

**CENTRETOWN CITIZENS COMMUNITY ASSOCIATION**

Board Meeting—Tuesday, 15 April 2014

Ottawa City Hall—Honeywell Room

19:00—21:25

**Attendance**

**Board:** Lauren Rock, Charles Akben-Marchand, Adam Harris, Patricia Marsden-Dole, Paul Mennier, Peter Thorn, Mitch Vandeborn, Tom Whillans, Norm Fee

**Regrets:** Graham Pressey, Henry McCandless

**Absent:**

**Others:** Christopher Ducas, Francois Belanger, Laura Mueller, Scott Blurton, Rob Dekker, Bonnie Mabee, Maria Luisa Martí, Alice Nakanishi, Joan Spice, Thom McVeigh

**1. Call to Order**

The meeting came to order at 19:02

**2. Welcome, Introductions and Board Regrets**

Graham Pressey was not able to attend and sent his regrets in advance.

**3. Adoption of the Agenda**

**MOTION 1:** Moved that the Board adopt the Agenda as amended. P. Mennier/T. Whillans: Carried

The following items were added to the Agenda:

- Motion for funds to create an up to date corporate minute book.

**4. Approval of the Minutes of the Last meeting and Business Arising**

**MOTION 2:** Moved that the Board adopt the minutes of the meeting of 18 March 2014 as amended. M. Vandeborn/N. Fee: Carried.

**5. Announcements**

**6. Public Accountability Letter**

The matter of Henry McCandless's letter to the Mayor and City Councillors was brought forward by L. Rock so that the Board could consider what support it might offer for follow-up.

The Board noted that they continue to support the goal of hearing councillors' intentions about the implications of their votes as to whose interests will be served and whose will not, prior to votes. Given that the Board voted to support the aforementioned letter at the November 2013 AGM, the campaign is within the Board's mandate.

As an exercise in the spirit of public accountability, though not on the same scale of course, the Board considered to whom the costs and benefits would flow from its support for the public accountability proposal. Discussion included the benefit *to citizens, including of Centretown* of more and better information, and also *to citizens* of better decisions by councillors. The potential costs *to citizens* would be those working or living within Centretown, insofar as the CCCA Board has limited resources and might have to forego other issues to work on the proposal. Focus on the public accountability campaign would take away from other local projects. This cost to *Centretown citizens* could also be compounded by the fact that success on the topic is hard to measure and define, therefore the commitment of resources could be indefinite. These opportunity costs could be limited by identifying one or two Board members as the primary persons for advancing the proposal and following up with the Mayor.

The Board considered that it can offer some guidance and support for Henry McCandless to follow up with the Mayor and City Councillors about the CCCA public accountability letter. At this point there are no human resources or funds available. The guidance and support from the Board at this time are as follows (from the discussion):

- The Board would like to be informed of the reply (if any) by the Mayor and Councillors;
- The Board suggests that any further communication asking for a reply could also be sent to senior staff;
- The Board recommends and requested posting the letter on the CCCA website;
- The Board would support and encourage further engagement by the CCCA (Henry McCandless) on the topic at the FCA level.

#### **7. Councillor Diane Holmes' Somerset Ward Report**

Diane provided a report in person. Some of the many topics included that the City is looking for two CCCA representatives to sit on the Advisory Committee for the O'Connor Bikeway proposal and "complete streets" design plan.

The Landmark Building development proposed for 267 O'Connor is being considered, although there are problems with compliance as of now. For example, the requirement that 40% of the site be green space is not satisfied; the requirement that the 40% green space be publicly owned is also not met; the towers are also too close together to meet the requirements for Landmark Buildings as defined in the Official Plan Amendment passed May 8, 2013.

The Minto Park Sale and Barbeque will be held on June 14 this year, and that same day the Elgin Street Public School book sale will also take place across the street.

#### **8. Executive and Committee Reports (Only attendees at meeting are noted)**

##### **8.1. President**

Report attached as Schedule “A”.

Two motions arose out of the discussion of the report at the meeting.

**MOTION 3:** That a special committee be appointed for the purpose of organizing all-candidates meeting(s) for Somerset Ward. R. Dekker/M. Vandeborn. Carried.

**MOTION 4:** That a special general meeting is convened in order to elect a new President to be held in conjunction with the all candidates meeting being organized by the special committee. P. Mennier/T. Whillans. Carried

**8.2. Vice-President**

The position is currently vacant.

The Board deferred the selection a new Vice-President to the May Special General Meeting. It was noted that this matter should be dealt with as soon as possible.

**8.3. Corporate Secretary**

Graham Pressey has indicated he will take on the position.

**8.4 Communications & Membership Secretary (M. Vandeborn)**

Report attached as Schedule “B”.

**8.4. Treasurer (P. Mennier)**

Report attached as Schedule “C”.

Two motions arose out of the discussion of the report at the meeting.

**MOTION 5:** That we approve an expenditure of \$62.15 related to the Ed Lawrence event. P. Mennier/T. Whillans. Carried.

**MOTION 6:** That the CCCA approve up to \$200 to compile a Corporate Book. A. Harris/N. Fee. Carried.

**8.5. Executive Committee**

The committee has not met.

**8.6. Heritage Committee**

No report.

**8.7. Planning and Development Committee (R. Dekker)**

Report attached as Schedule “D”.

One motion arising out of discussion on infill.

**Motion 7:** Whereas over the past 11 months, City planning staff have undertaken extensive discussion and working sessions with a “stakeholder group” including representatives of the FCA executive, Community Associations representing most of

the impacted Wards, and there is general agreement that the process and City proposals should be approved with some qualifications.

Whereas the CCCA did not participate fully in the stakeholder group due to other priorities and it is not yet clear the SCAs is suitable for Centretown due to its greater diversity (e.g. significantly more high and medium rise buildings especially in mid-Centretown, narrower streets; parking patterns etc).

Whereas the City has already scheduled a separate meeting for CCCA and Friends of James and Bay members and is offering to meet with us again to assist in resolving our concerns and others that might arise.

Whereas the Community Design Plan for Centretown calls for parking studies to be done and the Official Plan Amendment specifically states that “the City shall undertake an inventory of existing public parking spaces in Centretown and their current utilization”;

Whereas the CCCA has consistently over the past two years or more expressed concerns to the City and the Committee of Adjustment about the number of reduced parking requirements that the City and CoA have approved for medium and high rise developments and for infill.

Whereas there may be a need for the CCCA to undertaken some consultation with the wider Centretown community on this issues in the next few weeks before adopting a position on parking;

Whereas Infill 2, which will deal with heights, massing and rear and side yards, which had been set aside in order to complete Infill 1 will be back on the table immediately; and we have conflicting information on how the City plans to proceed. It is very important that the Centretowners be fully consulted on Infill 2. In addition to heights, massing and rear and side yards there may be significant impacts on heritages buildings as a result of Infill 2.

Where infill 2 has already been the subject of extensive discussion with other CAs and the development industry and the CCCA supports the FCA and other CAs in their desire to have Infill 2 approved expeditiously once adequate consultation has been completed. We understand the current plan is that City Council will not approve Infill 2 until January 2015.

**Therefore, be it resolved that the CCCA:**

- support the Streetscape Character Analysis as an innovative and administratively reasonably simple way of assessing the character of the streetscapes of the neighbourhoods in the Mature Neighbourhood Overlay area vis a vis two of the characteristics which make up part of the SCAs: front yard landscaping and main entrances;
- reserve our position on the third characteristic which is adequacy of “parking” pending further discussions with city staff and possibly consultation with Centretown residents vis a vis the implications for “front yard parking”;

- propose to the City that they undertake specific measures (e.g. advertising, posting of information on the City website, one or more open houses in the Mature Neighbourhood areas); to inform the public in the Mature Neighbourhoods Overlay of the nature of the SCA and its impact on zoning;
- consider undertaking limited surveys of Centretowners (e.g. circulation surveys to a selection of streets, a survey in the Buzz) to help determine Centretown views on parking issues - especially front yard parking;
- take steps to ensure that there is sufficient time for Centretown concerns to be taken in account on all the elements and impacts of Infill 2 but also support expeditious approval as soon as possible.

P. Mennier/M. Vandeborn. Motion carried in principle, to be carried in final form when J. Spice provides certain amendments over email during the coming week.

**8.8. Seniors Committee (P. Marsden-Dole)**

Report attached as Schedule "E".

Highlight added in discussion at the meeting: Mrs. McVey showed up.

**8.9. Transportation Committee (M.-A. Sheppard)**

Report attached as Schedule "F".

**8.10. Trees and Greenspace (T. Whillans/B. Mabee)**

Report attached as Schedule "G".

**MOTION 8:** That the CCCA contact its members via the general mailing list and recommend to them that they vote in favour of Glashan for the outdoor classroom prize. T. Whillans/C. Akben-Marchand. Carried.

**9. Other Business**

**9.1. Corporate Book**

L. Rock informs the Board that the Bank has requested an updated list of the CCCA's directors as well as copies of the Letters Patent, Certificate of Revival, and Articles of Incorporation (if any). P. Mennier has agreed to take charge of compiling the list of directors and providing it to the Bank. A. Nakanishi will obtain a copy of the Letters Patent and Certificate of Revival, and also perhaps a corporate profile report. L. Rock will work with P. Mennier and A. Nakanishi to determine whether there are Articles of Incorporation in addition to the Letters Patent, and also whether there need to be.

Once the requisite documents and copies have been filed with the Bank, the three working on this issue will compile a Corporate Book to serve as the repository of important, constituting legal information about the Association, its banking, and taxes.

**Motion 9:** That the CCCA authorize up to \$200 to compile a corporate book. A. Harris/N. Fee. Carried.

**9.2. Buzz Representative**

**MOTION 10:** That the Board appoint M. Vandeborn as a representative from the Board to the Centretown Buzz. P. Mennier/J. Forrest. Carried.

**10. Question Period**

**11. Forward Agenda Items**

**11.1. Committee of Adjustment Manner of Giving Public Notice**

Deferred, to be addressed at the next meeting.

**MOTION 11:** That the CCCA write letters to the appropriate people (at Committee of Adjustment and City Hall, copying Councillor Holmes) on the need for CAs to receive CoA agendas and Notices of specific Minor Variances from the CoA early enough so that CAs can provide well considered input in a timely manner.

It is also recommended that the writing of letters be delegated to CCCA Planning Committee Co-Chairs and President.

**11.2. Board member application form**

Deferred, to be addressed at the next meeting.

**MOTION 12:** That the Board adopt the proposed form attached to the electronic distribution of this Agenda.

The following comments were provided to M. Luisa Marti, by whom the form was proposed, for modification and addition in advance of Board approval. First, there was a consensus that the form should indicate that the sue of the form is optional only, and the Board is very happy to receive letters of interest as a candidate's application.

There could be space for an email to be provided. The Board considers a diversity of geographical/neighbourhood of origin to be important, so to consider this factor a space could be provided for "Postal code of work or residence". There is also an issue that must be addressed about the distribution to Board members of candidates' applications, and the privacy concern for their personal information contained in letters or the proposed form. The form ought to contain a consent statement and check box icon, whereby the applicant consents to release to the Board, for the purpose of considering the application, the personal information contained in the form.

**11.3. Director's Insurance**

P. Mennier has obtained quotes. The Board agreed that they would like to read a copy of the policy over the coming weeks and vote on the question of whether to purchase the insurance at the May 20, 2014 meeting. P. Mennier agreed to send the policy to board members over email, for their review.

**12. Next Board Meeting & Adjournment**

Next board meeting will be on 20 May 2014 at 19:00 in the Honeywell Room. There might be a special General Meeting in advance of that to elect a new President, Corporate Secretary, and Treasurer—and if so there will be notice of such meeting at least 14 days in advance.

**MOTION 13:** Moved that the meeting adjourn. C. Akben-Marchand/P. Mennier: Carried.

The meeting adjourned at 21:25.

Minutes recorded by L. Rock