

**THE CAPITOL HILL COMMUNITY ASSOCIATION (the "CHCA")  
Minutes of the Meeting of the Board of Directors (the "Board")  
April 20, 2020 at 7:35 P.M. (Calgary time)**



**Attendance (Directors) via Zoom virtual meeting:**

Mavis Sew  
Peter Roseneck  
Cam Collingwood  
Jeri-lyn Zbytnuik  
Maria Castillo Stone  
Owen McHugh  
Jarvis Schmid  
Pat Conway  
Reneé Amber

**Regrets:**

Bryan Buss  
Tricia Hamilton

Also in attendance: Catherine Gulinao, Neighborhood Partnership Coordinator.

M. Sew, acting as chair of the meeting, called the meeting to order at 7:38pm.

J. Zbytnuik acted as Secretary of the meeting. Quorum being present, the meeting was declared to be duly called and constituted business.

**J. Schmid motioned to approve the meeting minutes of March 16, 2020.** The motion was seconded by P. Conway. All in favour.

**A. Proposal by local business**

Scott Fisher, a local business person presented a proposal for funding of a public art bike rack. There are no bike racks in the area he was proposing, and it will likely give a boost to small businesses in the area as they create a sense of belonging and placemaking. S. Fisher has some funding in place and was looking for support from the CHCA.

S. Fisher left the meeting at 7:52pm

The Board decided to defer a decision until next month, once clarification on other funding sources, recognition and location are determined.

**B. Covid-19 considerations**

M. Sew updated the Board, that the community centre and adjacent playground remain closed. The water is shut down and the furnace is set to low. The facility manager is checking the facility at least every 72 hours for insurance purposes. Our Facility Manager, Handyperson and Accountant remain employed. All rentals have been refunded. Rent and utilities for the Campus preschool have been cancelled for April, May and June.

### **C. Treasurer's report**

P. Roseneck expressed concerns over dealings with the TD bank, and may look at changing banks. He also reviewed the items which were outlined in the Treasurer's report that he shared with the Board. The highlights included:

- CRA examination of historical GST returns was completed in February, and CHCA had to return some funds to CRA.
- Treasurer is working with TD to set up ability for Treasurer to electronically pay Visa bill from bank account rather than by cheque.
- Annual report (March 1 2019 to Feb 29 2020) to AGLC for use of casino funds was submitted on April 14, 2020.
- Consolidation and correction of operating accounts was completed, and work continues on recoding capital grants and capital expenses from 2019 and 2020.
- CHCA needs to file income taxes with CRA for Dec 31, 2019 year end. Therefore an audit needs to be completed for the same period.

After some analysis, the CHCA should be financially stable for 12-18 months under current conditions.

### **D. Neighbourhood Partnership Coordinator (NPC) update**

In the spirit of volunteer week, C. Gulinao thanked the volunteers on the Board. C. Gulinao reviewed her report which was distributed to the Board. The CHCA has been approved for funding through the City of Calgary's Capital Conservation Grant (CCG). Items for this projected funding are not urgent. Therefore, we will delay until the CHCA hears from the Provincial government on additional funding through the CFEP grant which is proceeding. However, CCG funding reimbursements must be submitted by April 2021. C. Gulinao suggested informing those in charge of the CFEP grant that we have a CCG approval letter and are shovel ready in the hopes that funding will be approved and work can start soon. With these grants in place, the cost to the CHCA will be \$0.

### **E. Planning, Development and Transportation**

C. Collingwood mentioned that he received notification that the proposed changes to 24<sup>th</sup> Avenue will be proceeding. He will prepare Planning & Development committee comments on the City of Calgary's Guidebook for Great Communities to send to the City.

### **F. Programming and Events**

The Board discussed ideas for a virtual Neighbor Day. **R. Amber motioned to apply for the Calgary Foundation Stepping Stone grant for \$1000 for Neighbour Day virtual activities.** P. Roseneck seconded the motion. All in favour.

Participation in the Community garden is going ahead. T. Hamilton is preparing a guideline booklet.

### **G. Communications**

M. Sew thanked Maria, Pat and Reneé for the uplifting e-newsletter. Ideas for May's e-newsletter were discussed.

### **H. Facility**

A condition of the Alberta Low Impact Development Partnership (ALIDP) Grant through the Government of Alberta for a rainwater garden was that the CHCA would have to host a Volunteer Day to help with the work. However, in light of current circumstances, ALIDP will now hire a contractor.

The Board also discussed doing a full landscape plan that incorporates the rainwater garden. **J. Schmid motioned to apply for the Parks Foundation Stella Conceptual Drawing grant of \$5000 for landscape design.** P. Conway seconded the motion. All in favour.

I. New Business

The Board discussed the advantages and disadvantages of a cycle track along 20<sup>th</sup> Avenue NW to the community. **C. Collingwood motioned to approve the CHCA provide a letter of support to evaluate the feasibility of a cycle track along 20<sup>th</sup> Avenue NW.** P. Roseneck seconded the motion. All in favour. (J. Schmid abstained from the vote).

O. McHugh motioned to adjourn the meeting. The motion was seconded by C. Collingwood. All in favour.

**NEXT MEETING**

To be held May 20, 2020

Meeting was adjourned at 9:28pm.

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Mavis Sew

President

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Jeri-lyn Zbytnuik

Secretary