

**CENTRETOWN CITIZENS' COMMUNITY ASSOCIATION  
BOARD MEETING - WEDNESDAY, 20 NOVEMBER 2013  
OTTAWA CITY HALL - BILLINGS ROOM  
19:00 - 22:00**

**MINUTES OF MEETING**

**Attendance**

**Board:** Charles Akben-Marchand, Norm Fee, Adam Harris, Patricia Marsden-Dole, Henry McCandless, Thom McVeigh, Paul Mennier, Graham Pressey, Peter Thorn

**Regrets:** Judy Forrest, Scott Gorry, Lauren Rock, Thom Whillans

**Others:** Darrin Cohen, Rob Dekker, Stephen Hawley, Bonnie Mabee, Alice Nakanishi, Joan Spice, Mitch Vandeborn

**1. Welcome and Call to Order**

The meeting was called to order at 19:05 and the President, Thom McVeigh, welcomed new and returning board members as well as other members of the CCCA and the community who were in attendance.

**2. Introduction and Board Member Regrets**

Attendees introduced themselves and named their favourite block in Centretown as an ice-breaker question.

Several board members sent their regrets, as set out in the Attendance section.

**3. Adoption of the Agenda**

**MOTION 1:** Moved that the Board approve the draft Agenda. Mennier/Fee: Carried.

**4. Approval of Previous Minutes and Business Arising**

**MOTION 2:** Moved that the Board approve the minutes taken at its 17 September 2013 meeting as amended. Akben-Marchand/McCandless: Carried

Henry McCandless noted that he attended the meeting.

Judy Forrest noted via email that Motion 15 was unclear as to the purpose of the Letter of Agreement: it relates to the Minto Park Chess Table.

It was noted that Motion 20 on P58(a) should be 21 and that the subsequent motion numbers should also increase by 1.

It was noted that the adjournment time was 21:25.

5. **Announcements**

Joan Spice announced that there will be a 1-hour CBC documentary on 21 November 2013 about Toronto condominiums.

Thom McVeigh announced that the Mayfair has added *Human Scale* to its lineup and apparently the film will also be playing at the Bytowne.

There was a discussion about website issues. Thom McVeigh is aware of the concerns and is currently looking into them.

6. **Appointment of Executive Officers and Signing Officers**

6.1. **President**

Thom McVeigh was elected by the membership at the Annual General Meeting.

6.2. **Vice-President**

There was a call for interested board members to serve as Vice-President. Several board members noted that Lauren Rock had expressed interest at the board meeting following the Annual General Meeting.

**MOTION 3:** Moved that Lauren Rock be appointed as Vice-President of the CCCA. Mennier/Fee: Carried.

6.3. **Corporate Secretary**

There was a call for interested board members to serve as Corporate Secretary and Peter Thorn volunteered.

**MOTION 4:** Moved that Peter Thorn be appointed as Corporate Secretary of the CCCA. McVeigh/Akben-Marchand: Carried.

6.4. **Membership Secretary**

There was a call for interested board members to serve as Membership Secretary and Graham Pressey volunteered.

**MOTION 5:** Moved that Graham Pressey be appointed as Membership Secretary of the CCCA. Fee/Mennier: Carried.

6.5. **Treasurer**

There was a call for interested board members to serve as Treasurer and Paul Mennier volunteered.

**MOTION 6:** Moved that Paul Mennier be appointed as Treasurer of the CCCA. Thorn/Marsden-Dole: Carried.

6.6. **Past-President**

Jordan Charbonneau becomes Past-President pursuant to the Bylaws of the CCCA.

6.7. **Signing Officers**

There was discussion about potential signing officers. Peter Thorn agreed to put his name forward assuming that there was no conflict of interest with his employment. He will review the situation.

**MOTION 7:** In addition to Thomas McVeigh (President) and Paul Mennier (Treasurer), who are signing officers by virtue of their office, moved that Peter Thorn be appointed as a signing officer for the CCCA as outlined in article 12.5 of the By-Laws (2013).  
Fee/Harris: Carried.

**7. Standing Committees**

**7.1. Executive Committee**

No Report – Committee reorganized at this Board meeting.

**7.2. Heritage Committee**

No Report.

**7.3. Planning Committee**

Reports received from Judy Forrest (Schedule “A”) and Rob Dekker (Schedule “B”), Co-Chairs of the Committee.

Rob Dekker reported for the Committee and noted that the next meeting would be 02 December 2013 18:30 in the Billings Room. The meetings are monthly with staggered times, either 17:30 or 18:30 to help accommodate members’ scheduling issues.

**MOTION 8:** Moved that the CCCA establish an OPA 117 appeal committee which will report directly to the Board for the purpose of preparing for and participating in the September 2014 OMB hearings. Harris/Mennier: Carried.

There was discussion about whether there should be an *ad hoc* or standing committee for planning appeals. The Board reached a consensus that *ad hoc* committees would be used.

Judy Forrest has offered to have a meeting with people who might be interested in discussing planning issues.

**MOTION 9:** Whereas the Museum of Nature has deferred the construction of the underground parking; and whereas the Museum of Nature has decided to reduce the number of parking spaces on the West Lawn; and whereas the CCCA has stated on numerous occasions that the use of the West Lawn should be dedicated to green space; Moved that the CCCA should send letters supporting our positions to both the Minister of Heritage and the Minister responsible for the National Capital Region.  
Fee/Thorn: Carried.

**MOTION 10:** Based on past Planning Committee discussions and taking into account discussions at both the August and November hearings, moved that the CCCA write to the Committee of Adjustment and the City Planning Department on the following issues: (a) the need for the CCCA and other Community Associations to received Committee of Adjustment, zoning amendment applications and development applications by email as soon as they are ready rather than getting them only by post; and (b) the importance of having essential information related to the application included in the Committee of Adjustment Notice of Public Hearing, including the difference between what is currently at the location versus the proposed changes; Notices do not provide adequate information and the owners at both the August and November hearings corrected or changed significant elements of their application proposals during the hearing itself. Mennier/Fee: Carried.

**MOTION 11:** Based on past Planning Committee discussions and taking into account discussions at both the August and November hearings, moved that the CCCA write to the Committee of Adjustment and the City Planning Department on the following issues: (a) the flaws in the City's assumption that Centretowners will not own cars because they prefer in larger numbers than in other parts of the City to walk, cycle or take public transportation to work and other destinations; and (b) the rationale for a comprehensive parking study (as called for in the Centretown Development Plan), including bicycle parking, to be initiated as soon as possible. Harris/Fee: Carried.

Rob Dekker provided a verbal report with regards to a new coalition of ten Community Associations that is starting to meet with regards to residential conversions, infill and student housing. There was some discussion with regards to the matter, including that the issue may be, at least partially, to do with "absentee" landlords.

**MOTION 12:** Moved that the CCCA participate in a coalition of Community Associations to discuss housing conversions and infills. Marsden-Dole/McCandless: Carried.

**MOTION 13:** Moved that the CCCA write a letter of support to Landmark, now operating the theatre in the World Exchange Plaza with copies to go to FEDCO, the Councillor and the management company of the Plaza encouraging renewal of the lease on the theatre. Thorn/Mennier: Carried.

**7.4. Seniors Committee**

Patricia Marsden-Dole presented a verbal report. The Committee is looking at the potential to convert empty lots to green space and would like to meet with the Trees and Greenspace Committee to discuss. The Committee is also working on the issue of affordable housing for seniors.

**7.5. Transportation Committee**

Thom McVeigh verbally reported that the CCCA's position paper was submitted to the City's Transportation Committee regarding the Transportation Master Plan. The CCCA did not have a speaker, however the City Centre Coalition did.

**7.6. Trees and Greenspace Committee**

Stephen Hawley presented a verbal report. There is a motion that was deferred to item 13.

Ed Lawrence will be coming to Trees & Greenspace Committee for a fundraising presentation on “Joys and Challenges of Gardening in Centretown”. The suggested donation is \$5.00 and the date is either 15 or 22 March 2014 at City Hall. The CCCA will also be selling memberships.

**7.7. Communications and Membership Committee**

A number of board members are interested in participating in this Committee. Paul Mennier will champion the Committee and a Chair will be formally selected at its first meeting.

**8. Special Committees**

**8.1. Safety Committee**

The Committee is not currently active.

**8.2. OMB Appeals Committee**

Based on the discussion in §7.3, it appears that the consensus is that *ad hoc* committees to deal with specific issues is the Board’s preferred approach.

**9. Engagement with Other Organizations**

See Schedule “C” for details about the following organizations.

**9.1. *Centretown Buzz***

There was a call for interested board, committee or community members to serve as the CCCA representatives. Patricia Marsden-Dole volunteered and David Gladstone was suggested as the other representative, pending his agreeing to do so.

**MOTION 14:** Moved that Patricia Marsden-Dole and David Gladstone be appointed as the CCCA Representatives on the Board of Directors of the *Centretown Buzz*.  
Mennier/Fee: Carried.

There was discussion about the need for additional volunteer carriers of the *Centretown Buzz* and about the insertion of CCCA membership forms in the paper.

**9.2. Federation of Citizens’ Associations**

There was a call for interested board, committee or community members to serve as the CCCA representatives and Paul Mennier and Mitch Vandeborn volunteered.

**MOTION 15:** Moved that Paul Mennier and Mitch Vandeborn be appointed as the CCCA Representatives to the Federation of Citizens’ Associations. Thorn/Marsden-Dole: Carried.

**MOTION 16:** Moved that CCCA pay the annual dues owed to the FCA.  
McVeigh/Mennier: Carried.

**9.3. City Centre Coalition**

There was a call for interested board, committee or community members to serve as the CCCA representatives. It was suggested that Michel-Adrien Sheppard and Jordan Charbonneau be appointed, pending their agreement to be representatives.

**MOTION 17:** Moved that Michel-Adrien Sheppard and Jordan Charbonneau be appointed as the CCCA Representatives to the City Centre Coalition.  
Mennier/McCandless: Carried.

**9.4. Community Association Forum on Environmental Sustainability**

There was a call for interested board, committee or community members to serve as the CCCA representatives and Norm Fee and Bonnie Mabee volunteered.

**MOTION 18:** Moved that Norm Fee and Bonnie Mabee be appointed as the CCCA Representatives to the Community Association Forum on Environmental Sustainability.  
Harris/Mennier: Carried.

**10. Engagement with Other Organizations - Informal**

Charles Akben-Marchand and various other attendees provided a quick overview of a number of organizations with an interest or of interest to the Centretown area, listed in Schedule "D".

It was suggested that it might be useful for the CCCA to 'reach out' to the Business Improvement Areas in Centretown. Tom McVeigh indicated that he would be doing this.

It was suggested that the CCCA webpage should include links to the community associations for which we have URLs. The consensus was that this was something to look at once the website is running.

**11. Ongoing Initiatives**

CCCA members are involved with many consultations and projects being carried out by the City of Ottawa and other bodies and there was discussion about these. See Schedule "E" for further details on the initiatives.

There was discussion about the disposition of the maps with regards to the Gladstone PAC. It was suggested that the maps should be held at the CCCA office.

**12. Other Business**

**12.1. Board Liability Insurance**

The Board discussed the issue in terms of exposure and cost. Alice Nakanishi reported that she had received a quote from an insurance company of \$1,000.00 to cover the Board for one year. There was discussion about the potential benefits and drawbacks. Adam Harris suggested that he could do some research on the matter.

**MOTION 19:** Moved to defer discussion of liability insurance to the next meeting.  
Mennier/McCandless: Carried.

**12.2. Ratification of On-Line Votes re Centretown Citizens' Community Association stance on Transportation Master Plan and support of City Centre Coalition**

Due to time constraints imposed by the City's schedule to approve the Transportation/Cycling/Pedestrian plans, it was determined that an email canvass of the Board was necessary. The original appendices referred to in the motions below are attached as Schedule "F".

**12.2.1. EMAIL MOTION 1:** Be it resolved that the CCCA supports the position paper put together by the Transportation Committee and included in this email as Appendix I, and I will present it to the City of Ottawa as the official position of the Centretown Citizens' Community Association. McVeigh/: Carried.

Yeas: Akben-Marchand, Fee, Forrest, Harris, Marsden-Dole, McVeigh, Mennier, Pressey, Thorn, Whillans

Nays: None

**12.2.2. EMAIL MOTION 2:** Be it resolved that the CCCA supports the position paper put together by the City Centre Coalition, included in this email as Appendix II, and agree to the CCCA being a signatory to it's presentation to the City of Ottawa as representative of our Position. McVeigh/: Carried.

Yeas: Akben-Marchand, Fee, Forrest, Harris, Marsden-Dole, McVeigh, Mennier, Pressey, Thorn, Whillans

Nays: None

**12.2.3. EMAIL MOTION 3:** Be it resolved that the CCCA support the inclusion of the 6<sup>th</sup> item as put forward by John Verbaas of Action Sandy Hill in the position of the City Centre Coalition, included in this email as Appendix III. McVeigh/: Failed.

Yeas: Akben-Marchand, Harris, Marsden-Dole\*, Mennier, Pressey, Thorn, Whillans

Nays: Fee\*, Forrest, McVeigh

(\*Votes received after response submitted to the City)

**MOTION 20:** Moved that the Board ratify the online vote that approved Motions 1 and 2 of the online vote and failed to pass motion 3 of the online vote. Mennier/Harris: Carried.

**12.3. Accountability Letter**

At the AGM the membership approved a motion to direct a letter to the City with regards to public accountability. The motion is attached as Schedule "G".

There was discussion about who would draft the letter. Henry McCandless noted that he knew two individuals who might be approached. It was decided by consensus that Henry McCandless would work with the individuals to create the letter for Thom McVeigh's signature.

**12.4. Treasurer's Report**

Peter Thorn noted that the Board had not dealt with the final Treasurer's Report prepared by Alice Nakanishi. The Board decided by consensus to defer the Report to the next meeting

**12.5. Archiving**

Peter Thorn noted that as Corporate Secretary he was planning to build on the work of Yvette Hackett and Charles Akben-Marchand and request their assistance in digitizing the records of the CCCA and arranging for storage of copies at the Ottawa City Archives.

**13. Discussion of Trees & Greenspace Committee Motion - In Camera**

**MOTION 21:** Moved that the Board go *in camera* to discuss CCCA's response on a development issue. McVeigh/Mennier: Carried.

At this time non-Board members left the meeting except for Joan Spice and Stephen Hawley, who were bringing the motion from the Trees & Greenspace Committee. Board member Charles Akben-Marchand disclosed a potential conflict situation and recused himself from the discussion.

**MOTION 22:** Moved that the Board end the *in camera* portion of the meeting. Mennier/McVeigh: Carried

**14. Next Meeting and Adjournment**

It is noted in the Agenda notes that the President will be requiring written reports from all executive members and committees prior to all meetings.

Next meeting is 7 p.m. on Tuesday, 17 December 2013 at City Hall (room to be determined).

Meeting adjourned at 22:00.

Approved by the Board at the Meeting of 17 December 2013