



## Sustainable Centre Task Force

### Rolling Meeting Minutes

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#### SCTF Committee Members:

- Darren Anderson - HSCA Board Member & SCTF Chair [darren.anderson1000@gmail.com](mailto:darren.anderson1000@gmail.com)  
Industrial Engineer, MBA, Renewable Energy and eco community design
- Ken Uyeda - SCTF co-chair [k.uyeda@me.com](mailto:k.uyeda@me.com)  
Consultant, Project Coordinator with experience in environmental planning, tourism infrastructure development, marketing and design. Semi-retired
- Emma Yang - HSCA Board Member, [yijun.yang@ucalgary.ca](mailto:yijun.yang@ucalgary.ca)  
Corporate law, Masters Sustainable Energy Development
- Kelsey Kublik - [kelseykublik@gmail.com](mailto:kelseykublik@gmail.com)  
Chemical Engineer with the City Water Services group
- Mynul Shah - [sobuj123@gmail.com](mailto:sobuj123@gmail.com)  
Mechanical Engineer
- Anita Akhtarkhavari - [anitakhavari@gmail.com](mailto:anitakhavari@gmail.com)  
Architect

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#### HSCA Board

- David Brindle, [davidwbrindle@icloud.com](mailto:davidwbrindle@icloud.com)  
IT and project management
- Peter Piliounis, [ppiliounis@gmail.com](mailto:ppiliounis@gmail.com)
- Sandra Walker [bmwwalker@shaw.ca](mailto:bmwwalker@shaw.ca)  
Charitable foundations

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#### HSCA Staff

- Karl Kingsley [karl.k@hsc.ca](mailto:karl.k@hsc.ca)  
HSCA Facility Services Manager

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#### Recently expressed interest

- Pedro de Matos Ferraz, [pedroferraz3@gmail.com](mailto:pedroferraz3@gmail.com)  
Architect
- Steve Fawkes, [stevefawkes@gmail.com](mailto:stevefawkes@gmail.com)  
HVAC Technician

Acronyms Used	
HSCA	Hillhurst Sunnyside Community Association
SCTF	Sustainable Centre Task Force
CoC	City of Calgary

## Latest Meeting

Meeting held October 26, 2017 @ Green Calgary Eco-Store  
Convened at 7:04 pm

**Attendees:** Darren Anderson, Kelsey Kublik, Ken Uyeda

**Regrets:** Emma Yang, David Brindle

**Guest:** Conor Tapp – Executive Director/Green Calgary

### Updates & Reports

#### 1. Daycare Renovations Update (Darren)

- under the grant agreement, HSCA may use up to \$150,000 of the funds towards capital improvements
- drawings for enclosing the roofed patio in place, but cannot start that project until the washroom renovations are completed
- changes to date include new fire exit on the west wall into the existing playground;
- reduced tiling height in washrooms will save significant funds (approx \$9000); also considering lower priced tiles
- need to stay with floor mounted toilets as water supply lines to washrooms is inadequate for wall mounts
- construction scheduled for November, both M and W washrooms done at same time, day care will use the North washrooms during the construction period.
- City will undertake improving the roof top air handling units (RTU) to supply heating and cooling to additional space. This will likely be tendered separately

#### 2. Facility Life Cycle Plan (Ken)

- Received latest Life Cycle Plan from Kate Stenson - this outlines the current life cycle maintenance items to be completed in the next year and therefore the basis of the Capital Conservation Grant application to the City of Calgary.
- **Action:** Ken will post the documents supplied by staff to Sustainability@HSCA, interested parties please pay specific attention to the Stantec Lifecycle Plan-shortlist and direct questions to Darren prior to next meeting.

#### 3. Community Survey Analysis (Darren)

- Followup on Aug 23 item: HSCA seeking senior university student with experience in analysing survey data...\$2000 budget allocated
- Emma found a grad student at UC who was willing to undertake a 3rd party analysis of the gathered data within the budget suggested by the Acting-ED Kate Stenson. In addition, Emma's supervisor offered to supervise the work at no additional cost to the HSCA. This information was passed on to acting-ED at which time progress stalled
- Darren reports that after some delay, the administration has accepted the candidate put forth by SCTF and is proceeding with the analysis. Report is due in November.
- **Action:** Followup on report and request results for SCTF committee to use in looking at future needs for the infrastructure.

#### 4. Binner's Hook Project Completed (Kelsey)

- Kelsey reports that a version of Binner's Hook has been installed on the fencing near the HSCA's commercial recycling bins next to the Tennis Courts. The program is run by "Calgary Can!" and modeled after a project that originated in the Kitsilano neighborhood of Vancouver. The initiative aims to work with the bottle picking community to clean up litter that results around collection activities.
- For more information see the article at Sustainability@HSCA Mightybell site.

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## New Discussion Items

### 5. SCTF Terms of Reference (TOR) (Ken)

- Emma produced initial version based on similar TORs for other committees, met with Ken who suggested revisions
- Darren, Emma & Ken met October 24th for second last review; identified some changes.
- **Action:** Emma will send this version to Ken who will send it out to a few committee members/ Board members for comments
- **Target:** have final version ready for Board at Jan 2018 Board meeting.

### 6. Strategic Planning Session (Darren)

- the Board is organizing a strategic planning session in early 2018. In the past the participants have been the Board members and Staff.
- likely a Board only session will be held in December instead of a regular meeting to toss ideas around, followed by one big session in January
- Darren is trying to get some spots at the table for SCTF members
- Ken suggests the Board must do better, ie include other long serving volunteers and residents from the community at large.
- **Action:** to be determined when there is more information

### 7. Energy Efficiency Town Hall + Eco-Fair at HSCA (Darren)

- Calgary Climate Action Network (CCAN) has been in touch and wishes to hold a climate action event at HSCA, similar events have been held with Capital Hill and Forest Lawn Community Associations
- initial discussions focussed on some type of Eco Fair
- Conor Tapp indicates Green Calgary has participated in both previous CA based events and would be interested in participating with HSCA
- Some ideas for an HSCA event –
  - (1) focus on sustainability, energy efficiency for individual practice, ie home based
  - (2) focus bio-diversity (Conor notes this rates high as concern in recent Green Calgary survey), Ken notes that Kensington First Community Garden has included restoring original natural plant community around the Centre as an objective in order to provide more habitat for birds and insects given the tree cover losses that result from intense residential infilling; talk to them
  - (3) connecting community cleanup and waste audit, ie sort and weigh amount of waste collected during event; possibly focus on community spaces north of Memorial Drive to avoid overlapping with annual Bow River Cleanup (Green Calgary has experience organizing such an event)
- **Action:** Kelsey volunteered to lead initiative; Darren to put Kelsey in touch with counterpart Diana Izard at CCAN.

### 8. Partnering with Green Calgary (Ken)

- while the discussions did not follow a simple thread, the original reason for SCTF asking [Green Calgary](#) (GC) to host this session was to explore opportunities to partner with GC on rainwater diversion and collection initiatives at all of the HSCA managed lands

- **Subject:**  
General discussion about the potential for rainwater harvest off the roof of the Centre preceded the start of the meeting
- GC would be willing to assist with direction and lobbying City on rainwater harvest as there seems to be no set policy at this time, especially regarding rainwater use in community gardens
- Ken notes that Kensington Community First Garden (KCFG) considered rainwater harvesting at time of garden construction, buried a pipe from south side to the garden in anticipation but was told that City would not support rainwater use on garden. HSCA is also responsible for watering fruit tree orchard, grass areas within the 'red line' and landscaping around the Centre. Currently all use treated water.
- amount of rainwater that could be collected from Centre roof (approx 20,000 sq ft) = ???
- Ken notes we would need a very large cistern for storage; Conor notes we could consider selling water collected back to City for summer irrigation of soccer pitch
- **Action:** Ken will investigate further, Kelsey will assist, Conor will be resource
  
- **Subject:**  
Conor Tapp noted that GC is very interested in "[De-Pave Calgary](#)" projects (see link for details on objective and 2 completed projects); would be happy to help organize a project if one is available at HSCA. Ken noted the south plaza in front of the building has been under scrutiny for some time, objective to create a more people-friendly, natural space but routine paving under Life Cycle Plan occurs as no initiatives exist to re-design the space (*this is a key mandate item for SCTF - to undertake the issues Administration and Staff do not have time or experience to carry out*)
- Darren notes last resurfacing was recent, put item on list of considerations when it surfaces in the future
- **Action:** None at this time. Ken will continue to investigate future use of plaza and re-design possibilities.
  
- **Subject:**  
Conor notes that GC also offers Green Education programs on a continuing basis (for full list of courses see "[Green Homes and Communities](#)" at Green Calgary website)
- **Consideration:** GC talks as part of specific SCTF meetings/events as part of SCTF 'green education' mandate ?

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## **August 23, 2017 – 7:00pm to 8:30pm HSCA Board Room**

**Attendees:** Darren Anderson (Chair), Kate Stenson, Mynul Shah

### **Discussions:**

- Introductions
  - Daycare extension and Washroom renovations
    - Darren, Kate and Karl met with the City (Daniel and Brenda) on Aug 23.
    - Daycare extension:
      - Drawings are going through technical review with no issues identified yet.

- City engineers will produce a report for our required HVAC changes at no cost to us in September. The City will also tender the HVAC work which will satisfy the existing daycare and the extension. The work will likely get done during the last week of December during our one week shutdown.
    - Hoping to tender the rest of the daycare work in early October and start work in early November
  - Washroom renovations:
    - City confirmed that if one quote was less than \$50k (including 15% contingency) then we don't need financial review.
    - Our lowest quote is \$47k but that includes an in-wall flush system that we don't have the line capacity for so we will have to requote these with a normal toilet system and the prices should come down.
  - **Action: Kate** to update lifecycle plan (completed and deferred) and send out to SCTF group
- Survey
  - Kate spoke with the City (Brendon) and he suggested not to share the survey data with staff or volunteers until a third party reviews it. They suggest this so that individuals don't make their own conclusions prior to an unbiased expert opinion.
  - Kate is looking for a senior university student with experience in analyzing survey data in September or October to do this analysis work and we have \$2,000 in the budget for this review. We could also go back to the board if we need more budget for this.
  - **Action: Everyone** please ask around to academics or professionals that you know who could do this work for us.
  - Kate plans to share the data and results with us (SCTF) as well as HSCA staff and board members when this analysis is complete (hopefully early November)
  - **Action: Kate** to get board approval on the survey plan and then she will send out the project statement to SCTF and others

### **June 27, 2017 – 7:30pm to 9pm HSCA Slate Room**

**Attendees:** Darren Anderson (Chair), Ken Uyeda (co-chair), Mynul Shah, Emma Yang, David Brindle, Karl Kingsley, Anita Akhtarkhavari (and guest), Kelsey Kublik

#### **Discussions:**

- Introductions - updated above list with a quick summary of expertise and will leave this at the top of this file as contact info
- Review and update on action items from May meeting
  - Ken mentioned that the IT sustainability session is still being considered for August
  - Ken mentioned that he cleaned up some of the background files in MightyBell
  - Darren confirmed that everyone was now in MightyBell. **Action: Darren** to send out MightyBell Tips

- **Action: Karl** – to send out the City spreadsheet list, and updates to the Lifecycle Plan (what's been done and what's planned, Lifecycle plan being updated in 2018)
- **Action: Darren** – send Quentin an email to ask for old drawings of building from Iwanski. Iwanski may have a disk of these files and might have also given it to HSCA at some point
- Update on Rooftop Heating and Cooling Unit (RTU) issue (Karl)
  - Mynul worked with Karl to review and inspect existing RTUs
  - Karl spent \$6,000 fixing one RTU (heating and cooling issues)
  - **Action: Mynul** to send out HVAC design for daycare extension
- Update on Daycare extension (Darren)
  - Darren mentioned that HSCA is planning to add 18 infant spots to the daycare program starting January 1, 2018, as part of the new Alberta Daycare program. This program also gives us \$150,000 to spend on renovations to accommodate these extra spots
  - Darren confirmed that they had to payout Iwanski \$3,200 for pre-architect work on this project and that the HSCA signed a contract with Designhaus for \$10,500 for the full conceptual and permit drawings. Darren mentioned that we were approved to spend up to \$16,000 on architect and permit process.
  - Darren explained a couple of examples of the sustainable project management process that is being used on this project:
    - Decided not to demolish a perfectly good wall in the daycare (environment, economic and social (disruption to daycare))
    - Decided to not pay an architect to design the washroom changes. Karl is trying to get a couple of contractor quotes on the bathroom renovation with the following requirements; At least one shorter toilet and one shorter sink, motion sensor faucets, more efficient tankless toilets (water in the wall) and maybe other features. **Action: Darren** to send out this washroom spec to the group
    - Working with engineers at the City prior to pre-application meeting to check on potential show stoppers like running water and HVAC to this area
  - Group expressed a desire to select sustainable materials (e.g. no concrete foundation if possible) so Darren will involve the SCTF group early in these decisions before we have to lock-in on default traditional building practices
  - Mynul has started the design for the HVAC required for this new indoor space and has shared this with Karl. **Action: Mynul** to send out HVAC design for daycare extension
- Update on HSCA Survey (Darren)
  - Over 500 surveys completed with all demographic targets met except for renters age 18 to 34
  - Survey is still planned to close on June 30 but may reopen if we feel more data is required
  - Ken expressed a concern that the survey group was only working to meet the minimum number of completed surveys of about 600.
  - Darren mentioned that he will send out the survey results to all SCTF and that people should email him if they want to help analyze the data in July
  - Darren mentioned that the plan was to analyze the data for a few months and then potentially hire a consultant for a deeper strategy review

- Ken mentioned that we may need to engage architects after the survey process at \$25,000 - \$30,000 to review the building limitations and sustainable objectives for the building.
- Roundtable to discuss interest areas:
  - Working on Terms of Reference or Strategy documents for this committee
    - Ken mentioned that he feels that we should ask for a budget to go along with the TOR but it was OK to start the TOR process
    - Emma volunteered to lead this effort and Ken offered to support it
    - **Action: Darren** to send out some examples of TORs
  - Outdoor environment
    - **Action: Ken** to spearhead this and replace Deb's names on these documents. Kelsey to help with this.
  - Food security was briefly discussed and people will email if they are interested in helping with this at the HSCA
  - Binner's Hook – Kelsey offered to work with this group on this project to put hooks into the community to allow people to separate bottles from garbage and recycling
- Wrap Up – Planning for next SCTF meeting in August

### **May 16, 2017 – 7pm to 8:30pm HSCA Slate Room**

**Attendees:** Darren Anderson (Chair), Ken Uyeda (co-chair), Mynul Shah, Pedro de Matoos Ferraz, Emma Yang, David Brindle, Karl Kingsley, Anita Akhtarkhavari, Sandra Walker

#### **Discussions:**

- Introductions
- Reviewed actions from last meeting and mentioned that most actions were around finding plans, mechanical manuals and other facility documentation
- Ken proposed the idea for a symposium on digital technologies that could help reduce computer hardware costs, create flexible work environments, and ease the need for more dedicated office spaces. Speaker from UK available in mid-August 2017. **Action: Ken** will investigate this deeper and report back to us at our next meeting
- Reviewed Mightybell site (key folders and files):
  - Background folder
    - SCTF Subcommittee Structure shows a high-level structure and scope for our committee. Ken suggested that HR would likely be an administrative staff function vs Task Force function so it can be ignored on this structure
    - Background files on committee and sustainability
  - Working Groups folder – more detailed structures and scope for Energy, Water, Infrastructure, and Outdoor Environment pillars
  - Learning Opportunities folder – sustainable articles
  - Plans folder – facility drawings including architectural, electrical, mechanical, structural and floor plans
  - SCTF Updates folder – rolling minutes and community survey plan

- Report, Documents folder
  - Life Cycle report – 2013 plan
  - Energy Audit – last page shows a good summary of some things that the HSCA can do to be more sustainable
  - Maintenance List May 2017 - Karl reviewed this document and discussed things that his group is working on. Highlights: LED lighting project is complete, mechanical/ electrical RTU issues
  - City of Calgary Safety Walkthrough – summarizes facility issues identified in a 2016 walkthrough. **Action: Karl** to update this file now that he has the working spreadsheet version
- Group discussion on **actions** for the SCTF committee
  - **Karl** to find mechanical equipment manuals and work with **Mynul** on RTU issues and daycare extension mechanical
  - **Darren** to talk to Arsheel at the City about TAME+ funding for LED lights and other receipts and quotes we sent him
  - **Ken** to consolidate Mightybell Background folder files
  - **Darren** to set up everyone on Mightybell if they don't have access to the Sustainability site yet (Emma, Sandra, Karl, Anita)
  - **Anita** to review daycare extension drawings and send comments to Karl
  - **Darren** to book meeting for June

### **April 10, 2017 – 7pm to 8:30pm HSCA Board room**

Attendees: Darren Anderson (Chair), Ken Uyeda, David Brindle, Mynul Shah, Kelsey Kublik

#### Items Discussed

1. Welcome, self introductions
2. Update intro by Ken Uyeda (retiring from board) as to purpose of meeting, confirmation that everyone received the update by email; reviewed task force committee members lost, some currently interested were not present tonight
3. Sustainability@HSCA - Mightybell (MB) collaboration site for the SCTF, being reorganized by Darren and Ken. Run through new sections and what is contained there, missing documents and information, further changes coming
  - **Action – Darren** will post meeting updates to a rolling document, **Ken** will complete changes to Background
4. David asked about HSCA license of occupation and solar panel agreement with City of Calgary, missing from docs.
  - **Action – Darren** will ask Executive Director (ED) for PDF version and post to MB.



5. Energy Audit by Mission Green. Mynul indicated lack of depth in certain areas. Needs to look at manuals and model info re HVAC units. Ken noted we need to get this kind of info all in one place before staff changes at end of month.

- **Action** – **Ken** will followup with Richard Kavanagh (Facilities Mgr, retiring end of month); **Darren** will followup with Karl Kingsley (incoming Facility Services Manager)
- **Action** – **Mynul** - once he receives HVAC info will review and provide deficiencies re Energy Audit

6. Lack of Construction drawings for existing Building – Ken gave outline of what exists/does not exist as far as SCTF has been able to determine. Partial set in PDF format held by Architects can be made available, balance in paper archived offsite by City.

- **Action** – Darren to pursue acquisition through Neighbourhood Partnership Coordinator Brenda Anala (NPC) and ED; Ken will contact the Architect.

7. Other Drawings and Info

- Darren asked about a Real Property Report. NO but we have geomatics survey of entire block comprising building and soccer field done by SAIT students for the Kensington First Garden Committee.
- Renovation plans proposed 2nd floor addition exist as paper plans in Facilities Office
- **Action** – **Ken** will locate and post to Plans & Pictures
- **Action** – **Ken** will post photo of the drawing title block

8. Time flexibility & commitments re future meetings with Staff

- Kelsey and Mynul sometimes available during Friday days, everyone available weekday evenings
- Talked about next meeting in mid May with HSCA Facilities staff and ED
- **Action** - **Darren** to organize and start list of items like status of LED lighting changeout, status of building drawings and plans

9. Darren mentioned issues with Solar Panel internet monitoring

- **Action** - **Darren** to email Quentin, Karl, Jessica and David about this so that David can work on this technical issue

## March 21, 2017 - 9am to 11am – SCTF Restructuring meeting

Attendees: Darren Anderson (Chair), Ken Uyeda

- Ken confirmed that he will be stepping down from the board and that Darren will be the Chair of the SCTF. A motion will be presented to the Board to confirm Darren as Chair of the SCTF and Infrastructure Committee.
- Discussed Mightybell website and agreed to rearrange and consolidate posts to simplify.
  - **Action:** Ken to consolidate content
  - **Action:** Darren to figure out website structure and start rearranging.
- Agreed to setup up a Mightybell training session for new board members and other interested individuals.
  - **Action:** Ken to talk to Lisa to arrange this in May
- Agreed to set up a SCTF meeting and invite board members, potential board members, staff and other interested individuals.
  - **Action:** Darren to email Karl to book the boardroom for mid April at 7pm one night
  - **Action:** Ken to develop email list of individuals to invite

## Previous meetings (summarized)

### March 2017

Local Village Association of Tokyo will be visiting Calgary and looking to explore sustainable community planning. UC Office of Sustainability has asked HSCA/SCTF to participate as a community active in sustainability issues; Scheduled for May 15th, 2017 – details to be announced.

City of Calgary sponsored Solar Panel display unit is up and running. Located in north egress hallway opposite the gym.

Community Consultation Project updates: methodology, and cost; Quentin met with City staff; draft questions have been forwarded to City Research team for vetting, feedback expected end of the week; Board to review draft questions and send any feedback or questions to Quentin; surveying to be started in April.

The Board approves the presented budget (\$5,075.00) plus a 20% contingency for the Community Consultation Project.

### February 24, 2017

Sustainability Day hosted by HSCA in partnership with University of Calgary takes place on site at HSCA

Agenda consists of meet and greet, introduction to the Centre, presentation re HSCA

programmes, SCTF philosophy and objectives; guided walk through some of the community; and working sessions after lunch break.

A series of short projects were determined ahead of time, participating students break into groups and work with a facilitator from the HSCA or UC Sustainability Office to brainstorm and develop solutions

Subjects considered are:

- > Increasing the Redistribution of Locally Grown Food - develop tools
- > Assessing the Sustainability Potential of the Hillhurst Sunnyside Community Centre
- > Multimedia Presentation on Sustainability and/or Reducing Your Carbon Footprint
- > Recycling and Waste Reduction at the Community Centre

Results from the undertaking will be posted on website or mightybell.

Progress update - Community Consultation Project: Considering modelling what the City of Edmonton has done, reviewed revised timeline, a more detailed set of questions expected in March. The Board agrees to Quentin and Kate continuing to work on this project and bringing more information to the Board in March.

### January 2017

Administration tables “Community Consultation Project Proposal”, we are disappointed with the draft version, much discussion is necessary before SCTF would agree that the project will acquire the *data required*.

ED indicates this is a first draft

copies will be posted to [Sustainability@HSCA/Mightybell](mailto:Sustainability@HSCA/Mightybell)

### December 2016

Interim Board Chair asks Administration to prepare a proposal for a community wide consultation exercise that will deliver the information SCTF wishes to gather before proceeding with further work on a long term master plan for the Centre

### November 2016

HSCA agrees to collaborate with University of Calgary Office of Sustainability on a project to expand students knowledge of local sustainability initiatives, Amanda Palmer coordinating along with Darren Anderson, Tentative date Feb 24, 2017

*University of Calgary for their uCalgary Cares Community Service Learning course. During the winter reading break, students in this course complete a number of placements with various community service groups and partake in various tours, learning opportunities, and complete projects..*

Energy audit meeting – potential grant that will fund 50% of the cost of the recommended enhancements.

### October 2016

Enmax completes connect up of solar panels and starts generating power Oct 4.

An official unveiling with City dignitaries is planned for future

City will be installing a solar PV power generation display kiosk in the Centre

HSCA to enter into the License of Occupation agreement and the Solar Panel agreement with the city, required motion passes

Board Chair Jeremy Van Loon resigns from Board as he is accepting a position with Alberta Environment in Edmonton. Buki Akinlade is voted Interim Chair of the Board.

Also Board appoints Darren Anderson to Interim Board Member to fill one of the vacancies

### **September 2016**

Mariam Masud resigns from Board as she has accepted a new job in Edmonton starting immediately, SCTF now looking for someone to take over the community survey project

SCTF asks Finance committee to see if funds are available to fund a community survey project in order to find the data required before SCTF can continue its work (*subsequent discussions indicate there are no funds available for SCTF projects*)

Board passes motion that the responsibilities of the Infrastructure Standing Committee be undertaken by the Sustainable Centre Task Force until such time as the work of the Task Force is deemed complete, and support for the HSCA staff with respect to ongoing infrastructure projects is no longer necessary as determined by the Board

### **August 2016**

Mission Green Energy Audit report on Centre completed.

Solar panel installation on gym roof begins, 113 panels to complete the array.

The Board supports the concept, governance, and purpose of the Community Engagement Framework (presented by Mariam Masud). The Engagement group agrees to report back to the Board upon completion of Phase 1.

### **July 2016**

Mariam Masud and Ken Uyeda meet to review direction of community survey.

Mariam indicates she is meeting one on one with all the Board members to get feedback and an idea of work done to date.

### **June 16, 2016**

Ken Uyeda & Darren Anderson – Meeting with Executive Director Quentin Sinclair, introductions and update on Solar Panel Project.

### **May 12, 2016**

Highlights - new Board member Mariam Masud volunteered to start the community engagement/survey initiative; Darren Anderson volunteered to manage the Solar Panel project. No other activity is planned until results of a wide-ranging community survey are in hand.