



Erin Woods Community Association

Board Meeting Minutes – Monday, March 12, 2018 at 7:00 pm

Meeting called to Order at 7:00 p.m.

In attendance: Lori Losowy, Lynda Schentag, Amtul Khan, Anne Miller, Greg Yakimishyn, Carolyn Teske, Angie Watney, Robert Dickinson, Dianne Pelland, Kari Toth, Cindy Robinson, Blair Hone

Regrets: Lucky Kaur, Lisa Redditt, Denise Buteau, Shannon Coleman

A quorum was present.

Adoption & Signing of February 12, 2018 general meeting Minutes: Anne Miller accepted the minutes and Amtul Kaur seconded. Passed.

Announcements:

Lynda Schentag was welcomed after being electronically voted to be our new Secretary.

Reports to Board and related business:

1. *CPS Community Resource Officer – Constable Cindy Robinson: Crime Stats*
 - a) Crime stats for January:

• Residential Break & Enter	1
• Commercial Break & Enter	1
• Theft OF Vehicle	2
• Theft FROM Vehicle	2
• Social Disorder	27
• Physical Disorder	4
 - b) McDonald's Coffee With A Cop Day
 - Friday, March 16, 2018 from 10:00 a.m. to noon
 - Village Square McDonald's 2680 – 52 Street NE
 - Forest Lawn McDonalds 4615 – 17 Avenue SE
 - Bringing your neighbourhood and your police services together
 - c) Petro-Canada gas station surveillance of drivers accessing from wrong way continues. Roads department is discussing it internally.
2. *Neighbourhood Partnership Coordinator (NPC) – Rob Dickinson: Report from City of Calgary*
 - a) An email will be coming from Rob regarding the 17 Avenue BRT as they are reaching out for community involvement.
 - b) Lori mentioned that Community Association buildings are owned by the City but show on our balance sheet. Rob advised that they are not considered a City asset. Rob will find out how the City monitors the assets of Community Association buildings, and if they are on the City's 'balance sheet'.
 - c) An NPC report from the City of Calgary was circulated and is attached.

3. P.O.O.S.C.A. – Dianne Pelland: Program closure at EWCA site

- a) After 13 years, the program is closing and on March 31, 2018, they will be terminating their lease agreement for the basement area of our community centre. Enrollment in the program has not been sufficient to cover operating costs. They plan to close for the rest of the year but may be able to re-open next September after school starts. They would like to leave their damage deposit with EWCA until fall, and use the small rooms in the kitchen area for storage as they can be locked.

Lori noted that if EWCA received another offer to rent the space, then it could not be held for P.O.O.S.C.A. Otherwise, it would be okay to use the storage room. They are to keep in touch with Lori and Carolyn.

4. *Community Garden* – Angie Watney & Rob Dickinson: Getting up to speed/build a committee?

- a) They will start from scratch and determine the amount of interest. It will be to keep or to share. There may be a communal bed and a dedicated bed for the food bank etc. Location is to be determined. The goal is to break ground in 2019. They will talk to other community associations to learn how they got started and set up a committee.

5. *Ward 9 Constituency Assistant* – Blair Hone: Report from Councillor Carra's office

- a) Legal suites are being discussed with Council
- b) A recommendation is coming to committee that would reduce green cart pick-up from weekly to bi-weekly service. It is expected to go to Council March 19.
- c) The Great Ward 9 Neighbourhoods monthly report was circulated and is attached.

6. *Victoria's Quilts* – Greg Yakimishyn: They are looking for space to make quilts for Cancer patients

- a) There are 50 volunteers in this group who meet on the fourth Thursday of the month from 10:00 a.m. to 2:00 p.m. They are asking to get the space rent free. There are no meetings in July or December. The material is donated and any that cannot be used is donated to Greg's wife who makes quilts for the NICU in Calgary and Southern Alberta. If we have the space for Victoria's Quilts to work on it here, we could vote on it.

7. *President's report* – Lori Losowy:

- a) We don't know what will happen with Neighbour Day this year. We may have to cancel it. Ali, who works for Foresters Insurance is moving to Winnipeg, so she won't be here to apply for an event grant of up to \$2000.
- b) Greg advised that anyone who uses Foresters can approach them for a grant – possibly for Stampede or Neighbour Day. If the Community Association provides materials, Foresters can provide volunteers for five events a year per community and up to \$2,000 each event. They require eight weeks for approval before releasing funds. Greg will look into it. We need a new Foresters Community Representative.
- c) Charolette has two more quilters in her group to make quilts for the homeless. They may merge with Victoria's Quilts.
- d) There are new ward boundaries splitting Erin Woods into two ridings. The trailer park will be in Calgary Peigan and Erin Woods in Calgary East.

8. *Facilities / 1st Vice* – Lucky Kaur: Working on Lifecycle Study Draft review with Carolyn
 - a) Lucky was absent. Carolyn will follow up.
9. *Treasurer* – Denise Buteau: Monthly financial update
 - a) Denise was absent.
 - b) Voluntary Disclosure: Lori advised that our year end is January 31. Last year's FCC accountant quit. The FCC has a new accountant. 1044's were never submitted. Auditors are supposed to do it. They hadn't been done for many years. We could be penalized by CRA at \$2,500 a year through no fault of our own.
10. *Communications* – Denise Buteau: Waiting for website launch
 - a) Denise was absent.
 - b) Lori advised that Penny has been contacted and wants more pictures after the snow is gone. Website should be ready for launch in the next few weeks.
11. *Events* – Amtul Khan: Stampede Stomp planning for July 7th
 - a) Contacting Sobeys, No Frills and Co-op to sponsor us for water and juice boxes. Greg advised that Foresters representative may be able to help.
 - b) Volunteers are required.
 - c) Lori advised Amtul to email Rob Dickinson as to what she needs.
 - d) Amtul will look after the entertainment.
 - e) Carolyn will check on the budget.
12. *ECTAS / Succession Planning* – Anne Miller: Building a slate for AGM – who wants to be on it?
 - a) There was no ECTAS meeting this month.
 - b) Anne will put together a slate for the AGM as to who is running, and will book an appointment with Carolyn to discuss.
 - c) We are rebuilding with good people and have lost some good people.
 - d) Working on job descriptions.
 - e) The Arena roof should be inspected. Anne will ask at the next meeting of the ECTAS board if they have had the roof inspected by the City.
13. *Bingo:* – Shannon Coleman: We have added Bingo dates of July 9 and September 5 to our roster! Various other info per report.
 - a) Shannon was absent so Lori outlined her report:
 - We were awarded the July 9 and September 5 evening Bingos after the annual general meeting on February 22, 2018.
 - Shannon now sits on a group that is going to redo our Operating Procedures, Policies and Bylaws as they are outdated.
 - Attendance has been down in all Bingo halls across Canada which has resulted in lower pooling to groups.

- Calgary halls now have progressive without caps which have created a path for pot chasers which will mean more business for us when our pots are high.
- Customers seem to like the new progressive pot we added on our bonanza in January.
- We now have new menu boards and advertising for set up in the hall which the customers seem to like.
- Still waiting to hear when the new game wizard will be ready
- Satellite Bingo may not be with us much longer once it is sold to the new owners. It will depend on what they charge us to keep it.
- The Bingo hall is encouraging groups to buy food for their volunteers from our concession to help support it since AGLC allows groups to use gaming funds to feed their volunteers. They are reminding groups without a concession there is no Bingo hall as Bingo players will not go to a hall where there is no concession.

Meeting was adjourned at 8:55 p.m.

Next General Meeting is Monday, April 9, 2018 at 7:00 pm

AGM is Monday, May 14, 2018 at 7:00 p.m.

Lori

TO BE INCLUDED IN APRIL MINUTES

MOTION PASSED MARCH 18/18

Lucky Kaur moved to change the contract with our service provider from Tyco/Simplex to PDS. Seconded by Denise Buteau. Motion carried..

MOTION PASSED MARCH 29, 2018

Denise Buteau moved that we purchase speakers at Costco for \$200.00 plus GST approx. Seconded by Lynda Schentag. Motion carried.

Lynda Schentag

Please Sign In



erin
woods
COMMUNITY ASSOCIATION
83 ERIN PARK DRIVE S.E.

DATE: March 12, 2018 – GENERAL MEETING
ERIN WOODS COMMUNITY ASSOCIATION

NAME	MEMBER
<i>Secretary</i>	
Amirul Khan	✓
Angie Watney	
Robert Dickerson	CITY.
DIANNE PELLAND	POOSCA
KARI TOOTH	POOSCA.
Candyman	yes
Lori Hosoeey	yes.
Cindy Robinson 4867	
Anne miller	YES
Blair Hone (w9)	Ward 9.



erin woods
 COMMUNITY ASSOCIATION
 83 ERIN PARK DRIVE S.E.
 CALGARY, ALBERTA T2B 3A2

Erin Woods Community Association

Board Meeting Agenda – Monday, Mar 12th, 2018 @ 7:00 pm

Call Meeting to Order

Adoption & Signing of February 12, 2018 general meeting Minutes

Announcements: Please welcome Lynda S – she has been appointed as our new Secretary!

Reports to Board and related business:

1. CPS Community Resource Officer – Constable Cindy Robinson: Crime stats
2. NRC – Rob Dickinson: Report from City of Calgary
3. P.O.O.S.C.A. – Dianne Pelland: Program closure @ EWCA site ☹
4. Community Garden - Angie W: Getting up to speed/build a committee?
5. Ward 9 Constituency Assistant – Blair Hone: Report from Councillor Carra's office (later)
6. Victoria's Quilts – Greg Y: They are looking for space to make quilts for cancer patients
7. President's report – Lori:
 - Working with Greg and Ali on Neighbour Day June 16th grant and planning need ideas for gift bags and games/activities, food, etc
 - Charolette M has two more quilters in her group, should be starting soon
- ✓8. Facilities / 1st Vice – Lucky: Working on Lifecycle Study Draft review with Carolyn
- ✓9. Treasurer – Denise: Monthly financial update ✎
- ✓10. Communications – Denise: Waiting for website launch ✎
11. Events – Amtul: Stampede Stomp planning for July 7th
12. ECTAS / Succession Planning – Anne: Building a slate for AGM – who wants to be on it?
- ✓13. Bingo: - Shannon C: We have added Bingo dates of July 9 and September 5 to our roster! Various other info per report.

Adjournment

Next General Meeting is: Monday, April 9th, 2018 @ 7:00 pm / **AGM** May 14th, 2018

will get
 Donations – chips, water, juice –
 Breakfast →

Lucky !!
 Send in questions
 About to Rob.
 Lifecycle



**erin
woods**
COMMUNITY ASSOCIATION
83 ERIN PARK DRIVE S.E.
CALGARY, ALBERTA T2B 3A2

Erin Woods Community Association Board Meeting Minutes – Monday, Feb 12th, 2018 @ 7:00 pm

Call Meeting to Order at 7:06 p.m.

Adoption & Signing of January 8, 2018 general meeting Minutes: Denise B. accepted the January 8, 2018 minutes and Anne M. seconded. Passed.

Announcements:

Reports to Board and related business:

1. *CPS Community Resource Officer – Constable Cindy Robinson: Crime stats*
 - Assault – non domestic 2
 - Residential B & E – 4
 - Theft of vehicle – 5
 - Theft from vehicle – 2
 - Social disorder – 25
 - Physical disorder – 3

2. *Planning & Development – GUEST: CofC Communications Planner – Jodie Lush: Outline on upcoming info session on adjacent to rail corridor development*
 - policies are being completed for new developments
 - will be assessing the noise impact of properties 30 meters from the rail line property
 - acceptable noise decibel levels are 40 for a living room, 30 for a bedroom
 - will be assessing the interior noise environment

3. *NRC – Rob Dickinson: Report from City of Calgary*
 - Janes walk workshop is being held March 10
 - Community Garden workshop is being held February 22
 - Duke Edinburgh's awards looking for volunteer opportunities for their youth aged 12-14
 - Neighbour day is June 16, 2018
 - there will be a parks bylaw review
 - TD Park people grants available
 - Co-op Community spaces grant available
 - Jumpstart accessibility grants available
 - Erin Woods was not approved for a mobile skatepark
 - Lifecycle draft is still being reviewed.

4. *Calgary Shepard Constituency Assistant - Connor Staus: Report from MP Tom Kmiec*
 - Connor was absent but sent report. Attached with agenda

5. *Ward 9 Constituency Assistant* – Blair Hone: Report from Councillor Carra's office
 - the City is dealing with snow removal issues
 - Ward Community Event Fund available – community clean up?
 - Several community objective workshops were held last year: this brought about many issues facing communities.

6. *Special Events Director* – Shannon W: Beginning planning for Neighbour Day June 16th

Shannon W. was Absent

7. *President's report* – Lori:
 - Shannon C and I attended the Eastport Lions Club meeting Feb 6th. The Lions are open to working with EWCA on special events or programs. Possibility of them providing their huge BBQ and volunteers for our Neighbour Day event June 16
 - Discussion on UniFirst entrance way mats contract – Carolyn has details
 - CoC has turned down EWCA for a temporary skateboard park. Greg to work with Rob to identify any potential sites in Erin Woods to apply for in 2019.

 - Carolyn has discontinued Unifirst services. Mats to be picked up. ACE mats will be our source going forward

8. *Facilities / 1st Vice* – Lucky: Working on Lifecycle Study Draft review with Carolyn
 - The lifecycle is being reviewed. Rob will assist with any questions.

9. *Treasurer* – Denise: Monthly financial update
 - Financials look good. Denise and Carolyn to work on 2018 budget

10. *Communications* – Denise: Final edition of Erin Woods Echo was sent out last week
 - Website is not finished yet
 - Facebook is a great source for getting the information out

11. *Events* – Amtul: Christmas after Christmas Seniors' Tea update

Amtul was Absent

12. *ECTAS / Succession Planning* – Anne:
 - the new ice plant is more efficient generating a savings of about \$3800.00 to date for gas
 - still monitoring the carbon tax – to date it is \$3328.00
 - Learn to Skate continues to be very popular
 - ECTAS is looking to hire an Office Bookkeeper.

13. *Bingo*: - Shannon C: We will be getting two more Bingos added to our roster soon, giving us 8 events per year. We are hoping to add even more to that in the future.

Shannon C. was absent

Meeting was adjourned at 9:17 pm.

Next General Meeting is: Monday, March 12th, 2018 @ 7:00 pm

REVENUE

Revenues		
Soccer U4	130.00	
Soccer U6	420.00	
Soccer U8	630.00	
Registration Credit - Ref	0.00	
Total Soccer Revenue		1,180.00
Slow Pitch		320.00
Seniors Tea Income		45.90
Hall Rentals		670.00
Preschool		449.52
P.O.O.S.C.A.		400.00
Bar Income		205.79
Membership Income		361.95
Volunteer Levy Income		550.00
Yoga Revenue		0.00
Grant Revenue		21,236.15
Total Revenue		<u>25,419.31</u>
TOTAL REVENUE		<u>25,419.31</u>

EXPENSE

Expenses		
Seniors Tea		310.00
Storage		416.64
Bar Expense		7.20
Shaw Direct		65.98
BFI Expense		327.56
Hall Cleaning		53.56
Maintenance Expense		6,002.93
Door Mat Service		70.90
Direct Energy		167.26
Security Expense		541.00
Insurance		2,835.98
Memberships		160.45
Licences and Dues		357.74
Advertising		240.00
Wages	1,911.10	
Employer's EI Expense	42.88	
Employer's CPP Expense	52.80	
Total Wages and Employer's Ex...		2,006.78
Yoga expense		0.00
Total Expenses		<u>13,563.98</u>
TOTAL EXPENSE		<u>13,563.98</u>
NET INCOME		<u>11,855.33</u>

Erin Woods Community Association
Balance Sheet As at 28/02/2018

ASSET**Current Assets**

Cash to be deposited	0.00	
Float - Bar	300.00	
Float - Petty Cash	200.00	
Float - Stampede Stomp	0.00	
Float - Children's Events	160.10	
Float - concession	0.00	
General Bank Account	-29.58	
TD General Account	9,994.92	
Soccer Bank Account	0.00	
Casino Bank Account	-29.58	
TD Casino Account	23,884.99	
Pull Ticket Bank Account	0.00	
Bingo Bank Account	-29.58	
TD Bingo Account	19,895.49	
Total Cash		54,346.76
Accounts Receivable	771.60	
Accounts Receivable - Restricted	0.00	
Account receivable accrual acco...	0.00	
Total Receivable		771.60
Prepaid Expenses		3,209.52
Total Current Assets		58,327.88

Inventory

Inventory	1,601.42	
Total Inventory		1,601.42

Capital Assets

Leasehold Improvements	132,091.26	
Acc. Amort. - Leasehold Improve...	-32,771.28	
Office Furniture & Equipment	32,605.56	
Accum. Amort. -Furn. & Equip.	-24,196.83	
Computer Equipment	5,723.17	
Acc. Amort. - Computer Equipment	-5,477.39	
Outbuilding	38,821.53	
Acc. Amort. - Outbuilding	-22,421.43	
Pavement	10,700.00	
Acc. Amort. - Pavement	-8,888.63	
Sports Equipment	3,242.53	
Acc. Amort. - Sports Equip.	-2,949.37	
Basement Renovation	32,989.02	
Acc. Amort. - Basement Renovat...	-16,608.66	
Mechanical Room Renovation	45,480.68	
Acc. Amort Mech. Room Renova...	-12,048.19	
Building	360,016.56	
Acc. Amort. - Building	-18,000.82	
Signs	8,441.00	
Acc. Amort. Signs	-2,532.30	
Total Capital Assets		524,216.41

TOTAL ASSET

584,145.71

LIABILITY**Current Liabilities**

Accounts Payable		1,289.13
Accrued Liabilities		5,145.00
Vouchers Payable		4,230.75
Vacation payable		843.78
EI Payable	169.51	
CPP Payable	222.96	
Federal Income Tax Payable	70.00	
Total Receiver General		462.47
Damage Deposit Payable		1,750.00
GST Charged on Sales	1,584.83	
GST Paid on Purchases	-4,131.21	
GST Owing (Refund)		-2,546.38
Deferred Membership Revenue		433.39

**Erin Woods Community Association
Balance Sheet As at 28/02/2018**

Deferred soccer fees	285.00
Total Current liabilities	<u>11,893.14</u>
Deferred Contributions	
Deferred Cash Contributions	95,124.96
Deferred Capital Contributions	146,911.34
Total Deferred Contributions	<u>242,036.30</u>
TOTAL LIABILITY	<u>253,929.44</u>
EQUITY	
Net Assets	
Net Assets Previous Year	318,360.94
Current Earnings	11,855.33
Total Retained Earnings	<u>330,216.27</u>
TOTAL EQUITY	<u>330,216.27</u>
LIABILITIES AND EQUITY	<u>584,145.71</u>

**Erin Woods Community Association
Neighbourhood Partnership Coordinator Report**

Prepared for March 2018

Contact Information: Robert Dickinson Neighbourhood Partnership Coordinator, Neighbourhood Connections Calgary Neighbourhoods C 403.801.7864 Robert.Dickinson@calgary.ca	
NPC Requests (ex., Board motions, LOC requirements, etc.)	
Mobile Skate Park	NPC will support CA in reviewing alternative sites through the spring and summer.
Additional Programming	NPC has put in an expression of interest for a basketball clinic or tournament. Will provide an update once I know more from Recreation's review of all the expressions of interest.
NPC Supported Items (ex., Programming, Resources, Best Practices, etc.)	
Lifecycle Draft	Once the draft has been reviewed, and any changes/edits are identified, NPC will pass the information along and get the final lifecycle produced.
Carbon Monoxide Safety	<ul style="list-style-type: none"> • Please see the attached form; • Additional information can be found on the City website here: http://www.calgary.ca/CSPS/Fire/Pages/Safety-tips/Safety-tips-home/Carbon-monoxide-safety.aspx; Please share where you can: newsletters, website, social media, friends, etc.
Summer Volunteer Opportunities for 12+ newsletter entry	<ul style="list-style-type: none"> • Please see the attached form; • Please share where you can: newsletters, website, social media, friends, etc.
Community Garden	NPC will support efforts to initiate a community garden in Erin Woods.
Attached documents	Circulated by email were the following additional documents: NPC Board Report <ul style="list-style-type: none"> • Carbon Monoxide safety information • City summer volunteering opportunity/information for youth
March 17 Community Preparedness Workshop	On Saturday, March 17 from 10-noon, The Federation of Calgary Communities in partnership with The City and The Red Cross is hosting a workshop about being prepared in case of emergency. The workshop will focus on personal preparedness as well as on community associations being an integral part of the community response in case of a disaster. The workshop is a late addition to the schedule and is therefore not in the Federation's workshop guide. To register visit: https://calgarycommunities.com/events/be-ready-personal-and-community-preparedness/
Federation of Calgary Communities Workshops	https://calgarycommunities.com/workshops-events/
NEW website	Here is a link to a new website http://yyccommunitylens.ca/ - it is a place where communities can advertise their upcoming events.
Community Investment Fund	<i>Amount:</i> Undefined <i>Applicable to:</i> Supports and serves community programs and organizations in Western Canada. <i>Contact Info:</i> employeegiving@fcl.ca <i>Grant Website:</i> http://crs.coopconnection.ca/communityinvestment.html

Due Date: Quarterly Funding Deadlines – December 31, March 31, June 30, and September 30 with notification being 6-8 weeks after the application deadline.

**Jumpstart
Accessibility Grants**

Name: Jumpstart Accessibility Grants

Amount: There are two funding streams through Jumpstart (Accessibility Enabling Grants and Inclusive Design Innovation Grant) which annually provide up to \$4,700,000 in grants for projects across Canada.

Applicable to:

The Jumpstart Accessibility Grants provide funding for projects that improve accessibility, inclusion and safety for children with disabilities through renovations, retrofits or construction of community facilities and venues so that recreation programs and/or services can be accessed and enjoyed by children of all abilities. Past recipients include:

- Municipalities and public recreation centres/facilities
- Schools with publically accessible facilities
- Community organizations with publicly accessible recreation facilities (e.g.: YMCA, Boys & Girls Club, Big Brothers Big Sisters, etc)
- Public recreation spaces owned and operated by private Foundations

Contact Info:

Email contact: jumpstart_pfaw@cantire.com

Telephone: 1-844-YES-PLAY

Grant Website:

<http://jumpstart.canadiantire.ca/content/microsites/jumpstart/en/community-accessibility-grants.html>

Due Date: FRIDAY MARCH 16, 2018 AT 11:59 P.M. EST - Eligible organizations must submit a full online application for funding. Applicants must include details of user-group and/or community stakeholder consultations as well as letters of endorsement from user groups and/or community stakeholders.

Program outline:

- There are two funding streams within the Jumpstart Accessibility Grants:
 - Accessibility-Enabling Grants: Jumpstart will provide grants up to \$50,000 for projects designed to help organizations enable general accessibility within their facilities. Where possible, applications should demonstrate evidence of matching funds or in-kind support from Federal/Provincial/Territorial and/or municipal governments. Up to 14 Accessibility-Enabling Grants will be awarded annually;
 - Inclusive Design Innovation Grants: Jumpstart will provide grants between \$250,000 and \$1,000,000 for projects designed to enhance existing building plans for sport and recreation spaces with uniquely innovative solutions for inclusion & accessibility for children of different abilities. On an annual basis, jumpstart will award:
 - a. Up to four grants valued at \$250,000
 - b. Up to two grants valued at \$500,000
 - c. Two grants valued at \$1,000,000

Project Eligibility:

The Jumpstart Accessibility Grants provide funding for projects that improve accessibility, inclusion and safety for children with disabilities through renovations, retrofits or construction of community facilities and venues so that recreation programs and/or services can be accessed and enjoyed by children of all abilities.

Examples of approved projects and expenditures under both the Inclusive Design Innovation Grants (e.g. enhancing rink accessibility for paraO'hockey users) and Accessibility Enabling Grants (e.g. installing elevators or lifts) are outlined on website.

Project ineligible include:

- Examples of ineligible organizations include:
 - Hospitals
 - Privately-owned recreation facilities
 - Places of worship.

Did You Know...? (ex., City-wide Events & External Opportunities, etc.)

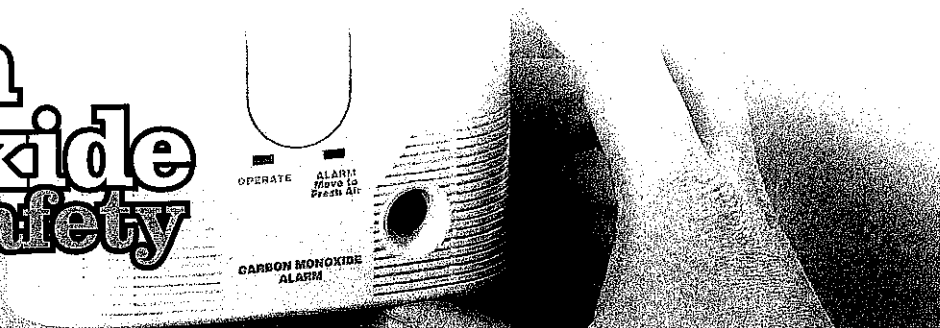
YOUR CITY SECTION: Check out these important updates from the City of Calgary

Struggling to meet an increased property tax bill? Help is available. Visit calgary.ca/ptap to see if you qualify for assistance.	Calgary.ca/ptap
City subsidized programs are available to those who qualify. One application is all you need to access all five programs.	Calgary.ca/fairentry
Calgary AfterSchool offers fun, safe and supervised after school programs for ages 6 to 16.	Calgary.ca/afterschool
Calgary has a plan to create an age-friendly city that is welcoming and empowering for older adults.	Calgary.ca/SAFS
Citizens' View, Calgary's online panel, is a space for Calgarians to provide input into City programs and services	Citizensview.ca
FREE career and employment services for ages 15-24 at The City of Calgary's Youth Employment Centre.	nextSteps.org

How NPC can assist your community association/social recreation group:

Organizational Development	Board Governance, Human Resource Management - Staff and Volunteer, Bylaw Consultation and Review, Operational Policies and Procedures, Risk Management, Strategic Business Planning, Organizational and Community Assessments, Marketing, Programming, Promotional and Communication Plans
Financial Management	Budgeting, Financial Practices and Internal Controls, Reviewing Annual Financial Statements, Grants and Funding Resources
License of Occupation/Lease	Land Stewardship, Administration of LOC/Lease, LOC/Lease Amendments, Third Party Agreements, Liaise with The Corporation, Exiting LOC/Lease
Facility Maintenance & Capital Construction	Life Cycle Review, Life Cycle Funding, Capital Construction Policy and Process
"One Door" Into The City	Navigation and Alignment of City Services, Leverage City Resources to Support Communities, Connections to Other City Business Units and Departments

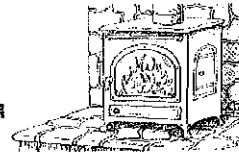
Carbon Monoxide Safety



Often called the invisible killer, carbon monoxide is an invisible, odorless, colorless gas created when fuels (such as gasoline, wood, coal, natural gas, propane, oil, and methane) burn incompletely. In the home, heating and cooking equipment that burn fuel can be sources of carbon monoxide.

- CO alarms should be installed in a central location outside each sleeping area and on every level of the home and in other locations where required by applicable laws, codes or standards. For the best protection, interconnect all CO alarms throughout the home. When one sounds, they all sound.
- Follow the manufacturer's instructions for placement and mounting height.
- Choose a CO alarm that is listed by a qualified testing laboratory.
- Call your local fire department's non-emergency number to find out what number to call if the CO alarm sounds.
- Test CO alarms at least once a month; replace them according to the manufacturer's instructions.
- If the audible trouble signal sounds, check for low batteries. If the battery is low, replace it. If it still sounds, call the fire department.
- If the CO alarm sounds, immediately move to a fresh air location outdoors or by an open window or door. Make sure everyone inside the home is accounted for. Call for help from a fresh air location and stay there until emergency personnel declare that it is safe to re-enter the home.
- If you need to warm a vehicle, remove it from the garage immediately after starting it. Do not run a vehicle or other fueled engine or motor indoors, even if garage doors are open. Make sure the exhaust pipe of a running vehicle is not covered with snow.
- During and after a snowstorm, make sure vents for the dryer, furnace, stove, and fireplace are clear of snow build-up.
- A generator should be used in a well-ventilated location outdoors away from windows, doors and vent openings.
- Gas or charcoal grills can produce CO — only use outside.

HOME HEATING EQUIPMENT



Have fuel-burning heating equipment and chimneys inspected by a professional every year before cold weather sets in. When using a fireplace, open the flue for adequate ventilation. Never use your oven to heat your home.

FACTS

- ❗ A person can be poisoned by a small amount of CO over a longer period of time or by a large amount of CO over a shorter amount of time.
- ❗ In 2010, U.S. fire departments responded to an estimated 80,100 non-fire CO incidents in which carbon monoxide was found, or an average of nine calls per hour.



NATIONAL FIRE PROTECTION ASSOCIATION
The leading information and knowledge resource on fire, electrical and related hazards

Your Logo

Hello, Ward 9 Neighbours!

I believe that great neighbourhoods make a great city and to build great neighbourhoods, community stakeholders must work with their elected official to discuss the direction of their communities. This is why I am very proud to announce that I will be continuing to host the Ward 9 Community Objectives Workshops (lovingly known as COWs) in all Ward 9 neighbourhoods in 2018.

With the ward boundary changes coming out of the 2017 municipal election, and new communities being added to Ward 9, I am committed to hosting COWs in all of our new neighbourhoods, as well as following up in all of the remaining pre-2017 Ward 9 neighbourhoods.

What are the goals of the 2018 COWs?

The goals of the 2018 Community Objectives Workshops are to:

- Identify the needs and concerns of residents, businesses, community institutions and service providers;
- Prioritize those needs and concerns and discuss potential solutions;
- Formulate a strategic plan to resolve and achieve these solutions;
- Connect that strategic plan with the larger strategic goals of the Ward 9 Office; and
- Prepare the **2017-2021 Ward 9 Strategic Report** for Ward 9 residents that outlines the strategic plan and goals, and how they will be achieved.

These workshops continue to be a huge success and the results will help to direct and guide the work that we do on your behalf.

When is your 2018 COW?

- January 2018 - Bridgeland-Riverside & Renfrew (completed!)
- February 2018 - Inglewood & Ramsay (completed!)
- March 2018 - Millican-Ogden
- April 2018 - Manchester & Fairview
- May 2018 - Southview
- June 2018 - Albert Park-Radisson Heights
- September 2018 - Forest Lawn & Forest Heights
- October 2018 - Penbrooke Meadows, Applewood Park & Red Carpet
- **November 2018 - Dover & Erin Woods**

Please sign up for updates at my website – www.gccarra.ca – to receive the “Save The Date” notice my office will send out with specific details about your community’s workshop. We will also include a link for you to RSVP at.

I hope you will join me in building Great Neighbourhoods.

Councillor Gian-Carlo Carra

Secondary Suites

I think you would agree with me that secondary suites reform has been long overdue for Calgary. As a city of over one million people, it is inefficient and unkind to force people to bare their souls and share their personal stories in the hopes that Council would be swayed by compassion.

I disagree with that process and you've told me that your expectation of City Council was to cut the red tape and bureaucracy, focus on the process and to treat Calgarians fairly when it came to their private and personal property.

I'm happy to announce that City Council agreed with you.

Previously, I've written about this and on December 11 2017, in a 10-5 vote, City Council directed City Administration to bring bylaw changes that would apply to the entire city, making secondary suites a discretionary use.

I wanted to take this time to answer the nine most asked questions we've been asked.



1. When will Council be reviewing the new rules?

The report to Council will be made available on February 22, 2018 and the review and decision of Council is scheduled to be heard on March 12, 2018, at the Council Public Hearing. You can read the report online at www.calgary.ca/planningmatters.

2. Will there be any open houses or engagement?

There will not be any open houses or engagement. Council has asked that the bylaw changes return directly to them for their review and decision.

3. How many homes are affected by the proposed changes to the land use bylaw?

170,000 parcels in Calgary are proposed to have secondary suites as a discretionary use in the amended bylaw.

4. Which residential land uses (or designations) are impacted by secondary suite reform?

Properties designated as R-1, R-C1 or R-C1L will be impacted by the proposed changes (find our your land use type [here](#)).

5. How will homeowners and the public be made aware of the change?

Homeowners and the public will be made aware of these changes in a number of ways, including:

- Letters to parcel owners
- Newspaper ads
- Bold signs
- Digital media
- Through your community associations

6. What happens to illegal suite complaints during the secondary suite reform?

Illegal suite complaints will still be investigated as they come in. If there is an infraction, inspectors will advise the owners of the infraction, inform them that is not approved, and provide them options to bring it into compliance with the bylaw.

7. I already have an application to develop a secondary suite. What happens to it?

If you already have an application in progress that already has approved land use, the application will be processed as usual. If your secondary suite application was to be heard on December 14 2017 or heard after January 11 2018, it will be heard at the March 12 2018 Public Hearing of Council.

8. Will there be a secondary suite registry?

Council directed Administration to look into a mandatory secondary suite registry to help enforce Council's goals of public safety and enforcement. The results of that investigation will be brought forward to Council for their deliberation and debate.

9. I'm going to be affected by this, how can I give my feedback and comment?

There are many ways that Calgarians will be able to comment on this process and the secondary suite proposed bylaw. If you want to submit a letter or other communication regarding these bylaw amendments please include:

- Your name
- Mailing address
- E-mail address (if applicable)

Please focus your submissions on the bylaw change and planning merits. Any material that includes defamatory and offensive language will NOT be printed in the Council agenda or shared with Members of Council.

Only submissions received by the City Clerk before 12:00 PM (noon) on Tuesday, March 5, 2018, will be included in the Agenda of Council. Be sure to send your submissions to:

Office of the City Clerk - The City of Calgary
700 Macleod Trail SE, P.O. Box 211, Postal Station M
Calgary AB T2P 2M5

You can also hand deliver, fax (403-268-2362) or email (PublicSubmissions@calgary.ca) your submissions.

If you need more information or clarification on this process, feel free to reach out to the Planning Services Centre at 403-268-5311 from Monday to Friday from 8:00 AM to 4:00 PM. You can also reach out to me, Gian-Carlo Carra and my office.

Secondary suite reform has been a long time coming. With your help and thoughtful input, we've been able to give this issue the proper attention it deserves.

Main Seniors' Resources

The Way In can be found at <http://thewayincalgary.ca/>. They are the information and support specialists for seniors benefits and services in Calgary.

403- SENIORS is the local number that is answered by a knowledgeable intake worker. The intake worker can answer questions on the phone or get seniors connected with a worker who will go to their home and connect them with all the benefits and services they are qualified for.

- The Federal government website on senior's benefits : <https://www.canada.ca/en/employment-social-development/corporate/seniors/forum/government-income-benefits.html>
- The Provincial government website on senior's benefits: <https://www.alberta.ca/alberta-supports.aspx>
- The City of Calgary website on the senior's bus pass: <https://www.calgarytransit.com/fares-passes/passes/senior-yearly-pass>
- The City of Calgary website on home maintenance: <http://www.calgary.ca/CSPS/CNS/Pages/Seniors/City-Links/Home-Maintenance-Services.aspx>

Notice of Motions



Report Number: C2018-0199

Meeting: Regular Meeting of Council

Meeting Date: 2018 February 26

NOTICE OF MOTION

RE: Parental Leave for Councillors Bylaw

Sponsoring Councillor(s): Councillor Gian-Carlo S. Carra

WHEREAS there is currently no existing Council policy providing for parental leaves for Councillors;

AND WHEREAS The City of Calgary is committed to building a prosperous city whereby opportunity exists for all Calgarians to participate in civic life;

AND WHEREAS a parental leave program would expand the opportunities for Calgarians to seek elected office further strengthening our democracy eliminating a barrier to public service;

AND WHEREAS Council approved NM2017-19 to address and strengthen The City of Calgary's mechanisms to encourage and support more women and diverse groups to participate in civic life, particularly on boards, commissions, committees and Calgary City Council;

AND WHEREAS Section 144.1 of the *Municipal Government Act*, RSA 2000, Chapter M-26 is a new section that governs maternity and parental leaves for councillors;

AND WHEREAS Section 144.1(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26 provides that Council, by bylaw, can "establish whether councillors are entitled to take leave prior to or after the birth or adoption of their child";

AND WHEREAS Section 144.1(2) of the *Municipal Government Act*, RSA 2000, Chapter M-26 requires a bylaw regarding parental leave to contain provisions "respecting the length of the leave and other terms and conditions of the leave entitlement" and "how the municipality will continue to be represented during periods of leave";

NOW THEREFORE BE IT RESOLVED that Council direct the Coordinating Committee of the Office of the Councillors (CCCO) to prepare a report outlining the provisions of a new parental leave bylaw for councillors in accordance with section 144.1 of the *Municipal Government Act*, RSA 2000, Chapter M-26 to address:

- a) The duration of leave councillors are entitled to; and
- b) Representation of constituents during the leave and how duties of the councillor will be fulfilled during the leave; and
- c) Compensation during leave; and
- d) Benefits during leave and payment of applicable benefits premiums; and
- e) The process to request leave, including providing notice of a proposed leave; and
- f) The approving authority for a requested leave, if any; and
- g) Any other aspect the CCCO considers appropriate

and return to Council no later than Q2 2018.

Calgary Police Statistical Reports

Calgary Police Statistical Reports are now online in spreadsheet format. These reports provide statistics on person and property crimes, disorder, traffic, LRT, domestic conflict, drugs, hate/bias crime, weapons, youth, centre city and gang related crime in Calgary.

<http://www.calgary.ca/cps/Pages/Statistics/Calgary-Police-statistical-reports.aspx>

ERIN WOODS	Jan-17	Jan-18
Assault (Non-domestic)		
Commercial Robbery	1	
Street Robbery		
Violence 'Other' (Non-domestic)		
Residential Break & Enter		1
Commercial Break & Enter	1	1
Theft OF Vehicle	1	2
Theft FROM Vehicle	14	2
Social Disorder	42	27
Physical Disorder	2	4

Safer Communities and Neighbourhoods (SCAN)

The Safer Communities and Neighbourhoods unit helps Albertans take back their neighbourhoods by dealing with problem properties.

SCAN targets and shuts down properties that are regularly used for illegal activities such as:

- Drugs
- Gangs
- Prostitution
- Child exploitation

If there's a suspicious property in your neighbourhood, don't investigate it or approach its occupants.

To file a complaint

- Call 1-866-960-SCAN (7226)
- File out the SCAN Complaint form

After you file a complaint:

- A SCAN investigator will contact you confidentially and discreetly
- You WON'T be called as a witness or identified to any police agency or court

How SCAN operates:

After receiving a complaint about suspicious property, SCAN investigators can:

- Begin an investigation
- Gather information
- Issue a warning letter
- Mediate the dispute
- Apply to the Court of Queen's Bench for a community safety order (CSO)
- Take any measures necessary to safely and effectively close the property

Note: A CSO is a court order that requires the occupants to vacate and allow SCAN to seize the property for up to 90 days; it can also impose conditions on occupancy or tenancy.

Two SCAN units, operating out of northern and southern Alberta, work collaboratively with municipal law enforcement and social service agencies. Many of the investigators are former police officers with extensive investigative and surveillance experience.

If a property is being used for illegal activity, you may notice a high frequency or combination of some of these activities:

- frequent visitors at all times of the day and night
- frequent late night activity
- windows blackened or curtains always drawn
- visitors with expensive vehicles
- unfriendly people who appear to be secretive
- people watching passing cars suspiciously
- extensive investment in home security
- strange odours coming from the house or garbage
- garbage that contains numerous bottles and containers, particularly chemical containers
- putting garbage in a neighbour's collection area



East Calgary Waste Management & Recycling Services

In late 2016 Waste & Recycling Services had a significant revenue shortfall due to a decline in waste being sent to their facilities. Facing this difficult situation, they made the decision to reduce their hours of operation and switched to a staggered schedule where each of their sites would be open four days a week.

These changes helped reduce operating costs. However, through conversations with many customers and by observing what is working and what isn't, it became clear that they needed to offer more predictable service to residents, and convenience to the commercial customers who are responsible for most of their revenue.

The challenges their customers have had with the current schedule include:

- The staggered schedule is confusing and was a difficult adjustment.
- Only one site is open Sundays and Mondays, sometimes leading to longer than average lines, especially if there is an unexpected operational issue.
- Customers in the Northwest also have to drive a long distance to East Calgary on Mondays and Tuesdays. This has led to complaints about lines and drive times, especially from small businesses.

As a result, they will be making the following schedule changes:

- Effective February 5, 2018:
 - The Spyhill and East Calgary facilities will switch to a 6-day-per-week (Mon-Sat) operation.
 - The Shepard facility will close to all traffic except for industrial waste customers and Green Cart fleet, and will stay on the current 4-day-per-week (Tue-Fri) schedule.
 - East Calgary will also be open on Sundays between April and October, their peak season and a busy time for residents, landscapers and contractors.

With these changes, they have increased the total number of weekdays they are open and increased the number of operating days to 13 per week in the summer instead of the current 12. This has all been accomplished without increasing our operating budget.

These changes will allow The City to provide more consistent, predictable customer service.

Customers currently using the Shepard facility may find this change inconvenient. However, the East Calgary facility is only 12 to 15 minutes from Shepard via Stoney Trail, and it is hoped this helps to minimize the inconvenience.

Ward Community Event Fund

The WCEF has an application and review process in place:

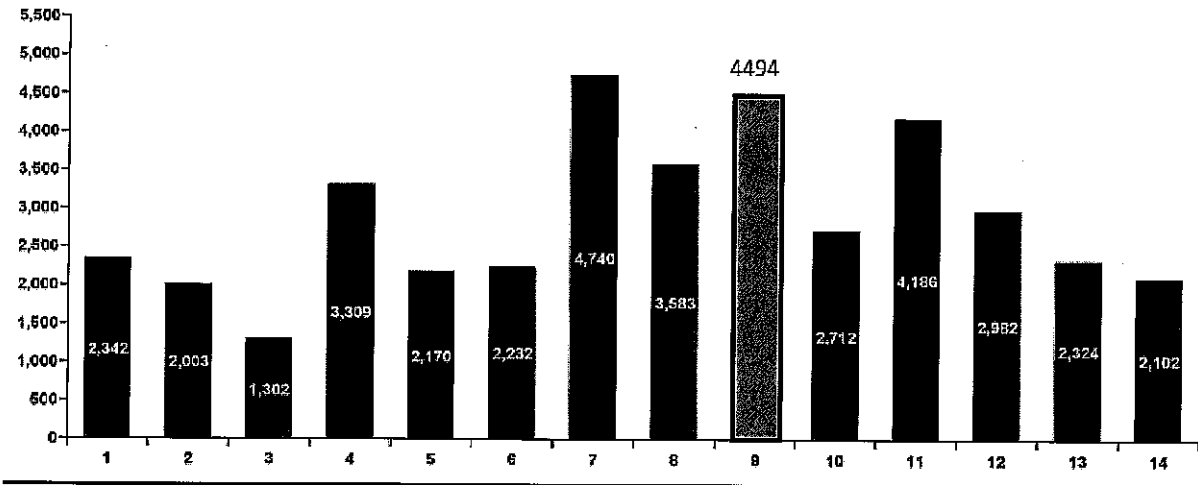
1. Specific criteria, which can be found in the Ward Community Event Fund Guidelines, must be met before funding may be granted (up to \$10,000 annually per ward).
2. Fill out the Ward Community Event Fund (WCEF) Application Form.
3. Submit the WCEF Application Form to the Manager of the Office of the Councillors no less than **21 days prior** to the event or initiative.



Funding decisions are made by the Co-ordinating Committee of the Councillors Office. By accepting a grant the applicant agrees to the WCEF Conditions (outlined in the WCEF Application Form).

311 Volume

SR Volume by Ward for January



Thank you Ward 9 for being one of the most engaged Ward in the city! It's eyes on the street and boots on the ground that help the City deliver your services and respond to your needs.

Erin Woods

Top 5 Service Requests created between Jan. 1, 2018 to Jan. 31, 2018.

Top 5 SR Types for ERIN WOODS	SR Count	% of Total Community
Roads - Snow and Ice Control	29	15.8%
Bylaw - Snow and Ice on Sidewalk	18	9.8%
WRS - Waste - Residential	16	8.7%
Roads - Streetlight Maintenance	12	6.5%
Finance - Property Tax Account Inquiry	9	4.9%
Total Top 5 SR Types	84	45.7%
Total Other SRs	100	54.3%
Total SRs for ERIN WOODS	184	100%
Total SRs for Ward 9	4,483	
% of Total Ward 9	4%	

Winter Green Cart Collection Schedule

EXECUTIVE SUMMARY

The volume of food and yard waste set out by Calgarians decreases significantly in the winter months, dropping from a peak of almost 12,000 tonnes in October to 5,000 tonnes in December 2017. Waste & Recycling Services (WRS) planned for this decrease in tonnage by adjusting the size of the green cart collection routes for the winter months. However, there is an opportunity to achieve additional program cost savings by moving to an every-other-week collection frequency for Green Cart Program in the winter months (November to April).

Adjusting the green cart collection frequency to every-other-week from November to April, would realize cost savings in areas such as labour and fuel of approximately \$2 million annually. WRS will continue to incur fixed costs, including: fleet lease and maintenance costs, ongoing capital repayment and compost facility costs, regardless of the collection frequency. Cost savings will be included in the Green Cart Program charge and presented to Council as part of the One Calgary indicative rate and fee process.

The benefits to changing green cart collection to every-other-week include: a reduction in the Green Cart charge for residents, a reduction in greenhouse gas emissions, increased collection system efficiency and an opportunity to increase truck repair and maintenance activities during the November to April period.

There are some risks to changing green cart collection to every-other-week in the winter. There is risk with Calgary weather; an early spring or a late start to winter could lead to collection issues for excess materials and the potential for increased odours.

WRS reviewed seasonal green cart service levels in 14 Canadian municipalities. In Alberta, most municipalities have every-other-week winter collection. Locally, Airdrie's and Cochrane's green cart programs have every-other-week winter collection, while Chestermere has weekly, year-round collection.

ADMINISTRATION RECOMMENDATION:

That the Standing Policy Committee on Utilities and Corporate Services direct Administration to:

1. Implement every-other-week green cart collection over the winter months (November to April) starting 2018 November; and
2. Return to the 2018 April 25 Strategic Session of Council with a Green Cart Program charge included as part of WRS' indicative rates and fees for 2019-2022.

And further, that Report UCS2018-0303 be forwarded as an item of Urgent Business to the 2018 March 19 Combined Meeting of Council.

PREVIOUS COUNCIL DIRECTION / POLICY

On 2014 November 24, Council approved Action Plan 2015-2018, including WRS' operating budget, which included the funding proposed to implement a Green Cart Program, with weekly collection, in 2017.

Winter Green Cart Collection Schedule

BACKGROUND

Calgary's city-wide Green Cart Program for single detached dwelling units began service on a quadrant by quadrant basis starting July 2017. Residents in southeast communities were the final group to receive weekly food and yard waste collection early in October.

Every-other-week collection in the winter months was not tested in the Green Cart pilot communities as 120 litre (L) carts were used for the pilot program. With the introduction of the 240 L cart for the city-wide Green Cart Program, WRS recognized that there may be an opportunity to adjust the collection frequency seasonally, coinciding with the reduction in household generation of green cart materials.

While every-other-week collection of food and yard waste in the winter months was considered as part of the city-wide program launch, adjusting the program schedule in November 2017 would have meant that this change would occur less than a month after southeast communities received their green carts. It was deemed important to offer a full year of consistent service, allowing time for the program to mature and residents to adapt to the new service before implementing any changes to collection frequency.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

Calgary's Green Cart Program has been very successful; Calgary residents contributed over 37 million kilograms of food and yard waste in 2017 to the new compost facility, 47 per cent higher than the predicted 25 million kilograms.

Since the roll-out of the Green Cart Program, several members of Council have indicated that Calgarians would support reduced green cart collection frequency in the winter months. Reasons cited for acceptance include reduced volumes of material (specifically yard waste) in winter and that cooler temperatures reduce the likelihood of odour issues.

Adjusting the green cart collection frequency to every-other-week collection from November to April, would realize cost savings in areas such as labour and fuel of approximately \$2 million annually. Staffing levels would be reduced in winter and additional seasonal hiring would be required to transition back to summer service levels. WRS would continue to incur fleet lease, ongoing capital repayment and compost facility costs regardless of the collection frequency. Communications costs would increase slightly to ensure citizens are aware of changes to their service levels and their new collection schedule.

Stakeholder Engagement, Research and Communication

This report is in response to questions raised by members of Council who support pursuing an efficiency opportunity for the Green Cart Program in the winter months. To inform this response, WRS reviewed seasonal green cart service levels in 14 Canadian municipalities. In Alberta, most municipalities have every-other-week winter collection. Locally, Airdrie's and Cochrane's green cart programs have every-other-week winter collection, while Chestermere has weekly year-round collection. The remaining municipalities had a more even distribution between weekly winter service and every-other-week winter collection.

Internal stakeholder engagement and research includes confirmation of program costs and savings by the Finance Business Unit.

Winter Green Cart Collection Schedule

Strategic Alignment

The Leadership Strategic Plan includes commitments to strengthen The Corporation's financial position. Action Plan 2015-2018 includes Strategic Action W2 – Be as efficient and effective as possible, reducing costs and focusing on value-for-money and related Business Unit Action and W2.1 – Continually improve on plans and practices to manage financial health.

Social, Environmental, Economic (External)

Social

Diverting materials from landfill requires changes in behaviour by Calgary residents, industry and businesses.

Environmental

Diverting waste reduces greenhouse gas emissions (GHG), redirects natural resources back into the economy, reduces future contamination and environmental liability, and increases the life of landfills. Aligning collection frequency with reduced volumes of food and yard waste materials in the winter months reduces WRS' fuel consumption. Fewer trucks on the road for approximately five months of the year will reduce WRS' GHG.

Economic (External)

Cost savings achieved by reducing green cart collection in the winter months will be passed on to Calgary residents.

Financial Capacity

Current and Future Operating Budget:

Reducing the frequency of green cart collection in winter months will reduce Green Cart Program expenses by approximately \$2 million annually. Savings will be passed on to customers in the Green Cart Program charge in the 2019-2022 business cycle.

For 2018, the potential savings from the reduced frequency of green cart collection in November and December will reduce the tax support required for the Green Cart Program and will be contributed to the corporate budget savings account.

Current and Future Capital Budget:

The seasonal green cart collection frequency reduction does not impact WRS' capital budget.

Risk Assessment

There are risks to this service level reduction; the change could decrease citizen participation and satisfaction with the Green Cart Program, resulting in decreased tonnes diverted via the Green Cart Program impacting overall residential diversion targets.

WRS will continue to incur fixed program costs such as fleet lease and maintenance costs, ongoing capital repayment and facility costs, which will impact the level of savings residents would expect to see reflected in the monthly rate.

**Utilities & Environmental Protection Report to
SPC on Utilities and Corporate Services
2018 March 14**

**ISC: UNRESTRICTED
UCS2018-0303
Page 4 of 4**

Winter Green Cart Collection Schedule

In moving to every other week black cart collection, WRS has experienced increased contamination rates in the Blue Cart Program, with contamination increasing from 7 per cent to 10 per cent. In reducing green cart collection frequency, WRS may see even further blue cart contamination and increased costs associated with higher contamination rates.

Calgary's weather also poses a risk. An early spring or a late start to winter could lead to collection issues for excess materials and the potential for increased odour issues.

REASON(S) FOR RECOMMENDATION(S):

The recommendations from the report will achieve Green Cart Program savings for Calgary residents and align winter collection frequency with the reduced volume of green cart material generated in the winter months.

ATTACHMENT

None.