

Rocky Ridge Royal Oak Community Association

MINUTES OF THE BOARD OF DIRECTORS MEETING – May, 2016

**30th May 2016, at 7:00pm
Boardroom, Charlesglen Toyota
7687 – 110th Avenue, NW Calgary, Ab**

Board Members Present:

Tessa Sakamoto
Ali Oonwala
Paul Watson
Jessica Asququo
Dave Spencer
Karen Abbott
Tolu Aro
Michelle Drysdale
Laura Robertson

Others Present:

Greg Hartzler
Joanna – Volunteer Coordinator
Kelli Taylor
Andrew Egbase

Absent:

Zenab Awan
Frances Kalu

MOTION TO CALL OR ORDER & ADOPTION OF AGENDA

Tessa called the meeting to order at 7:06pm

Motion:	Laura
Second:	Michelle
Carried:	To adopt the agenda of the May 2016 BOD Meeting

MOTION FOR CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Motion:	Laura
Second:	Michelle
Carried:	To adopt the minutes of the April 2016 BOD Meeting

REPORTS:

GOVERNMENT REPRESENTATIVES:

KELLI TAYLOR:

- Pat Kelly spoke in the House of Commons recently to recognize and pay tribute to the importance of Community Associations and volunteers:
<http://patkellymp.ca/multimedia/video-gallery/>
- We are hosting a Meet & Greet open house on Saturday, June 11th from 1:00-4:00pm, which is an opportunity for residents of the riding to meet Pat.
- I recently shared information about the Canada 150 Fund with all community associations, as there has been a second call for proposals regarding 'infrastructure' grants. The portal for applications will close on June 22, 2016.

GREG HARTZLER:

- Fires – asked for info on cause, haven't received anything back yet except that they are all the same insurance company
- Red-light camera – pulling stats thus far to get an idea of if/how it's working: Speed & Red-light running
- Sarcee/Stoney bridge upgrade delayed
- Looking for feedback/fix on signage overload in RO

DIRECTORS REPORTS:

PAUL WATSON – TREASURER:

Nothing significant to report – but would like to remind everyone that 06/30 is our year-end so please submit all expenses, checks, etc. on a timely basis.

TESSA SAKAMOTO – PRESIDENT:

Spending lots of time trying to train volunteers and get them in place. We need a big push as we have lots of spots to fill – I foresee a shortage in the fall if we can't get these people in place.

Zenab has resigned as secretary but will help through summer months.

As a community association, we motioned and approved a donation of \$5000 to the two families' whose homes were destroyed by fire in Royal Oak. Both families were known by the CA, being members, involved in sports, or volunteering. Perhaps something to look at going forward is having a plan in place beforehand (i.e. how much, etc)?

Although each situation may be so different and seldom it could be hard to put a hard and firm policy in place?

Pace Car Launch, Family Fun Day and Garage Sale were a great success. Will leave it to Directors Reports, but thank you for the support of the board members that were able to help and come out on those dates. Please take note of Stampede Breakfast date – this is our main annual event and we need support/attendance of all Directors please! Reminder – no meeting in July. Resumes in August.

This will be my last meeting before leaving the summer/fall in Ali's capable hands.

Outstanding items include AGM, finding volunteers.

ALI OONWALA – VP

Pace Car Program Launched last Saturday

- Lots of board members present
 - Lots of PR/press – good turnout
 - Ward would like 200-300 people to pledge
 - Prelim traffic studies done, will be a follow-up in late September
 - Ward 2 office to donate – apparently the cheque has been cut.
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MUOI LEONG – MEMBERSHIP

Total 2016 active membership as of May 29th, 2016: 449

Community Garden: participants are not necessary RRROCA members even though they should be. Would like it reinforced next year by working with Community Garden coordinators.

Garage Sale registration: Should be done through Sportzsoft next year to ensure participants have RRROCA membership

2017 membership fee: to be discussed at September meeting

Monthly emails to members: Director of Communications will be sending contents to Membership and exact content will be forwarded to members

TESSA SAKAMOTO - PROGRAMS

Program is running well. All volunteer positions filled and program will be wrapped up by the end of June.

Currently working on administrative tasks including refunding volunteer deposits to those who changed their minds and decided to take on a role.

Thank you to our sponsors for all teams, as well as Men in Kilts who donated soccer balls to U6 & U8 teams, and Tim Hortons who provided coffee/donuts on Day 1.

Last of expenses will be submitted by end of June, latest.

MICHELLE DRYSDALE – EVENTS

Parade of Garage Sales – May 27-29, 2016

-Friday hours: 3-8pm, Saturday/Sunday hours: 10am-5pm

-77 registrations (only 38% are RRROCA members)

-Registrations were down from prior years when event was held in the first or second weekend of June. Weather forecast may also be a factor.

Family Fun Day – May 28, 2016, 12-3pm (ROVC)

-Sharing membership table with RRROCA Community Garden

-Councillor's table at event will be promoting Pace Car

-Have provided a tent and toys for the toddler zone

-I will be on site to represent RRROCA as co-emcee

Neighbour Day – June 18, 2016

-City of Calgary day promoting block parties and other gatherings to get to know your neighbours

- May 27 is the free block party permit deadline for Neighbour Day events
- Neighbour day event planning tools and tips can be found on The City of Calgary website (link from the rroca events webpage)
- London Drugs is hosting a Neighbour Day event, endorsed by RRROCA

Stampede Breakfast – July 9, 2016, 8-11am (NWFC)

- Suppliers and entertainment are almost all finalized
- Developing a plan for volunteers and will need to establish volunteer leads (board members) for each area
- Poster/ad has been designed and will be seen first in the June RRROCA Reporter
- Next subcommittee meeting: June 7

3-on-3 Ball Hockey Tournament – September 10 or 11, 2016

- Cancelled due to cost concerns/availability

Community Clean Up – September 18, 2016

- Community clean up has been approved
- London drugs is booking additional vendors
- Scouts are lined up to help out with the BBQ

Other RRROCA Endorsed Events

- ATB Laser Tag took place May 7, 2016 – raised \$969 (up \$300 from 2015)
- London Drugs Neighbour Day Event – June 18, 2016

Other Potential Events

- Breakfast with Santa (November 2016)
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KAREN ABBOTT – SPONSORSHIP

Sports Program:

- Team photos will be distributed to the sports sponsors over the next week along with a thank you note from RRROCA.

Stampede Breakfast:

- ATB, BMO, CIBC, RBC, Orange Theory Fitness and Charlesglen Toyota will be sponsoring the grills this year.
 - Royal Oak Family Dentistry will sponsor the kids corral and Charlesglen Toyota will sponsor the band.
 - London Drugs will sponsor Green Calgary and we are waiting to hear about the compostable food ware and if they will cost share.
 - Tim Horton's Royal Oak will also be there providing free coffee.
 - Finalizing pricing with Co-Op for the breakfast food.
 - Framed scroll/thank-you to our major sponsors that donate to all of our events
 - "Community Award"
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DAVE SPENCER – PLANNING & DEVELOPMENT

1. City DBA Requests for Comments:

Minor applications came in - secondary suites and home occupation applications. Have sent in responses

2. Skating Rinks/Community Park:

Requirements for Development Permit: A second technical review will be done by Recreation (Amy's group) concurrently with the DP, and a financial review has been done. Recreation (Amy) will let the Planning office know that these requirements have been met. The Phase 1 Environmental Site Assessment is complete

Geotechnical Report is complete.

We appear to be qualified for a Canada 150 Grant

Detailed Team Review comments from CPAG were received today. There are a few issues I am attempting to resolve:

- The License of Occupation boundary on the east side is not where I thought it was. (figure attached). Our drawings show some of the path, landscape and fitness stations outside of the boundary. Recreation will amend the LOC Agreement to extend the boundary
- City Parks is requesting irrigation of all landscaped area. I will get a clarification on whether this is really required. I guesstimate an irrigation system would cost about \$70,000
- Urban Development is requiring an erosion and sediment control report. I will get a cost for having this report done.
- Letter of credit or cash security will be required for roadway repairs, driveway crossing, and any repair on road right of way
- Focus now is getting to an assurance that the DP will be released with minor changes so we can start the construction tendering process
- Start date for construction is still targeted for late August/ beginning of September

3. Resident requests

Request for picnic table in Pirate Park in Royal Oak. I have Parks area superintendent looking after getting a couple of picnic tables

Complaint about wetland pond in NE corner of Royal Oak – corner of Royal Birch Manor and Royal Birch Cres - trying to find out how to get the pond cleaned up and garbage removed. It is not in park's inventory yet, still supposed to be maintained by developer Meeting with Rocky Ridge resident and Bearspaw resident regarding a new application to Rockyview County for a new gravel extraction – big concerns about noise, dust and traffic. No plan yet on how to deal with this issue

Schedule wise we need a minimum of 6 months to start construction. So starting today, end of August for a completed skating rink is possible, however I think more realistically end of October.

MOTION

Motion:	Dave
Second:	Tolu
Carried:	Background: RRROCA has an agreement with the City of Calgary to lease lands for the community park and rinks. The License of Occupation area for the Community Park needs to be extended to the east to accommodate the park amenities such as the fitness loop, landscape and pathway. The agreement schedule 2 needs to be revised and an amended agreement would be executed by the City and RRROCA. The outcome will be a slightly increased annual grass maintenance and will allow for future addition of minor amenities such as additional picnic tables or children's play

	<p>Motion: The board will request the City of Calgary to amend the license of occupation boundary to increase the area eastward to accommodate the park amenities and landscape. The board will request by letter of intent to the City to request this amendment to the LOC agreement.</p>
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MOTION

Motion:	Dave
Second:	Ali
Carried:	Approve expenditures relating the the community park in the total of \$875,163.00 so we can receive invoices and issue cheques for up to that amount.

FRANCES KALU – VOLUNTEERS

Volunteer Requirements:

- Secretary
- Director of Parks
- Director of Schools (?) Pending
- Director of Safety (?) Pending
- Director of Programs
- Secretary Assistant
- Coordinator - Pace Car
- Coordinator - Community Park
- Coordinator - Newsletter (?) Pending
- Coordinator - Youth Sports
- Coordinator - Memberships
- Committee Member - Community Park
- Events - Stampede
- Events - Community Clean Up

- Volunteer database compiled.
- Worked with Victory church to supply volunteers for the Family Fun Day.
- Working with the Stampede Breakfast sub-committee to meet volunteer needs.

JESSICA ASUQUO – SAFETY

Updates from meeting with Constable Roy Moe:

- Our communities are relatively safe even though we still have some violations reported monthly
- Safety Fair might not be the best community safety initiative for now but we can look into organizing events that get neighbors to meet and know one another on the same street. Something like block parties, but with safety as a theme
- We are unlikely to qualify for the city funding for community safety because there are many communities that need it more. The 2 funding streams available safety were; Crime Prevention Investment Plan (CPIP), Emergency Resiliency Fund (ERF)

- Hoping to attend the upcoming Engaging through Safety Initiatives Workshop organized by Federation of Calgary Communities
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TOLU ARO – TRANSPORTATION

- *Nothing to report*
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LAURA ROBERTSON – COMMUNICATIONS

- Very busy with all of the events happening at the same time. Challenging from a social media/communications perspective. Suggest to separate on different weekends.
 - Concrete plans for communications for upcoming events.
 - Collaborate with nearby CAs for similar or complimentary events.
 - Newsletter editor required. If you know anyone let Laura know.
 - Monthly email to members mid-month (strategic look at day of the week).
 - No August newsletter – due date for July/August is June 8, deadline for September is August 8.
 - Transition to gmail server, hopefully before next meeting.
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OTHER BUSINESS:

- Andrew wanted to inform that while the online submissions for the online Census is complete, there will be numerators coming door to door or phoning to get the information from those who did not respond. Numerators will be identified by Statistics Canada IDs.

Next meetings

- a) 27 June 2016, 7-9pm, Charlesglen Toyota
- b) 29 August 2016, 7-9pm, Charlesglen Toyota