

Richmond Knob Hill Community Association
Board Meeting – September 13, 2011 @ 7:00 pm Skate Shack
DRAFT Minutes

Attendance: Brian Brandon, Gale Boughner, Bonnie Weldon, Doug Roberts, Liz Lunney, Lloyd Bumstead, Sarah Parry, Ron Neff

Guests: Barb Marvin, Michael MacDougall, Jerome Brenner

Regrets: Allison Just, Greg Miller

Materials circulated:

Agenda <RKHCA Board Agenda 13Sep11.doc>
Building Safe Communities Announcement <11 09 02 Announcement - Final.pdf>
Upcoming FCC Seminars (<http://www.calgarycommunities.com/events.php>)
Skate Shack <Cost Plus Contract V2.pdf><PlanSmartInv20110901.pdf>
Traffic Committee: <Traffic Plan 2011_12.doc>
Land Lease Agreement <Land Lease Notice July2010.pdf> <Lease_for_CA.pdf>
Financial Update <CashExpform.xls> <chart of accounts.xlsx>
Marda Loop Area Re-Development Plan <marda loop mail drop.pdf> <Survey Results Summary - June open house.pdf>
Development Permit Applications <RKHCAApplicationList201107.pdf>

Meeting Minutes:

1. Approval of Agenda – Moved by Lloyd/Brian. Motion approved.
2. Approval of Minutes from Jun14th – Not available. Deferred to next meeting.
3. Approval of June 16th AGM Minutes – Not available. Deferred to next meeting.
4. Correspondence received for information
 - a. Block Watch (Building Safe Communities) – See FCC information circular. Discussion noted positive progress with graffiti abatement over past year. High level of community/resident participation. Anecdotal evidence of increased drug activity on community streets. May be a result of increased police activity in the Beltline. Should raise issue with CLO. Also raise awareness in newsletter and encourage active reporting of in progress crimes through 9-1-1 and reporting of suspicious activity to 266-1234.
 - b. New CLO for 2-2 – Cst. Nick Wilsher – Liz to contact Nick and invite him to our next meeting. Contact info updated in Oct newsletter submission and on CA website.
 - c. City of Calgary Parks – Naturalization Initiative – Circulated areas identified by City Parks for possible naturalization along with sample photographs. Naturalization supports the planting of native plant, grasses, trees. Over the longer term it should result in more sustainable public areas but is dependent upon budgets in the immediate term. City will continue to support weed & garbage control. For those who are interested in learning more, there is a small area by South Calgary Pool. For more information visit - <http://www.calgary.ca/CSPS/Parks/Pages/Planning-and-Operations/Naturalized-areas-in-parks.aspx>
 - d. Board members/volunteers reminded of upcoming FCC Seminars (<http://www.calgarycommunities.com/events.php>) and encouraged to sign up if they have an interest.

5. Outstanding Business

- a. Capital Conservation Grant Application – Greg has unfortunately submitted his resignation from the Board. He and Loris are moving back to Australia. Greg has gathered the majority of contractor quotes required to submit a Capital Conservation Grant Application by the Oct2nd deadline. Greg is going back to one firm for a more detailed quote and Liz to contact another to take a look at the outdoor furnace ventilation, stucco and door damage for quotes. Greg had planned to do some of this work himself but now we need an outside contractor. Liz to coordinate 50/50 cost sharing estimates with Gale as we prepare our 2011-12 Budget.
- b. Skate Shack – See attachments. By way of background we entered into a Phase I contract with Plan Smart to cover the DP Application and architectural drawings. We now need to enter into a Phase II contract to cover the technical drawings and construction phase. The City recommended a standard form industry contract that was circulated in advance with meeting materials.

Doug proposing that the Contract Price be capped at \$210,000 inclusive of GST, 15% contingency and initial \$20,000 advance under Phase I. This is consistent with the Spring 2011 Board approved motion. Doug has reviewed the standard form contract. See advance email to Board members recommending that some clauses be deleted as they contemplate a much larger project than our Skate Shack and are not necessary.

Contract contemplates a project consultant. The consultant is typically a paid advisor who acts as an intermediary between the contractor and owner. The consultant conducts regular on-site visits, verifies the work has been completed and to sufficient quality etc. Peter Skolaude, an industry expert and resident, has volunteered to perform the role.

Liz noted that the following attachments need to be included before executing the Phase II Construction Contract: engineering, structural and mechanical drawings; budget; and construction & payment schedule. Doug agreed and is following up with Plan Smart.

We also require proof of WCB certificate and insurance as outlined in the contract. Bonnie and Brian not sure that a Surety Bond necessary or would be considered standard industry practice for projects of this size. Doug to follow up with Plan Smart.

Noted that warranty starts from date of substantial performance of work certificate.

Doug noted that the Shack has been categorized as a Class 6 structure under the Alberta Building Code. This is a class typically reserved for commercial garages, parkades etc. Doesn't seem to be appropriate for our construction and is proving to be a design and budget challenge. As a result many of the sustainability features have to be dropped favour of additional ventilation requirements etc. More specifically we have dropped radiant floor and solar thermal heating.

Lloyd needs a firm demolition and construction date so he can proceed with final tractor quote and approval. After some discussion, Lloyd is going to go ahead and get the quotes. We are well within the 6-8 week window to firm up the order.

Lloyd has also been working with M. Horvath and City staff to identify the water lines etc. Noted that water to the Shack has been cut off already.

Goal is to have demolition, concrete pad and framing complete by end of November. Indoor finishing and landscaping not expected to be complete until next Spring. Liz will need to contact AGLC and CFEP for additional extensions but won't do that until we have the updated construction and payment schedule.

Plan Smart will arrange for a storage container to be placed in the parking lot next to the garbage area. We will have a short window to pack up the Shack and give the nod to demolition once we have the Building Permit. An email will go out to current and past volunteers asking that anyone with an interest come out on the specified date to help identify and move stuff that needs to be kept after which Plan Smart will remove the building and remaining contents.

Motion to proceed with Phase II construction contract with supporting documents to a maximum of contract price of \$210,000 inclusive of GST and 15% contingency. Moved by Doug/Brian. Motion approved.

Some discussion of \$89,000 invoice received from Plan Smart. On reflection, Doug has gone back to Plan Smart requesting additional documentation evidencing payments to date. Recommended we follow the basic billing, receipting and payment process outlined in Phase II construction contract. This will ensure we don't advance funds prematurely but will also require we be responsive in advancing funds as needed/supported.

- c. Habitation Markers – 4th marker installed mid June. Final payment due on installation of fences after which we can host celebration and submit documentation for final grant payment. Targeting fence installation at final marker by end of Sept or early Oct. Ruth to submit invoice now that she is back from holidays. Brian planning to submit final report and expenses to Friends of the Federation of Calgary Communities by the end of October. Some discussion of possibly incorporating the final community celebration into the Annual Children's Halloween Party on Oct 29th
 - d. Paint the Pavement – Jessica not able to attend the meeting. Will provide a report next month. If was a very successful event. Everyone encouraged to walk by the street art. Will need to submit a final report to City Council's Strategic Initiative Fund with a financial accounting of the \$500 grant advanced.
 - e. Wine Tasting – Becky received some very complimentary feedback from Springbank Cheese Co. They support a great many community projects and community support for their Garrison Woods store surpassed all expectations following our May Wine Tasting. They made a point of saying that we should contact them for future events. Tentatively agreement to host another Wine Tasting in mid Feb. Becky will have a better idea of her other commitments by then and hopefully can lead another event.
6. New Business
- e. Traffic Committee – Barb Marvin and Jeff Johnson have stepped forward to co-Chair the Traffic Committee. Barb has already contacted residents who participated in past community

consultations. Lots of unhappy residents. Barb and Jeff are methodically documenting feedback.

Sept and Oct newsletters include a Traffic Committee ad soliciting resident feedback and initiating various traffic related education. Sept was back to school. Oct is distracted driver legislation. Some discussion of maybe education around goals of traffic calming and definitions of cut through etc. Basically an education of what to expect when we begin discussions with the City. Should also be helpful in managing expectations.

Meeting materials included a proposed timeline for consultation and hopefully community road improvements. Barb can tell already it is going to take longer. While she and Jeff have concerns close to home but it is clear already that there are a number of 'hot spots' throughout the neighbourhood that also need to be addressed. Expect timeline to be longer.

Idea is to create an interactive map and document hot spots based on resident feedback. Basically build evidence of community concern. Traffic@richmondknobhill.ca address created. Traffic page created on FaceBook site. Need to update Traffic page on CA website. Want to create a mailbox drop. Liz to solicit resident feedback in monthly eUpdates over coming quarter. Also encouraging residents to leave traffic related messages on CA phone line. Encourage residents to call concerns into 3-1-1 or police information line 266-1234. Objective is to build awareness and ask for engagement through repetitive messaging.

Barb and Jeff are looking for more volunteers to fill out the Committee.

Motion to appoint Barb Marvin to a Director at Large position on the Board. Moved by Brian/Doug. Motion approved.

- b. Community Garden – Arthur Wong a community resident has stepped forward to start a Community Garden Committee. An article and advertisement will appear in the Oct newsletter. Arthur and Liz to meet next week to review possible locations and if necessary contemplate a request for changes to our land lease area. Timing is good as we move towards renewal of the Land Lease Agreement with the City.
- c. Halloween Party – Jessica not able to attend meeting but has volunteered to organize. Would be nice to recruit a few more residents to help with organization. Hall reserved for Sat, Oct 29th from 1-4pm. Article/advertisement submitted to Oct newsletter.

Motion to approve \$250 for Party. Moved by Doug/Lloyd. Motion approved.

- d. Tree Lighting Ceremony – Article/advertisement submitted for Oct newsletter. Asking for donated LED lights again this year. Goal is to light the remaining spruce trees to the left of the Main Hall entrance. Will host an official Tree Lighting Ceremony on Dec 2nd from 7-8pm.

Motion to spend \$100 for refreshments for Tree Lighting Ceremony. Moved by Gale/Lloyd. Motion approved.

- e. Programs – Liz reported on efforts to promote Art Classes for seniors/adults/children at the Hall. We have a qualified instructor. Community & school references and police check all

in place. Response has not been great to date but will remain flexible with dates. Would like to develop a community art program over the coming year. Would be an ideal activity for flex room in future Skate Shack but can start in the Hall. Might also lead to community murals etc. as a graffiti abatement and place making activity.

- f. Land Lease Agreement – Background documents and draft agreement circulated with meeting materials. Ron provided a summary of changes. Draft form of agreement expected to go to City Council on Nov 7th for final approval. Liz has reviewed and has no concerns with proposed changes other than City seems determined to take advocacy work out of Community Association mandate but that is for another day. Noted that it will be important we formally document acceptance of the 2011-12 Budget and Business Plan. Otherwise everything in place already. Our agreement expires Dec31/11.

Motion to proceed with Land Lease Agreement renewal. Moved by Doug/Brian. Motion approved.

- h. Business Planning Dates – Tentatively agreed to Thurs Oct 27th 6-9 pm. Liz to circulate an email requesting RSVPs and final confirmation of date, time, location.
- i. Play Group – Jerome provided more memberships from Play Group. Angela has resigned as co-lead of Play Group. She and Carole used to split Tues & Thurs responsibilities. Carole handling both dates again. To date no one else has volunteered to cover the 2nd date. Attendance pretty steady on both mornings.

Play Group requesting that arrangements be made to mow outdoor play area. Liz mowed during summer but does not have time to keep it up for final weeks in the Fall. Jerome doesn't have access to garden tools in Shack. An extra Shack key is now available with Greg's resignation. Jerome welcome to take it at the end of the meeting. Lloyd confirmed the gas powered weed wacker now in the Shack. The play area is not large. The weed wacker might be a solution. Jerome requesting a new mower. Gas mower hard to start. Noted that new tractor will include lawn mowing parts but this won't help with fenced area. Barb offered to inquire about a donated or access to mowers. Still need someone to commit to mowing.

7. Board Reports

a. CNS Report –

Oct20 West Area Office Community Engagement and Dinner Event at Bethany Chapel.

Looking for 2 Board Members to attend. Brian and Bonnie to confirm availability. Idea is to survey Board members and provide feedback on how CNS can help CA's engage with their communities.

Nov3rd Rink Rat Workshop – Ron asked if Doug might be available to share drawings and experience. Doug confirmed (after meeting).

Nov14th CA Bylaw workshop - We just updated 2 years ago.

Nov23rd Construction workshop –

- b. Treasurer – New Cheque Request forms and Chart of Accounts circulated with meeting materials. Gale asked that we all use going forward. This should help to reduce the number of yearend journal entries due to coding errors and maybe even reduce audit costs.

Monthly cash flow report will be circulated when documents returned from bookkeeper.

Gale requested feedback from all Board members and Committee Chairs over the 2 weeks. We need to prepare a draft budget for consideration at the Oct Board meeting.

- c. Development

- i. Marda Loop Urban Design Study (UDS) – Summary of June Open House comments circulated with meeting materials. 2nd Open House this evening. Only received 2 weeks advance notice of this Open House and purpose wasn't initially clear as there had been no communication from City Planning since the June Open House. Later learned community feedback would be shared and proposal had been modified to recommend creation of a separate Marda Loop Area Redevelopment Plan (ARP) independent of existing South Calgary and RKH ARPs.

Community feedback generally supportive of mixed use (business & residential) but concerns expressed about proposed increases in building height, citing walkability, shadowing and wind tunnel issues. Maximum height of for buildings on north side of 33rd Ave to be 4 storeys/16m except last ¾ of block before Crowchild to be 4 storeys/14m. Some existing 23m high zones on south side of 33rd Ave and across lane from Shoppers to be lowered to 4 storeys/16m (except for Shoppers and corner with video/pet store).

Broad based concern over impact on parking and traffic demands. Parking to be addressed by requiring new developments to provide for underground parking (eg. Shoppers). Traffic will not be addressed as a 2005 Marda Loop Traffic Study apparently concluded no traffic problems. Copy of 2005 study has been requested but not yet received.

Application for land use redesignation has been submitted for NW corner of 19th St & 34 Ave (the first 4 bungalows) to allow for mixed-use development. No plans in place yet to replace any of the business bungalows on 34th Ave.

- ii. Street Accessing Driveway Issue – Dispute over proposed widening of existing street-accessing driveway at 20th St & 32nd Ave. CA reviewed original DP application in 2010 and requested that proposed new garage be accessed from lane. Proposed new garage removed from DP application prior to approval. Subsequent DP application filed requesting relaxation to allow street-accessing driveway to be widened. City cancelled DP application saying no relaxation required. If allowed to proceed would be a dangerous precedent which could lead to more new developments with front-drive garages. Appealing cancellation of DP application to SDAB.
- iii. CPR Restrictive Covenant – Properties in “Wedge” subject to CPR restrictive covenants that limit maximum height to 1.5 storeys. CA has reviewed 2 recent DP applications to add 2nd storeys to existing bungalows that may breach covenant. City ignores covenant when approving DP applications, saying it is a private owner issue. Seeking guidance from Board and residents (via Oct newsletter). CA does not have standing to enforce covenant.

Only immediate neighbours can enforce. Area zoned RC-1. Has been an issue in the past. Suggested that CA role be to:

- Provide education in newsletter, solicit feedback
- Act as resource to either or both parties if dispute arises

Discussion as to whether we proactively inform vs passive if someone steps forward. Noted that permitted use applications don't require public notice.

- iv. Some discussion of excavation/retaining wall that collapsed in 2200 block of 28 Ave SW. Made initial contact with neighbour/member who lost side step and main entrance to their home but have not heard the update. Will follow-up.

8. Other - None

9. Motion to adjourn at 9:30pm.

Upcoming Dates

Tues, Sep13th Marda Loop Area Re-Development Open House II, 5:00-8:00 pm @
SCCA Hall (3130 16 St SW)

Sat, Oct 29th Annual Children's Halloween Party 1:00-4:00 pm @ RKHCA Hall

Fri, Dec2nd Annual Tree Lighting Ceremony 7:00-8:00 pm @ RKHCA Hall

Upcoming FCC Seminars (<http://www.calgarycommunities.com/events.php>)