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Northern Hills Community Association

Summary of Board Meeting

September 23, 2020

GUEST UPDATES	
Presidents Update	<ul style="list-style-type: none"> <li>• New meeting format</li> <li>• Government support</li> </ul>
Ward 3 Office ( Cllr Jyoti Gondek)	<ul style="list-style-type: none"> <li>• Community member has asked NHCA if any path could be implemented in the area as indicated in the picture to the left (Coventry Hills Way NE connector)</li> </ul> 

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	<ul style="list-style-type: none"> <li>• Panorama &amp; Coventry were selected as communities to test Neighbourhood Streets Pilot Policies</li> <li>• Northridge Feedermain construction complete, should be cleaned up by Oct</li> <li>• Residential Speed Limit reports</li> </ul>
MLA Calgary North Office (MLA Muhammad Yaseen)	<ul style="list-style-type: none"> <li>• Schools visits across Calgary North</li> <li>• Economic immigration changes</li> <li>• Entrepreneurial streams are to be announced in the fall</li> </ul>
MP Calgary Nose Hill Office (MP Michelle Rempel)	<ul style="list-style-type: none"> <li>• Virtual town held last week - 200 constituents in attendance</li> <li>• MP Rempel was appointed to shadow Minister for Health</li> <li>• Meetings with MLAs and C.A.s prior to the speech from the throne</li> <li>• MP's response to speech from the throne to be sent out tomorrow/tonight</li> <li>• New Horizon Senior grant information sent to NHCA</li> </ul> <p>Note CERB will be ending at the end of Sep</p>
Vivo Representative	<p>Vivo Play Project - Coventry Hills Play Hub</p> <ul style="list-style-type: none"> <li>• Starting construction document phase for Expansion plans</li> <li>• Programs are filling up</li> <li>• MOA presented to NHCA</li> </ul>
NPC (City of Calgary)	<ul style="list-style-type: none"> <li>• New LOC mentioned in report -- note that Basketball court will not be part of the LOC</li> </ul>


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**Northern Hills Community Association  
Neighbourhood Partnership Coordinator Board Report  
September 2020**


PRIORITY ITEMS	
Online Meetings and Voting	<p>There have been some questions regarding the validity of motions/decisions made in virtual meetings this year. Another CA did consult with two people at Alberta Corporate Registry that resulted in the same strategy to move forward. <b>Their recommendation is for boards to move a resolution that ensures all motions and decisions made by the board during the virtual meetings held since the start of the Covid 19 pandemic are considered valid, also add that any further motions and decisions done virtually until the deemed end of the pandemic will be valid.</b> According to Corporate Registry this covers any concerns that have recently been raised regarding this issue.</p> <p>I think it is also dependant on what your specific bylaws dictate, but an interesting motion that you may want to investigate and/or make.</p>
Organizational Development	
Organizational Health Service Measures	<p>Calgary Neighbourhoods has developed two tools for organizations to voluntarily review with their NPC before October 15, 2020 – the Organizational Health Assessment Tool and the Service Measures Survey. The purpose of these tools is to identify current organizational health, sustainability and services provided to the community. Individual group information will not be shared publicly but aggregated results may be included in the audit report presented to Council.</p> <ul style="list-style-type: none"> <li>o Organizational Health Assessment: <a href="https://ohat2020.questionpro.ca">https://ohat2020.questionpro.ca</a></li> <li>o Service Measures: <a href="https://servicemeasures2020.questionpro.ca">https://servicemeasures2020.questionpro.ca</a></li> </ul> <p>Please see email dated September 14, 2020 for more details.</p>
AGMs/Annual Return Filing Deadline UPDATE	<p>As you may recall, in April 2020, the Government of Alberta suspended deadlines for corporations, partnerships, cooperatives, and non-profit organizations to hold annual general meetings and file their annual returns. Earlier this week, the Government of Alberta <a href="#">announced</a> that the temporary order suspending these deadlines has been lifted.</p> <p>Corporations, partnerships, cooperatives and non-profit organizations are now required to hold their Annual General Meetings (AGMs) sometime after August 14, depending on the date the AGM was scheduled for before being postponed due to COVID-19.</p> <p>Annual return filing timelines were <b>reinstated as of August 15</b>, and organizations who delayed filing, must now file their annual returns after holding their AGM.</p>

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	<p>For partners in the non-profit sector, <a href="#">IntegralOrg</a> has created the resource guide, <a href="#">Alberta Nonprofits and AGMs</a>, to provide more information about the requirements that have been reinstated.</p>
<b>Financial Management</b>	
<p>COVID Relief Funding Update</p>	<p><b>COVID relief funding has been approved for your organization. Please submit your Q2 reporting and, if applicable, Q3 reassessment request before September 30, 2020. Please ensure you submit a SIGNED lead sheet with your reporting.</b></p> <p>You have previously received the Q2 Covid-19 Relief Fund reporting template. Both attachments will provide the information you require to submit your Q2 report and be reassessed for Q3 (July 1-September 30) funding. <b>Please ensure you read and understand all the reporting steps included in the attachments prior to entering your information.</b></p> <p>As mentioned in the letter, once you have completed your Q2 Covid-19 Relief Fund Report, please submit it here - <a href="https://covidrelieffundq2report.questionpro.ca">https://covidrelieffundq2report.questionpro.ca</a> along with copies of your Q2 invoices. To request to be reassessed for COVID-19 Relief Funds to cover Q3 expenses, please visit this link - <a href="https://covidrelieffundq3reassessment.questionpro.ca">https://covidrelieffundq3reassessment.questionpro.ca</a>. Note that you must submit your Q2 Covid-19 Relief Fund Report and corresponding invoices prior to requesting reassessment for Q3.</p> <p>The funds granted as part of the Covid-19 Relief funds are based on the estimates your group provided in your cash flow analysis. It is unlikely the actual expense amounts will perfectly match your funding amount. The City's review process will permit some variance between the funding approved and transferred to your group and the actual eligible expenses incurred and reported.</p>
<b>Grants</b>	
<p>Festivals and Events Microgrant Program</p>	<p>A new Microgrant Program is now available to support the additional costs events now need to cover to meet health and safety guidelines and regulations for public arts, culture, sport and recreation events that are planned for July 20 through December 31, 2020.</p> <p>Events can be in-person or virtual/online. Eligible events could receive between \$500 and \$4500 in support. Depending on the applications received, up to \$75,000 is available.</p> <p>Applications will be accepted from July 20 to November 13. Apply early - the program will close November 13 or as soon as all funding is allocated.</p> <p><b>To apply:</b></p> <ol style="list-style-type: none"> <li>1. Complete the Festivals and Events Microgrant Application Form</li> <li>2. Email the completed application to <a href="mailto:eventservices@calgary.ca">eventservices@calgary.ca</a>.</li> </ol> <p>For more information visit <a href="http://Calgary.ca/eventmicrogrants">Calgary.ca/eventmicrogrants</a></p>





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<p>2020 Community Grant – BILD Calgary Region</p>	<p><b>Amount:</b> from <b>\$5,000-\$20,000</b> in grant funding with the potential for additional in-kind donations from their member organizations, based on project scope.</p> <p><b>Applicable To:</b> registered charities or non-profit community association or community organizations</p> <p><b>Contact Info:</b> <a href="mailto:foundation@bildcr.com">foundation@bildcr.com</a></p> <p><b>Grant Website:</b> <a href="https://bildcr.com/about-us/philanthropy/bild-calgary-region-2020-community-grant-program/">https://bildcr.com/about-us/philanthropy/bild-calgary-region-2020-community-grant-program/</a></p> <p><b>Due Date:</b> <b>September 30, 2020</b></p> <p><b>Criteria/Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Project must be in the Calgary Region</li> <li>• Appropriate municipal zoning must be in place to support the project</li> <li>• Grants can support capital investment projects for organizations</li> <li>• *Projects must be undertaken by qualified recipient organizations</li> </ul> <p><b>Eligible Projects:</b></p> <ul style="list-style-type: none"> <li>• Initiatives of local organizations to support the well-being of their residents and build community and/or</li> <li>• Shelter and/or community spaces related initiatives that support at risk populations, children, seniors, mental health and families in crisis.</li> </ul>
<b>License of Occupation</b>	
<p>Coventry Hills Drive site</p>	<p>We will be amending the document to reflect the basketball court and winter water service that has now been installed – currently the LOC line on that site only includes the future planter boxes and an old location for the rink. I will update, and the CA can expect in the coming months to have a new LOC to sign.</p>
<b>Connecting City Resources</b>	
<p>2021 Community Clean Up Program</p>	<p>Community Associations can anticipate applications for the 2021 season to be open in 2020 Q4 to allow additional lead time to plan for the Community Cleanup event. More information to come.</p>
<p>Pop-up farm stands</p>	<p>Improving access to healthy food options is an important part of <i>Calgary Eats!</i>, our <a href="#">Food Action Plan</a>. Working with local farms, food growers and food distributors, The City has been using pop-up farm stands to bring fresh, healthy, local food to Calgarians since 2017. Due to COVID-19 not all Calgarians are able to visit larger stores to purchase food, so the program has expanded from three CTrain stations to include eight community hubs around Calgary this year. The pop-up farm stands operate weekly from Tuesday to Saturday, and will run until Thanksgiving (Oct. 12). We are looking for new local farmers and Community Associations to join the program and help us expand to more locations in 2021. If you are interested in hosting a pop-up food market at your community association hall, please</p>

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	<p>contact Kristi Peters via email at <a href="mailto:Kristi.Peters@Calgary.ca">Kristi.Peters@Calgary.ca</a>. As new vendors apply to the program she will be matching them up with available locations. More information about the program and the vendor application form can be found on <a href="http://Calgary.ca/localfood">Calgary.ca/localfood</a>.</p> <p>For information on vendor expectations see the first page of the vendor application form:  <a href="https://www.calgary.ca/content/dam/www/pda/pd/documents/local-food%20-sales-vendor-information-application-2020.pdf">https://www.calgary.ca/content/dam/www/pda/pd/documents/local-food%20-sales-vendor-information-application-2020.pdf</a></p>
Waste and Recycling	<p>Starting October 1, if you have extra bags of garbage that won't fit in your City black cart, you'll need to buy a garbage tag. Tags are \$3 each and are available at participating convenience and grocery stores or online. See a full list at <a href="https://www.calgary.ca/garbagetag">https://www.calgary.ca/garbagetag</a></p>
Calgary's Community Based Public Safety Task Force	<p>The Task Force would like you or a representative from your organization to participate in an upcoming targeted stakeholder session to share your perspectives on public safety in Calgary. Your perspectives will help inform recommendations to Council and identify opportunities for further outreach.</p> <p>The Public Safety Task Force is a temporary advisory body with a mandate to:</p> <ol style="list-style-type: none"> <li>a) Review existing prevention programs and services locally and in other relevant jurisdictions;</li> <li>b) Listen to the community and identify positive actions underway, gaps, challenges and issues with existing programs and services; and</li> <li>c) Report back to Council with a summary of what was heard from the community and actionable recommendations with a focus on prevention related to community concerns around violence, including gang and gun violence.</li> </ol> <p>The sessions are being organized by the Committee chair, Councillor George Chahal and will take place at Calgary City Hall with a virtual component available through Microsoft Teams. There are a number of dates and times to choose from so please <a href="#">click on this questionnaire</a> to provide your preferred availability. Cllr. Chahal's office will follow-up with an official invitation and agenda once final numbers are confirmed. If you have any questions, please contact Randall Zalazar at <a href="mailto:caward5@calgary.ca">caward5@calgary.ca</a>.</p> <p>If you are unable to attend a session, a private survey will be distributed in October where you will have another opportunity to share your perspectives. Councillor Chahal's office is also available to meet individually. Thank you for the work you do to make Calgary a safer city for us all and we hope you will be able to join us!</p>

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	<div style="display: flex; align-items: center;">   </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: left; padding: 5px;">Programming</th> </tr> </thead> <tbody> <tr> <td style="width: 30%; padding: 5px;">Community Nature Adventure Playground – Fall Extension</td> <td style="padding: 5px;">Join us this fall for a self-directed, drop-in program that use natural elements such as tree stumps, tree cookies, branches, twigs and rocks to inspire active and creative outdoor play, and connect people, young and old, to nature. Nature play spaces have been chosen to meet the needs of creative, imaginative, nature-based and self-directed play that are vital to children's cognitive, emotional and social development. Onsite play ambassadors will be on site to inspire play. Parents are encouraged to stay and watch their children's imaginations soar in this new adventure space.  Visit <a href="https://www.Calgary.ca/free">https://www.Calgary.ca/free</a> for fall dates and details.</td> </tr> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: left; padding: 5px;">Other</th> </tr> <tr> <td style="padding: 5px;">Federation of Calgary Community Workshops</td> <td style="padding: 5px;"><b>To register and view all online/virtual workshops and sessions visit <a href="http://calgarycommunities.com/our-events/">calgarycommunities.com/our-events/</a></b></td> </tr> </tbody> </table>	Programming		Community Nature Adventure Playground – Fall Extension	Join us this fall for a self-directed, drop-in program that use natural elements such as tree stumps, tree cookies, branches, twigs and rocks to inspire active and creative outdoor play, and connect people, young and old, to nature. Nature play spaces have been chosen to meet the needs of creative, imaginative, nature-based and self-directed play that are vital to children's cognitive, emotional and social development. Onsite play ambassadors will be on site to inspire play. Parents are encouraged to stay and watch their children's imaginations soar in this new adventure space.  Visit <a href="https://www.Calgary.ca/free">https://www.Calgary.ca/free</a> for fall dates and details.	Other		Federation of Calgary Community Workshops	<b>To register and view all online/virtual workshops and sessions visit <a href="http://calgarycommunities.com/our-events/">calgarycommunities.com/our-events/</a></b>
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Creating Coventry	<ul style="list-style-type: none"> <li>Wayfinding grants</li> <li>Dog park lobbying</li> </ul>								
Community Advisors & Guests	<ul style="list-style-type: none"> <li>Note from Althea Adams (CBE Trustee) communicated to NHCA 1<sup>st</sup> Vice President Tamara Keller- North Calgary high school current projected opening in 2023</li> </ul>								
<b>BOARD BUSINESS</b>									
Executive Update	<ul style="list-style-type: none"> <li>New meeting format               <ul style="list-style-type: none"> <li>Committees time in board meeting: keep to 1 min or less for updates, unless there is an action or motion required</li> <li>Actions required, please notify Secretary and item will be moved to beginning of the meeting (instead it will be moved ahead in our agenda)</li> </ul> </li> <li>Organizational Health Assessment &amp; Service Measures Due Oct 15</li> <li>AGM               <ul style="list-style-type: none"> <li>Need to do it soon... October 2020</li> </ul> </li> </ul>								

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	<ul style="list-style-type: none"> <li>○ Updated Bylaws shall be sent with notice of the AGM, by Oct. 7 (which needs to be sent out at least 21 days prior to the AGM) <ul style="list-style-type: none"> <li>● Mainly update in language and communication to Bylaws</li> <li>● Any further suggestions from board please bring up to VP</li> <li>● Updated bylaws draft will be brought to a professional to review</li> <li>● Check term expiry of Directors</li> </ul> </li> <li>○ <b>Be it resolved that the NHCA hold a virtual Annual General Meeting on October 28, 2020.</b> <ul style="list-style-type: none"> <li>● Motion approved</li> </ul> </li> <li>● As soon as AGM complete, City of Calgary requires a copy of our approved Financials</li> <li>● Bylaws and Objects</li> <li>● Prospective Director(s) / Treasurer <ul style="list-style-type: none"> <li>● <b>Be it resolved that the NHCA appoint Asim Riaz as a Director of the NHCA.</b> <ul style="list-style-type: none"> <li>○ Motion passed</li> </ul> </li> <li>● <b>Be it resolved that the NHCA appoint Asim Riaz as the Treasurer of the NHCA.</b> <ul style="list-style-type: none"> <li>○ Motion approved</li> </ul> </li> </ul> </li> </ul>
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Office Update



Serving Country Hills, Country Hills Village, Coventry Hills,  
Harvest Hills and Panorama Hills

**Executive Director – Public Office Update to the Board of Directors**

September 23, 2020


**MILL RATE GRANT - SOCIAL SERVICES SUPPORT FOR COVID 19 PROVINCIAL FUNDING**

- **Newsletter Staffing Costs**
  - Covering the staffing costs
  - Printing and Promotion expenses
- **Seniors Program Instructors – learn more here - <http://nhca.ca/seniors/>**
  - Fitness Program – mainly virtual with a few outdoor walks when weather allows. This program is designed to have friendly moves and exercises for seniors.
  - Sponsoring Sharing Circles program through partnership with MPC Foundation – virtual program that provides a safe and regular ‘gathering space’ within which seniors are coming together and are participating in facilitated sharing sessions. These gatherings take place once a week for 1.5 hours and are led by an experienced facilitator.
  - Exploring two program options:
    - Providing training and educational resources for seniors on how to use technology gadgets (computers, tablets, etc.) to access virtual services and fundamental usage
    - Bring an additional physical activity program (looking into it)
- **Gardens**
  - Helped us cover the COVID-19 expenses (sanitization, signage. Etc.), soil, seeds, and the remaining will be covering some portion of fence expenses in the Coventry Garden that had a temporary fence this summer to pilot it and see how it works for this space.
- **Arts & Crafts Outreach Program**
  - The New Normal Community Art Gallery is where we make our community a giant art gallery! Each month new theme and lots of new crafts to try out and do yourself. Learn more - <http://nhca.ca/arts/new-normal-art-gallery/>
  - Sponsoring two Art Programs through partnership with MPC Foundation - “Paint & Sketch” program and a “Lifestories Through Scrapbooking” program provide a safe and regular ‘artistic space’ within which participants come together and participate in facilitated art sessions. These programs are taking place once a week for 1.5 hours and are led by experienced facilitators. Learn more - <http://nhca.ca/arts/>
  - Exploring to bring another program(s)
- **Northern Hills Food Security**
  - Exploring the options of supporting the existing local programs, such as Brown Bagging for Kids, Good Food Box program, etc.

**FINANCIALS**

Government programs and grants have been a huge help. We were able deliver the programs, improve our services, and expand our staff team. Starting in January most of these assisting programs will be over and we will need to have another source of funding and revenue established in order to keep delivering more services rather than reducing them.

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	<div style="text-align: center;">  <p>Serving Country Hills, Country Hills Village, Coventry Hills, Harvest Hills and Panorama Hills</p> </div> <p><b>TRANSPARENCY PROJECT</b></p> <p>It is coming along. We have posted 5 meeting summaries on the website so far and are working on the rest all the way from Jan 2019. Learn more here - <a href="http://nhca.ca/transparency/">http://nhca.ca/transparency/</a></p> <p><b>BUSINESS DIRECTORY</b></p> <p>We are receiving great responses from businesses wanting to be on this free Business Directory which is part of our LOCALeyes initiative. We found it to be effective to visit businesses with hard copies of promotional material. Learn more here - <a href="http://nhca.ca/business-directory/">http://nhca.ca/business-directory/</a></p> <p><b>MEMBER DISCOUNTS</b></p> <p>We have been updating our Member Discounts on this page - <a href="http://nhca.ca/member-discounts/">http://nhca.ca/member-discounts/</a> and will be publishing them in the newsletter.</p> <p><b>NEWSLETTER</b></p> <p>We got a new local publisher – UPS Store Country Hills Village. Great team to work with. Due to the printing costs being very high as the coverage of the Northern Hills is huge, we are not able to afford it at the moment and instead are delivered the designed digital newsletter to the community.</p> <p>Going forward we are planning to add more some fun and interesting items such as recipe corner, joke corner, Dear Northern Hills Neddie funny advice column, etc. with the goal to engage the residents even more. We also have some local businesses interested in writing specialty articles for us. We will be reaching out to the High schools looking for students interested in writing articles. Learn more here - <a href="http://nhca.ca/northern-hills-news/">http://nhca.ca/northern-hills-news/</a></p> <p><b>POLICY MANUAL PROJECT</b></p> <p>We are working on creating and updating various policy and procedure packages for prospective Board of Directors, Staff, and Volunteers (Casual and Programs, Events, and Projects (PEP).</p>
<p>Casino</p>	<p><b>Wednesday, October 7<sup>th</sup> &amp; Thursday, October 8<sup>th</sup>, 2020</b></p> <p><b><u>Casino Location:</u></b></p> <p>Pure Casino Calgary</p>

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	1420 Meridian Road NE Calgary AB
The Team Team	<ul style="list-style-type: none"> <li>• Feedback on portfolios</li> <li>• Creating Coventry to move to Treasurer</li> <li>• Work on TOR's <ul style="list-style-type: none"> <li>• Executive TOR's should already be here</li> </ul> </li> <li>• Note that SPRY will be under Seniors committee</li> </ul>
Volunteer Relations	<ul style="list-style-type: none"> <li>• Working through policies &amp; procedures through volunteer engagements -- work in progress at this time</li> </ul>
NHN Newsletter	<ul style="list-style-type: none"> <li>• Lead time question -- Sep 12th deadline for Oct. 1st delivery of digital paper? <ul style="list-style-type: none"> <li>• Any way to shorten the lead/process time?</li> <li>• Note, UPS requested at least 1 week to publish</li> <li>• Tight timeline in relation to the NHCA board meeting <ul style="list-style-type: none"> <li>○ Perhaps change the delivery date of the newsletter, e.g. 1st Tuesday or 1st Friday of the month</li> </ul> </li> </ul> </li> </ul>
Beautification and Gardens	Mural and Outstanding Volunteer Work Honorarium
Seniors	<ul style="list-style-type: none"> <li>• Fitness Instructor SPRY contract</li> <li>• Secondary committee for seniors initiative because of grant <ul style="list-style-type: none"> <li>• What will be the best programs that can be delivered</li> <li>• Will look into New Horizons Seniors' grant</li> <li>• Digital/online seems to be a bit of a hurdle for seniors</li> </ul> </li> </ul>
IT	<ul style="list-style-type: none"> <li>• Website and Member database are ready, will reach out to the procurement committee for them to evaluate.</li> </ul>

**LAND ACKNOWLEDGEMENT:** *The NHCA would like to take this opportunity to acknowledge the traditional territories of the peoples of the Treaty 7 region in Southern Alberta, which includes the Blackfoot First Nation tribes of Siksika, the Piikuni, the Kainai, the Stoney Nakoda First Nations tribes of Chiniki, Bearspaw, and Wesley and the Tsuut'ina First Nation. Calgary is also homeland to the historic Northwest Métis and to Métis Nation of Alberta, Region 3.*

	<ul style="list-style-type: none"> <li>• All the bugs have been worked out for the new emails - will be rolling them out, along with detailed instructions, soon.</li> <li>• Two desktops previously - now everything is laptop based... IT Committee has cleaned the desktops -- to be auctioned/sold off             <ul style="list-style-type: none"> <li>• Use the money to purchase an additional laptop for all the new staffs coming in</li> </ul> </li> <li>• Quickbooks bookkeeping software will be switched to Online version</li> <li>• The Office needs new adapters to connect monitors</li> </ul>
<p>MOTION TO ADJOURN</p>	<p><b>A Motion to Adjourn was called at: 8:50pm</b></p> <p>All in Favor, None Opposed, Motion Carried</p>