



**DATE: Friday January 13, 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)
 Geoff Ellwand
 Jim Cullen
 Sarah Meilleur
 Sami Houry
 Sean Smith
 Trevor Kaiser

REGRETS:

Scott Jolliffe (Past-Chair)
 Mike McMordie
 Murray Larkins

STAFF:

Executive Director: Josh Traptow
 City Staff: Kathy Dietrich, Michele Reid,
 Alastair Pollock, Loretta Sequeira

GUESTS:

Presenters: Lori Kerr and Stephanie Undershute
CHI: Karen Paul

City Partnerships Policy and Framework Presentation by Lori Kerr and Stephanie Undershute

CHA2017-01- Opening – Welcome, Attendance, Introductions and Regrets

- Called to order at 12:10 PM.
- Attendance as noted above.

CHA2017-02 – Confirmation of the Agenda

MOVED BY Jim Cullen.

That the Agenda be approved with one addition.

CARRIED

- Add to the agenda
 In-Camera item – Langevin Bridge

CHA2017-03 – Approval of the previous minutes

MOVED BY Sean Smith.

That the Minutes of the December 9, 2016 meeting be approved with the noted corrections.

CARRIED

CHA2017-04– Chair’s Report

Reported by Pam Heard (Chair) with discussion:

- Met with Finance, Partnership and the Planning departments within The City of Calgary.
- The CHA will be starting an Audit/Finance/Risk Committee. Will look for some non-board members with financial and accounting experience to lend their expertise.
- Working on building a good Governance Board.
- The Board is thinking of moving the Annual General Meeting (AGM) date to February against June.
- Met with Lorna Crowshoe, Administrative Support of the Calgary Aboriginals Society
 - Will be working closely with Lorna on inventory of various archeological sites.
- Met with Kathy Dietrich and together we will be working on inventory and maintaining an open dialogue.
- Pam recognized Josh Traptow as a media celebrity and appreciated his proactive approach.
- Pam requested the Board to keep Josh informed if they see or hear anything happening to heritage sites.

MOVED BY Sarah Meilleur.

That the Chair’s report be accepted.

CARRIED

CHA2017-05 – Executive Director’s Report

Reported by Josh Traptow (Executive Director) with discussion:

- PAC is now known as Stakeholder Engagement & Collaboration (SEC) Committee.
- Attended the December meetings of Governance & HR (G&HR), Stakeholder Engagement & Collaboration (SE&C) and Evaluation & Review (E&R) committees.
- Pam, Scott and Josh met with Cllr Carra to discuss some heritage related matters.
- Monthly meeting with Cllr Carra have now been set-up. He is quite eager to work closely with the CHA on a number of heritage files.
- Terry, Sarah & Scott were taken out for lunch to the Deane House as a thank-you for their service to the CHA. Daryl was unable to join.
- The CHA had a very successful roundtable with the Minister of Culture the Hon. Ricardo Miranda. Thanks to all of you who attended.
- Had a very productive meeting with Clint, Michelle, Lorna Crowshoe & Rebecca Many Grey Horses on the Implementation Plan for the TRC Recommendations.
- Our CRA application has had its initial review and has moved to the secondary stage. No timeline was given on when we might hear anything regarding the application.
- The 2017 grant cheque was received from Facility Management. Transfers and payments from The City will now occur electronically.
- Josh met with the Mayor’s Office regarding how the CHA can help support some of the heritage recommendations from the White Goose Flying report.
- The Lt. Governor of Alberta the Hon. Lois Mitchell was presented with a Lion statue in recognition of her vice-regal tenure being focused on heritage/history.
- The CHA will submit a request for patronage to the Lt. Governor.

- Spoke at Planning & Urban Development on January 11th in support of the five designations at committee. All were passed. Some Councillors had questions on what it cost the City to do the designation process and why an owner would want to designate.
- Josh met with Cllr Pincott on January 9th and updated him on the activities of the CHA over the past year. Cllr Pincott is very supportive of the CHA and the work we are doing.
- Geoff and Josh presented a plaque to the Johnson House on January 11th. It is a great 1908 house in Ramsay.
- Jane and Josh have met a couple of times and have a good handle on the finances moving forward and the 2017 budget.
- 11 evaluations done in 2016 were coded to the 2016 non-cash CHA budget.
- The CHA added 32 sites to the inventory in 2016.
- 7 sites were designated as Municipal Historic Resources in 2016 compared to 4 in 2015.
- January was a good month for interviews and media stories for the CHA. Media now recognizes the CHA as a subject matter expert on heritage related stories.
- A reply was sent to Nancy Townshed regarding the Calgary mural advising her to contact the Corporate Archives & Public Art as they are the custodians of the mural/painting.
- Sidewalk stamps have started to pop-up, perhaps the CHA could consider doing a context paper on them or commissioning some photographs.
- Our application for a summer student to the Young Canada Works program will be submitted. It is a 50% matching program.

MOVED BY Nikolas Marsall-Moritz.

That the Executive Director's Report be accepted.

CARRIED

CHA2017-06 – Treasurer's Report

Presented by Jane Kerr (Treasurer) with discussion:

- Looking at the budget in two ways i.e. CHA Cash Budget and non-cash budget.
- The CHA will transfer \$12,000 each quarter from the unrestricted portion of the CHA Reserve Fund.
- Jane and Josh have come up with a proposed budget for the cash budget and City budget.
- The CHA reserve has a protected principal of \$1.3M that generates interest.
- The funding received from the Facilities Management department will end December 2018.
- It will be important for the CHA to have a well-defined Risk Policy and Reserve Fund policy. That will come out of the Finance Committee.

Annual Report:

- Run on a cycle.
- Look at other online annual reports.
- Keep printing costs low.
- Take into consideration if "it is a number based or an impact based report"?

Financial Statements discussion/action items:

- A balance sheet for the CHA Reserve Fund should be reflected somewhere.
- Sponsorship for Century Homes and Doors Open YYC has been budgeted. Just because it is budgeted does not mean it must be spent. If the board comes across additional sponsorship opportunities, they should let Josh/Jane know.
- A summer student for the CHA has been budgeted.
- Pam Heard thanks Nik and Jane for their work on the financial reports and for a successful meeting with the City's finance department.

MOVED BY Sarah Meilleur,

That the CHA approves the 2017 CHA budget with the noted changes and adjustments.

CARRIED

MOVED BY Jim Cullen.

That the Treasurer's report be accepted.

CARRIED

CHA2017-07 – Stakeholder Engagement & Collaboration Committee Report

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

- Renaming of PAC to SE&C reflects the efforts and activities undertaken by this committee.
- Sean welcomes Jeanie Gartly and Janet McCready as non-board members on this committee.
- Working on the below:
 - a) Mission planning, marketing and research.
 - b) Ongoing website updates and adding photos.
- Sean along with Nik and Josh attended the Lion statuette presentation and meeting with the Lt. Governor the Hon. Lois Mitchell
- Sarah recognized Sean for his efforts doing great job with the CHA website.
- SE&C will look at the position of Historian Laureate.

MOVED BY Jane Kerr.

That the Stakeholder Engagement & Collaboration Committee report be accepted.

CARRIED

CHA2017-08 – Evaluation & Review Committee Report

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

MOVED by Nikolas Marsall-Moritz.

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

- Alberta Hide & Fur Co. Building (ca. 1907) – Evaluated as a Community Historic Resource
- Calgary Masonic Temple (1928) – Re-evaluated as a City Wide Historic Resource
- Dafoe Terrace (1910) – Re-evaluated as a City Wide Historic Resource
- Fairey Terrace (1906) – Re-evaluated as a City Wide Historic Resource
- Harvard Apartments (1912) – Re-evaluated as a Community Historic Resource

MOVED BY Sean Smith.

That the E&R Committee report be accepted.

CARRIED

CHA2017-09 – Governance & Human Resources Committee Report

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

- The first G&HR meeting was good and productive.
- The committee developed a detailed workplan.
- The committee added the partnership policy review to their workplan.
- Pam thanks Jim for his input on the document of the ED's job description.

Moved by Jim Cullen.

That the Board approve:

- The G&HR work plan for information
- The Executive Director Roles & Responsibilities and
- The revised Code of Conduct and Confidentiality and Conflict of Interest Policy and Disclosure Form.

CARRIED

MOVED BY Geoff Ellwand.

That the G&HR Committee report be accepted.

CARRIED

Update from Kathy Dietrich

- Kathy thanked the CHA for their professionalism.
- Explained the new alignment structure to be effective 2017 February 1st.
- Heritage will be moving under Darrell Sargent, Coordinator City wide Policy.
- David Down, Urban Design Coordinator will be moved under Director Community Planning

CHA2017-10 – Heritage Planning Staff/Administration Report

Reported by Alastair Pollock, Planner with discussion:

Designations:

February 8 PUD: White Residence

March 8 PUD: Dafoe Terrace

March 8 PUD: Repeal of Smokestack Designation Bylaw; other designations TBD

Inventory Query:

Province has contacted us regarding the CPR Irrigation Block - Western Section Headworks and Canal "...the concrete is in very poor condition and this structure has exceeded its design service life, which presents a public safety hazard. We are first looking at the need to completely fence the site and isolate the public from the safety hazard. In the longer 5+ year range we will need to plan to either structurally rehabilitate the structure, or demolish it. Because the site has no operational/functional value, we would not be able to allocate funding to rehabilitation efforts. Currently our budget is extremely restricted and we struggle to address even our highest priorities in terms of rehabilitation. That being the case, the standard conclusion would be to plan to decommission the project which would likely require complete removal." (Bow Operations and Infrastructure Manager)

We have asked the province to clarify which parts of the historic site are contemplated and possibly provide photos indicating them? Both CHA and the City will want to respond to this query.

- Dafoe Terrace – Clint will take this report to the March 8 PUD.
- De-designation of the smokestack will be going to the March 8 PUD.
- White Residence – Alastair will take this report to the February 8 PUD.
- Glenwood and the Grey residence reports are waiting submissions from the owners before taking forward to PUD.
- Heritage Planning was contacted by Clayton Weiss (Alberta Environment Water Management Operations) and advised that portions of the Western Section Headworks and Canal have deteriorated and are a public safety concern. Without intervention to rehabilitate (for which they are not able to provide funding), the site will be decommissioned and removed in 5+ years. In the interim, the site will be fenced to prohibit public access.
 - Josh, Geoff and possibly other CHA members to attend a site visit along with the Heritage planning team. Date to be decided.

MOVED BY Jane Kerr.

That the Heritage Planning Staff/Administration report is accepted.	
---	--

CARRIED

CHA2017-11 – Park’s Report

Presented by Michelle Reid with discussion:

1. CLSP 2.2: Conservation (and redevelopment)
 - Century Gardens
 - Finalizing detailed design.
 - Fire Hall #6
 - Continue to work to secure a tenant.
 - McHugh House
 - Continue to work with Transportation Infrastructure to have them occupy the building as a site office for the 17th avenue improvements.
 - Union Cemetery Chapel
 - Secured the original pews.
 - Elbow River Bridge remnants
 - Working on a conceptual design to erect the remnants of the bridge towers as a conservation/commemoration element.
 - I request a letter of support for the plan.
2. CLSP 2.4: Archaeological Resources and Culturally Significant Areas
 - Continue to advance The City of Calgary’s response to the Truth and Reconciliation Report – role of CHA with regard to evaluation criteria.
3. CLSP 2.5: Designations
 - Confederation Park was presented to committee on January 11 as a way of celebrating Canada’s 150th.
 - Reader Rock Garden was also presented to committee on January 11th.

4. CLSP 2.8: Collaboration and Partnerships

- Continue the partnership with ACAD to create banners for celebrating Canada's 150 in 2017.

MOVED BY Sami Houry.

That the Parks report is accepted.	<u>CARRIED</u>
------------------------------------	-----------------------

CHA2017-12 – Other Business

Discussion: Truth & Reconciliation Calls to Action Implementation Plan (Heritage)

- Josh met with Lorna Crowshoe and Clint.
- White Goose Flying report to be completed by January 2018.
The process involves:
 - a) Updating the inventory so that cultural landscapes fit.
 - b) The CHA will evaluate one indigenous cultural landscape per month for a total of 12 evaluations a year
- E&R will work with Clint and Michelle on the process for adding cultural landscapes to the evaluation system. Adding it is a priority for the CHA.

For information

- International Committee of Monuments and Sites: Parks Canada is doing a survey right now. Members are requested go on the website to provide your comments
- A board member asked if it made sense for board members to have a CHA email address. Josh and Pam will consider best practices and report back.
- CHI is holding a full-day media workshop on January 21, 2017. Geoff and Josh are attending the session.

In-Camera Session

MOVED BY Jim Cullen.

That the Board meeting move in-camera at 1:15 pm	<u>CARRIED</u>
--	-----------------------

MOVED BY Sean Smith.

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

Adjournment

MOVED BY Sarah Meilleur.

That the CHA adjourn at 1:35PM.	
---------------------------------	--

CARRIED

Next meeting February 10, 2017 at 11:30am in the Legal Traditions Room, 4th floor of the Administration Building.

CHA CHAIR

CHA EXECUTIVE DIRECTOR