

Centretown Citizens Community Association

December Board Meeting – AGENDA

Tuesday, 15 December 2015 7:00 to 9:00 p.m.

Ottawa City Hall, Honeywell Room

Agenda

1. Welcome and Call to Order
2. Adoption of the Agenda
3. Approval of Last Meeting's Minutes and Business Arising
4. CCOC Presentation
5. Committee Rec9
 - 5.1. Executive Committee
 - 5.2. Heritage Committee
 - 5.3. Planning Committee
 - 5.4. Seniors Committee
 - 5.5. Transportation Committee
 - 5.6. Trees and Greenspace Committee
 - 5.7. Membership and Communications Committee
6. Engagement with Other Organizations (Formal)
7. Engagement with Other Organizations (Informal)
8. Other Business
 - 8.1. Dotmocracy Report from 2015 Annual General Meeting
 - 8.2. Resolving Board Member Term
 - 8.3. READ - Rosemount Expansion and Development Project
 - 8.4. Minimum Parking Requirements comments
9. Question Period
10. Forward Agenda Items
11. Adjournment
12. Annex

1. Welcome and Call to Order

Introductions and Board member regrets

2. Adoption of the Agenda

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

3. Approval of Last Meeting's Minutes and Business Arising

(MOTION) *That the Board approve the minutes taken at its 20 October 2015 meeting.*

4. Appointment of Executive Officers and Signing Officers

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.

4.1 President (elected at AGM)

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.

4.2 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.*

4.3 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.*

4.4 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.*

4.5 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.*

4.6 Past-President (ex-officio)

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.

4.7 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 Mitch Vandeborn (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 ByLaws (2009).*

5. Standing Committees

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.”

5.1 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)

5.2 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)

5.3 Planning Committee

Chair: Judy Forrest & Charles Akben Marchand

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:

1. Reviewing planning policies and proposals of the City of Ottawa;
2. Reviewing development applications from developers and/or Centretown citizens;
3. Engaging and consulting residents of Centretown regarding planning and development issues;
4. issues;
5. Liaising with representatives of other community association representatives and/or City of Ottawa regarding planning and development issues that could impact Centretown.
6. 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)

5.4 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)

5.5 Transportation Committee

Champion: Steve

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)

5.6 Trees and Greenspace Committee

Chair: 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)

5.7 Membership and Communications Committee

Chair: Mitchell Kutney

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)

6. Engagement with Other Organizations (Formal)

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.

6.1 Centretown Buzz (2 representatives plus President)

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.

6.2 Federation of Citizens' Associations (2 representatives)

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.*

6.3 City Centre Coalition (2 representatives)

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 Ben and Mitch V as the CCCA representatives to the City Centre Coalition.*

7. Engagement with Other Organizations (Informal)

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)
- Centretown Citizens Ottawa Corporation (CCOC)
- Centretown Community Health Centre (CCHC)
- Jack Purcell Recreation Association (JPRA)
- Council of Heritage Organizations of Ottawa (CHOO-COPO)
- Minto Park Sale
- Jane's Walk Ottawa
- Ecology Ottawa
- Ottawa Ecodistrict
- Bank Street BIA
- CAFES
- McNabb Community Centre
- McNabb improvement
- Downtown Condo Owners Associations

8. Other Business

8.1 Dotmocracy Report from 2015 Annual General Meeting

Attached for review is the report on the dotmocracy exercise at the 2015 Annual General Meeting in December.

8.2 Resolving Board Member Terms

At the 2015 Annual General Meeting in December, there were an equal number of candidates and positions on the board, so deciding which board members would take 1 or 2 year terms was forwarded to the December 2015 board meeting. We must resolve which members are 1 or 2 year members.

8.3 READ - Rosemount Expansion and Development Project - Project Support

READ is a group of citizens working on advocating for the redevelopment of the Rosemount Library in Hintonburg. They have asked that the CCCA and other CA's in the library's catchment area support their initiative. Currently, 11 of 14 CA's have supported it. The group is fully supportive of a new central library and have worked with Bookmark The Core. Attached in the Annex are supporting documents outlining the project.

8.4 Zoning by-law review of minimum parking requirements

At the Planning Committee meeting on 3 December 2015, Tim Moreman from the City of Ottawa's planning department gave a presentation and answered questions on the City's zoning by-law review of minimum parking requirements. The committee shared its concerns about the removal or minimization of minimum parking requirements will lead to an externalization of parking onto the street sides. The committee would also like the City to revisit the proposed area for complete exemption because a zero-parking requirement does not leave for appropriate space for visitors, services and deliveries.

(MOTION) *That the CCCA submit a letter for the zoning by-law review of minimum parking requirements raising its concerns over the externalization of parking requirements and the area of complete exemption.*

9.Question Period

10. Forward Agenda Items

10.1 January board meeting: 7 p.m. on Tuesday, 19 January 2015 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.

11. Adjournment

12. Annex