

CENTRETOWN CITIZENS COMMUNITY ASSOCIATION

Board Meeting – AGENDA

Wednesday, November 20th, 2013

7 – 9 p.m., Ottawa City Hall, Billings Room

Welcome and Call to Order (10 minutes)

Introductions and Board member regrets

Adoption of the Agenda (1 minute)

(MOTION) *That the Board approve the draft agenda.*

Approval of Last Meeting's Minutes and Business Arising (2 Minutes)

(MOTION) *That the Board approve the minutes taken at its 17 September 2013 meeting.*

Announcements (5 minutes)

Appointment of Executive Officers and Signing Officers (20 Minutes) The role of each executive member is found in Article 7 of the bylaws (relevant sections copied below). The role of the signing officer is found in Article 12.5

President (elected at AGM – Thomas McVeigh)

The President shall preside over all meetings of the Association and of the Board.

The President shall have the right of a vote and a tie vote shall defeat the motion.

The President shall be the spokesperson of the Association in matters relating to the actions and positions of the Association unless he or she delegates such responsibility or is absent. The President shall be, together with the Treasurer and one other Officer selected by the Board, a signing officer for all financial transactions.

Vice-President

In the absence of the President, the Vice-President shall have all powers and perform all duties of that office. The Vice-President shall assist the President in the general functioning of the Association. The Vice President is the chair of the Executive Committee meetings.

(MOTION) *To appoint _____ as Vice-President of the CCCA.*

Corporate Secretary

It shall be the responsibility of the Corporate Secretary to keep minutes of the Annual and Special General Meetings and of meetings of the Board. The Corporate Secretary shall keep records of and table all correspondence to and from the Association at meetings of the Board, and shall be responsible for delivering all records and other documents relating to the Association to his or her successor on

ceasing to hold office. The Corporate Secretary shall give notice of meetings of the Board.

(MOTION) *To appoint _____ as Corporate Secretary of the CCCA. (*

Membership Secretary

The Membership Secretary shall be responsible for ensuring that a list of membership is maintained and up-to-date. The Membership Secretary shall give notice of meetings of the Association to the membership. The Membership Secretary shall be responsible for arranging public notice of Association meetings as required and as determined by the Board.

(MOTION) *To appoint _____ as Membership Secretary of the CCCA.*

Treasurer

It shall be the responsibility of the Treasurer to maintain all finances and financial records of the Association. The Treasurer shall be, together with the President and one other Officer selected by the Board, a signing officer for all financial transactions. The Treasurer shall provide periodic statements of the financial situation of the Association for the information of the Board and shall provide financial statements, signed by the Treasurer and the President, to the Membership at the time of the Annual General Meeting. At an Annual General Meeting or a Special General Meeting the membership, by majority vote, may call for and initiate an audit of the Association finances and financial records.

(MOTION) *To appoint _____ as Treasurer of the CCCA.*

Past-President (Jordan Charbonneau)

It shall be the responsibility of the Past-President to provide information and guidance to the incoming Board. Unless otherwise stated, the Past-President shall have the same duties, rights and privileges of any of the other Directors.

Signing Officers

The President, Treasurer, and one other Officer selected by the Board shall be signing officers. All financial transactions of the Association, except deposits to Association accounts, shall require the signatures of at least two signing officers.

(MOTION) *In addition to Thomas McVeigh (President) and _____ (Treasurer), who are signing officers by virtue of their office, to appoint _____ as a signing officer for the Centretown Citizens Community Association, as outlined in Article 12.5 of the CCCA By-Laws (2009).*

Standing Committees (12 minutes)

Committees are the main vehicle for discussion and action by members. Committees provide written summaries of important actions and discussions for each Board meeting, including any motions for approval by the Board (e.g. positions to be adopted by the association or to authorize financial transactions).

As per Article 8.3 of the bylaws, “Board Members shall identify the Committee or Committees they wish to work with at the first meeting of the Board subsequent to the Annual General Meeting.”

Executive Committee (membership limited to CCCA officers)

Chair: vice-president

Terms of reference: The responsibilities of the Executive Committee shall include the following:

- the formulation of policies for approval by the Board in matters not specifically delegated to a Committee;
- day-to-day administration of the Association in matters not specifically reserved for the Board or a Committee;
- other matters referred to it from time to time by the Board;
- report its actions and decisions to the Board meeting following the Executive Committee meeting.

(from Article 6.4 of the bylaws)

Heritage Committee

Chair:

Terms of reference: The Centretown Heritage Committee is a standing committee of the Centretown Citizens Community Association tasked with the collection, documentation, and distribution of information on the history of Centretown and the CCCA. (approved by the CCCA Board of Directors 2010-01-19)

ANY REPORTS FROM THE HERITAGE COMMITTEE

Planning and Development Review Committee

Chair: Judy Forrest and Rob Dekker

Terms of reference:

Vision/Principles

Our vision is for a vibrant and dynamic Centretown in which community members are actively involved in a knowledge-based, transparent and consultative decision making process. Planning and Development Review Committee members pledge to achieve this vision by ensuring that decisions are based on the best information and advice available, include a meaningful consultation process involving the Centretown community and other relevant parties and transparent and timely communication.

Mandate

The Planning and Development Review Committee, a standing committee of the Board, is responsible for reviewing Centretown-related planning and development issues, reporting and making recommendations on these issues to the Board of Directors, including but not restricted to the following activities:

Reviewing planning policies and proposals of the City of Ottawa;
Reviewing development applications from developers and/or Centretown citizens;
Engaging and consulting residents of Centretown regarding planning and development issues;
Liaising with representatives of other community association representatives and/or City of Ottawa regarding planning and development issues that could impact Centretown.

Priority Areas for Action

Every year the Committee will identify priority areas for action in the form of a plan to be submitted to the Board for approval.

Members

All members of the CCCA are eligible for membership on the Planning and Development Review Committee. All members of the committee, including the Chair, shall adhere to the Communications policy of the CCCA.

(approved by the CCCA Board of Directors 2008-12-16)

ANY REPORTS FROM THE Planning COMMITTEE - Both chairs have reports, see attached

Seniors Committee

Chair: Patricia Marsden-Dole

Terms of reference: The committee will focus on the needs of Centretown seniors who are in transition from total independence to some form of dependence on city services. (approved by the CCCA Board of Directors 2008-12-16)

ANY REPORTS FROM THE SENIORS COMMITTEE

Transportation Committee

Chair: Michel-Adrien Sheppard

Terms of reference:

Mandate:

The CCCA Transportation Committee is responsible for reviewing issues that affect traffic of all modes in Centretown, and for preparing recommendations for consideration by the Board of Directors or the Executive Committee on transportation matters.

Objectives:

The CCCA Transportation Committee will work to ensure that:

- travel in Centretown is safe, convenient and enjoyable;
- walking, cycling, and the use of public transit--in that order--are the preferred modes of travel in Centretown;
- connections with nearby neighbourhoods are accessible and safe; and
- traffic from other parts of the City respects the primarily residential character of the community

Methods:

Members of the CCCA-TC will implement its work by means such as:

- participation in Open Houses, Public Advisory Committees and other consultation exercises initiated by OC Transpo, the City of Ottawa, Ontario Ministry of Transportation (MTO), and the National Capital Commission.
- consultation with the Councillor's office on upcoming issues
- cooperation with other Community Associations, including through umbrella groups such as the City Centre Coalition
- soliciting concerns from residents
- reporting regularly on its activities to the CCCA Board of Directors

Membership:

- Any Board or Association member with an interest in transportation issues is welcome to participate in Committee meetings. However, possible personal conflicts shall be declared.

(approved by the CCCA Board of Directors 2009-11-18)

ANY REPORTS FROM THE Transportation COMMITTEE

Trees and Greenspace Committee

Chairs: Stephen Hawley and Tomas Whillans

Terms of reference: The Trees and Greenspace Committee is a standing committee of the Board.

Our vision is for a lush and green Centretown in which community members throughout Centretown are actively involved in improving and maintaining Centretown greenspaces and trees. Trees and Greenspace Committee members

pledge to achieve this vision not only through community projects but also through our personal actions.

The primary roles of the Trees and Greenspace Committee are to develop and implement plans for:

- tree planting, gardening and greenspace improvement projects throughout Centretown;
- ways to engage Centretown residents in activities promoting the community's greenspace environment and enhancing the liveability of our homes.

In developing projects and seeking ways to engage Centretown residents, the committee will try to recruit members from all areas of Centretown, liaise with the City of Ottawa and community groups who share our vision and objectives and participate in relevant community meetings.

(approved by the CCCA Board of Directors, 2009-09-15)

ANY REPORTS FROM THE Trees and Greenspace COMMITTEE

Communications and Membership Committee

Champion: vacant

Terms of reference: To develop and implement policies and procedures to manage the internal and external communications of the Centretown Citizens Community Association. (approved as standing committee by the CCCA Board of Directors 2013-06-18)

Special Committees (10minutes)

Safety Committee

Champion: vacant

Terms of reference: To advance community safety and security for all the residents of, and visitors to Centretown through working with the municipal, provincial, and federal governments, the Ottawa Police Services, local businesses and their representatives, and other interested community associations, groups and local residents. (approved by the CCCA Board of Directors 2009-01-20)

OMB Appeals Committee

Champion: TBD

Terms of Reference: To manage appeals by the CCCA to the OMB and report progress back to the Board (not currently approved by the board)

Currently we are appealing the CDP, but the OP and TMP may get appealed and we may want to be parties to the appeal, we've also appealed 96 Nepean, and were/are

parties to the Crerar appeal of the CDP. A standing committee with experience in how to handle OMB appeals may be best.

* Stand Up, stretch. It's been an hour folks. *

Engagement with Other Organizations (Formal) (10 Minutes)

The CCCA is a party to various organizations, and thus should appoint representatives to:

- represent the CCCA at meetings of the organization; and
- report back to and consult with the CCCA on relevant issues.

Centretown Buzz (2 representatives plus President)

Website: www.centretownbuzz.com

The Centretown Buzz is co-owned by the CCCA and the Dalhousie Community Association. The CCCA can send two representatives to serve on the Board of Directors of the Buzz, plus the President, who serves ex-officio. The CCCA has an agreement with the CCOC to rent office space with the DCA for the Centretown Buzz office at 101-210 Gloucester Street.

(MOTION) To appoint _____ and _____ as the CCCA representatives on the board of directors of the Centretown Buzz.

Federation of Citizens' Associations (2 representatives)

Website: www.fca-fac.ca/

The Federation of Citizens' Associations is a federation of Ottawa community associations that deals with issues affecting neighbourhoods citywide. As a member association of the FCA, the CCCA can send up to two representatives to each meeting. The annual fee is \$30.

(MOTION) To appoint _____ and _____ as the CCCA representatives to the Federation of Citizens' Associations, and to approve the disbursement of 30\$ to cover the annual fee.

City Centre Coalition (2 representatives)
Website: <https://sites.google.com/site/citycentrecoalition/>

The City Centre Coalition is a coalition of community associations and other organizations interested in transportation that focuses on transportation issues that affect downtown neighbourhoods. The CCC also collaborates through an e-mail list.

(MOTION) To appoint _____ and _____ as the CCCA representatives to the City Centre Coalition.

Community Association Forum on Environmental Sustainability (CAFES) (2 representatives)
Website: none

This organization deals with environmental issues affecting Ottawa's communities and finds opportunities for collaboration on environmental initiatives and strategies.

(MOTION) To appoint _____ and _____ as the CCCA representatives to the Community Association Forum on Environmental Sustainability. Norm and Bonnie

Engagement with Other Organizations (Informal) (10 Minutes)

The CCCA is involved in a lot of different groups whose goals occasionally overlap with ours. The CCCA does not have formally-appointed representatives to these groups, but it is useful that we cooperate to build a stronger community.

Dalhousie Community Association (DCA)
Website: <http://www.ottawadalhousie.ca/>

The Dalhousie Community Association represents the western part of Somerset Ward (from Bay Street to the O-Train tracks) and co-owns the Centretown Buzz with the CCCA.

McNabb Neighbourhood Improvement Bunch (McNIB)

The McNabb Neighbourhood Improvement Bunch is a group of residents, coordinated through Diane Holmes' office, who live near the McNabb Recreation Centre (180 Percy Street). Members discuss issues of relevance to the area.

Centretown Citizens Ottawa Corporation (CCOC)

Website: www.ccochousing.org

The CCOC is a non-profit housing corporation founded in 1974 that came out of the Centretown Plan and the predecessor to the CCCA. The group is now one of the largest non-profit housing corporations in Canada and is headquartered in Centretown.

Centretown Community Health Centre (CCHC)

Website: www.centretownchc.org

For 40 years, CCHC has helped ensure all Ottawa residents have access to adequate income, employment, health services, education, food, shelter and transportation. A registered charity founded in 1969, CCHC provides numerous programs and services aimed to improve the health and wellbeing of Ottawa-area communities.

Somerset Ward Community Safety Committee

Website: none

The Somerset Ward Community Safety Committee meets to discuss safety issues in Somerset Ward, with representatives from Councillor Holmes' office, the Ottawa Police Service, and various safety groups in the ward.

Jack Purcell Recreation Association (JPRA)

Website: www.jptra.ca/

The JPRA's mandate is to create and deliver leisure and recreation programs. The volunteer Board takes an active role in hiring staff and managing programs.

Council of Heritage Organizations of Ottawa (CHOO-COPO)

Websites: www.choocopo.ca, ottawagraphy.ca

CHOO-COPO is an umbrella group that provides active networking and training opportunities to heritage groups in Ottawa.

Minto Park Sale

Website: none

Councillor Holmes' office organizes an annual community yard sale in Minto Park in mid-June, with proceeds going to a deserving group in the ward. The CCCA hosts various events at the sale, including a barbecue, bake sale and plant sale.

Jane's Walk Ottawa

Website: www.janeswalkottawa.ca

Jane's Walk Ottawa is a series of walking tours organized each year in neighbourhoods across Ottawa, named in honour of Jane Jacobs.

9.10 Ecology Ottawa

Website: <http://ecologyottawa.ca/>

From the website: "The organization was created based on the belief that the City of Ottawa needs to become an environmental leader among Canadian cities. By increasing citizen participation in decisions that shape Ottawa's environment, we can engage city council and encourage its improved environmental performance. Together we can bring our nation's capital to the forefront of efforts to foster healthy communities and develop sustainable solutions."

Bank Street BIA

<http://www.bankstreet.ca/en/>

Sparks St. BIA

<http://www.sparksstreetmall.com/>

~~Elgin St. BIA~~



Friends of Bay and James

Citizens for Safe Cycling Ottawa

<http://www.safecycling.ca/>

Ongoing Initiatives (20 Minutes)

CCCA members are involved with many consultations and projects being carried out by the City of Ottawa and other bodies.

Centretown Community Garden

The Centretown Community Garden was established in 2010 at the intersection of Lyon and Lisgar.

Centretown Community Design Plan

Project Website: <http://www.ottawa.ca/midcentretown>
Consultants' project blog: <http://midcentretown.wordpress.com/>

This CDP is being undertaken in response to development proposals and a need to review and update the Centretown Secondary Plan in keeping with City of Ottawa Official Plan intensification policies as well as its compatibility and urban design objectives.

After over three years of work, the CDP development process is nearing its end, with an expected completion date in ~~early 2013~~ 2014. Currently under appeal to the OMB, and we are parties to the appeal

NCC Horizon 2067

Website: <http://www.canadascapital.gc.ca/planning/horizon2067>

Through Horizon 2067: The 50-Year Plan for Canada's Capital, the NCC intends to chart the future of Canada's Capital Region to 2067, the nation's 200th anniversary. The new Horizon 2067 plan will update the current Plan for Canada's Capital (1999). The mission is to review the lead planning document used by the NCC and the federal government to guide the development of Canada's Capital Region over the next 50 years. The Plan will be completed in 2013. To get there, the review process is divided into 5 steps:

- The Capital's Challenges Research and Analysis
- The Vision: A Capital for the 21st Century
- The Plan: Capital Concept and Principles
- The Plan: Policies and the National Interest Land Mass
- The Plan: Consolidation and Approval

Gladstone Public Advisory Committee

Gladstone Avenue between Bank Street and Cartier Street is being completely reconstructed by the City; a PAC was formed of community stakeholders to provide input into the project. We should follow up and make sure that they live up to what was promised

Scott Gorry has served as the CCCA representative to this point.

Parking Stakeholders Consultation Group

City Council approved a comprehensive parking management strategy, covering program principles and objectives, guidelines for parking pricing, a funding model and an implementation plan. Council approved measures to ensure the requirements of residents, BIAs and other stakeholders are addressed in the implementation process through the establishment of a stakeholders group and local area parking studies beginning with the Byward Market in 2009.

The Terms of Reference for a Parking Stakeholders Consultation Group will include three BIA and three community association representatives and representation from places of worship, tourism, building owner / manager, and transportation demand management. In addition to moving forward on the Strategy, additional measures to establish a parking reserve fund and to direct annual grants up to \$5,000 to BIAs that have metered parking were also approved.

Denis Schryburt is our liaison on this

Other Business (15 Minutes)

Board Liability Insurance: Is this still an issue?

Ratification of online votes on CCA stance on TMP, and support of CCC:

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 will present it to the City of Ottawa as the official position of the Centretown Citizens Community Association.

Yeas – Tomas Whillans, Charles Akben-Marchand, Paul Mennier, Peter Thorn, Adam Harris, Graham Pressey, Judy Forrest, Thomas McVeigh, Patricia Marsden-Dole, Norm Fee

Nays – (none)

Motion 2'

Be it resolved that the CCCA supports the position paper put together by City Centre Coalition, included in this email as Appendix II, and agree to the CCCA being a signatory to its presentation to the City of Ottawa as representative of our position.

Yeas – Tomas Whillans, Charles Akben-Marchand, Paul Mennier, Peter Thorn, Adam Harris, Graham Pressey, Judy Forrest, Thomas McVeigh, Patricia Marsden-Dole, Norm Fee

Nays – (none)

Motion 3

Be it resolved that the CCCA support the inclusion of the 6th item as put forward by John Verbaas of Action Sandy Hill in the position paper of the City Centre Coalition, included in this email as Appendix III.

Yeas – Tomas Whillans, Charles Akben-Marchand, Paul Mennier, Peter Thorn, Adam Harris, Graham Pressey,

Nays – Judy Forrest, Thomas McVeigh

After the response was submitted to the City, the following votes were received:

Yeas – Patricia Marsden Dole

Nays – Norm Fee

(Without a majority supporting it at the time it was sent, the President did not feel justified in giving support to this part of the submission of the CCC)

(MOTION) *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*

Accountability Letter

At the AGM a motion was passed:

To approve writing a letter to Mayor Watson and all Councillors asking the Mayor to install in Council's regular decision-making processes for an issue coming before council that would affect Ottawa citizens in important ways, that

- 1. Council develop its answers to the two basic public accountability questions for what is proposed as Council action, and do so before a vote is taken, making the answers public on the City's website in a City public accountability section to allow fair citizen challenge. Where there is disagreement among councillors on what should be Council's answers, the public statement on the website will include councillors' answers significantly at variance from Council's answers,*
- 2. and that the City website state the answers to the basic public accountability questions developed by the staff responsible for supplying to Council their action proposal on the issue in question.*

We need to draft such a letter. Any volunteers?

IN CAMERA – 'CRERAR APPEAL' DISUCSSION (10 minutes)

Adjournment (13.7 nanoseconds)

December board meeting: 7 p.m. on Tuesday, 17 December 2013 at City Hall (room to be determined). Starting at this meeting and for the remainder of the year (i.e. up to and including the next annual general meeting), reports will be required from executive officers and committee chairs. The president will request these prior to each meeting.

After Meeting Drinks and Socializing – President's choice of venue.