on the Alliance for Historic Landscape Preservation conference in Calgary May 25-27 2017. (Thank you for the contribution).
 - Presentations/walk and talks of Reader Rock Garden, Union Cemetery, and Colonel Walker Homestead were included as part of the Heart of the City Conference (March 6-8, 2017).
6. CLSP 2.8: Collaboration
- Went to planning meeting for Historic Calgary Week 2017. Parks will put on a walk and talk of Confederation Park on the afternoon of Aug 2, 2017.

MOVED BY Sean Smith.

That the Parks report is accepted.

CARRIED

CHA2017-37- Other Business

There were no items of other business discussed at the meeting.

CHA2017-38- In-Camera Session

There was no in-camera session at this meeting.

Adjournment

MOVED BY Sarah Meilleur.

That the CHA adjourn at 1:35PM.

CARRIED

Next meeting April 7, 2017 at 11:30am in the Legal Traditions Room, 4th floor of the Administration Building.

CHA CHAIR

CHA EXECUTIVE DIRECTOR