

Federation of Citizens' Associations of Ottawa

General Meeting of May 14, 2015, Beaverbrook Community Centre

Draft Minutes

Participants: Graeme Roderick [Tanglewood-Hillsdale CA – chair], Charity Bartlett [Carlington CA], Robert Brinker [Carlington CA], Bob Brocklebank [Glebe CA], Carolyn Clackdoyle [McKellar Park CA], David Clark [City View CA], Joan Clark [City View CA], Caroline Crowe [Trend-Arlington CA], Lorne Cutler [Hampton-Iona CG], Roland Dorsay [Champlain Park CA], Erwin Dreesen [Greenspace Alliance], Marcie Giroud [Belltown RA], Angela Keller-Herzog [Glebe CA], Maria Luisa Marti [Friends of James & Bay], Paul Mennier [Centretown Citizens CA], Beata Myhill [Kanata-Beaverbrook CA], Sheila Perry [Overbrook CA], Gary Sealey [Kanata-Beaverbrook CA], John Stevenson [Citizens for Safe Cycling], Don Stewart [Westboro Beach CA], Jim Strang [Old Ottawa East CA], Neil Thomson [Kanata-Beaverbrook CA], Karen Wright [Civic Hospital NA]

Guests: Maureen Forsythe [Age Friendly Ottawa], Kendra Labrosse [Forestry-City of Ottawa], Bill Teron, Andrew West [Green Party], Marianne Wilkinson [Councillor, Ward 4-Kanata North], Ulyana Zanevych [Volunteer Ottawa]

1. Welcome

Gary Sealey introduced new participants and guests

2. Overview of Ward 4

Councillor Wilkinson observed that Kanata North is the only urban ward encompassing Natural Environmental Areas and Provincially Significant Wetlands. It also contains the largest information technology centre in Canada.

Issues of current concern include the restoration plans for the Carp River and transportation problems. Unlike other urban communities outside the Greenbelt, Kanata has demand for two-way transportation as employees commute to Kanata from the rest of the city for work. She noted that she had some concern about the priority given to transit investment to the east (a budget of some \$500 million for LRT extension) while investment to the west was a mere \$25 million for bus priority lanes. Her preference is that high-speed transit be brought to the Greenbelt in all directions before crossing into the outer communities.

In response to a question about heritage considerations in Kanata, she noted that layout of the community and its incorporation into the existing natural features of the area is a distinctive feature worth recognition.

3. Introduction to Kanata-Beaverbrook Community

Neil Thompson commented that his association had been active as part of the FCA team dealing with the revision of the Official Plan, but he is left with the impression that control of development is inadequate. The community has been told there is no prospect of a CDP but significant development is underway.

The plan for transit stretches long into the future but the distant promise of transit facilities impacts on current planning decisions in Kanata-Beaverbrook. Virtually everywhere in the community is within a distance of a future transit stop to provide justification for increased density of development.

Houses are now fifty years old and so there is interest in Infill 3. Beyond that, transit is a concern because most planning seems to be for civil service job commuting inside the Greenbelt. There are now problems of north/south connectivity which could worsen with plans for an additional 2500 homes north on March Road adding greatly to need for transit service.

Kanata has been a pioneer in the shift from door-to-door delivery to community mail boxes. The boxes continue to be moved about and there are issues of ruts in lawns from vehicles pulling up to get mail.

A heritage study of the neighbourhood is underway and a walkability study is planned. A wider concern is how new communities are planned; this is illustrated by plans for residential development only with insufficient attention to social services resulting in choice of a dangerous location for a school forcing children to cross March Road.

4. Recognition of Bill Teron, Recipient of 2014 FCA Community Builder Award

Gary Sealey introduced Bill Teron noting that Mr. Teron's career could be seen as a search for a universal principle in design – making nature the architect and working with the land. This approach is seen in his designs for Beaverbrook with houses in clusters overlooking children playing and neighbours encouraged to meet on pathways. In Beaverbrook, he made it a requirement that every purchaser become a member of the community association.

Mr. Teron carried his experience to his role as federal Deputy Minister of Urban Affairs and as head of the Canada Mortgage & Housing Corporation. He was instrumental in the development of Granville Island in Vancouver and Harbourfront in Toronto, provided the initial funding for recycling, and was head of delegation to the UN Habitat conference. A recipient of the Order of Canada, he continues to work on new building systems and is certainly worthy of recognition as a Community Builder.

Graeme Roderick presented the award to Mr. Teron. The latter commented on the importance of community residents speaking out and of the valuable role that a collective group of community associations can play. In facilitating public discussion, consensus can emerge of great support to municipal Councils and other decision-makers.

5. Diversifying Board Membership

Ulyana Zanevych of Volunteer Ottawa said that a program began in Toronto to identify professionals, often new Canadians, to take up board positions with voluntary organizations. The program had received an award from the UN and is now active in seven Canadian cities and abroad. In Ottawa the program is titled DiverseCity onBoard.

Volunteer Ottawa is in contact with some 300 local not-for-profit organizations and is interested in helping groups find prospective board members and providing a degree of training to candidates. She emphasized that there is a need to move beyond tokenism to provide real experience to capable individuals.

In response to questions Ms. Zanevych said the initial idea of the program had centred on boards with a management or governance focus but that working boards of the kind that predominate in community associations could also provide useful experience for candidates.

6. Trees in Trust

Kendra Labrosse outlined the various City tree programs. “Trees in trust” involves planting on city right-of-way; the resident is required to water the planting for the first three years; thereafter the tree becomes part of the City inventory. The commemorative tree program provides for planting a tree in a city park; a fee of \$452 is levied; the participant may place a commemorative plaque beside the tree. There are schoolyard tree planting grants up to a maximum of \$10k; application must be submitted by a not-for-profit group. There is a program for streetscape and park planting and trees may be provided for community tree planting. In response to the emerald ash borer infestation there are tree removals, quarantine measures, selective tree injections and interplanting (putting in another tree prior to removal of an infected ash). There is also a program of buckthorn removal.

A motion on the trees in trust program had been circulated with the draft agenda. Moved by Bob Brocklebank seconded by :

That FCA request that the administration of the Trees in Trust Program be changed so that the normal practice will be to replace every tree that has been removed, and give notice to property-owners so that they can opt out of the tree-replacement or provide their preferences regarding species or type of tree to be planted;

That such request be widely circulated to both elected officials and to city staff; and

That member associations be encouraged to request such changes to their elected representatives.

After discussion the motion was CARRIED on division.

7. Approval of draft agenda

The following additional items were added to the Open Mike agenda: LEAR, water rate review, transportation survey and zone councils.

8. Approval of Minutes of April 14 General Meeting

The draft minutes were approved by consensus.

9. Receipt of Draft Minutes of April 29 Executive Committee Meeting

Received

10. Actions arising from Minutes

a) Community Mail Boxes

Karen Wright indicated that she would prepare a draft letter for the President’s signature.

b) Update on AGM

A panel discussion under the title “Transportation in TRANSITion” will feature Councillor Keith Egli [Chair, Transportation Committee], David Jeanes [Transport Action Canada] and John Manconi [OC Transpo].

c) Campaign Contribution Rebates

Deferred to a subsequent meeting

11. Planning and Zoning

The Infill 2 amendment to the zoning by-law is to go to Planning Committee on May 26. Sheila Perry reported that a meeting has been held with John Smit who is the new Manager, Policy Development & Urban Design. An active dialogue on the proposed amendment had been carried on with GOHBA (Greater Ottawa Homebuilders Association). To prepare comments for the May 26 meeting, community associations were advised to examine the Q&A document issued by Steve Gauthier on April 17.

Under Michael Mizzi's leadership as General Manager, Planning & Growth Management, a series of staff education events under the general title "Partnerships" has been organized and Ms. Perry has been invited as a speaker.

The provincial Ministry of Municipal Affairs and Housing has invited FCA to nominate a participant in a panel to clarify issues related to Bill 73 "Smart Growth for our Communities Act". Among the issues to be discussed is the meaning of a minor variance. Stephen Pope from Old Ottawa East has been nominated.¹

12. Nominations and Recognition – 2015 Award Recipients

On behalf of the Nominations and Recognition Committee, Maria Luisa Marti recommended that the awards be presented to Diane Holmes, Linda Hoad and Gary Sealey.

13. Dates of Meetings in Autumn/Winter

Meetings are scheduled as follows: Wednesday September 6 in Lowertown, Tuesday October 6 in Hintonburg (hosted by Greenspace Alliance, Monday November 2 in Manotick, December (date to be determined) in Overbrook, and Wednesday January 6 in Tanglewood.

14. Open Mike/Additional items of Business**a) Injection Sites**

Deferred to a subsequent meeting

b) Cash-in-lieu of parkland

Jim Strang gave a brief explanation of the system and explained that his association members were frustrated by the time it takes a project to move ahead and by the cost which often seems inflated. Councillor Wilkinson said that the City will be conducting a review of the cash-in-lieu of parkland program.

c) LEAR

Erwin Dreesen drew communities attention to the appointments announced for a panel to work on the Land Evaluation and Area Review. He noted that a high proportion of the appointed individuals might have a direct interest in the outcome of the review, because it could remove parcels of land from reservation for agriculture (and open it to urban development).

d) Water rate review

Erwin Dreessen commented that a review of water rates (which also include waste water levies) is about to be launched at the May 19 meeting of Environment Committee

e) Results document – zone councils/committees

Gary Sealey noted that a document on the direction of the FCA had been prepared for discussion at the April meeting of the Executive Committee. To stimulate wider discussion, it was proposed to attach the document to the minutes of the current meeting. This was agreed by consensus.

f) Transportation survey

In preparation for the “Transportation in TRANSITION” panel at the AGM, and to begin to gauge members’ concerns, a quick written survey was distributed and collected.

Adjournment

Federation of Citizens Associations

Towards a Results plan – for discussion and decisions

(May 7, draft version 2015; www.fca-fac.ca)

This Plan identifies and frames solutions:



SUMMARY:

1. WHAT WE ARE ABOUT
2. VISION, ROLE, MISSION
3. ADVANTAGE
4. AIMS, OBJECTIVES AND GOALS
5. ORGANIZATION – BOARD
6. ASSOCIATIONS IN WARD AND ZONES
7. EVOLUTION AND SERVICE DEVELOPMENT
8. RISKS AND REWARDS

What's our FCA story ?

- Big Manageable Opportunities?
- Where FCA needs money, or something else?
 - How can our opportunities be achieved in parts or entirely?
 - Who among us can lead solutions?
 - How will we recognize success, or when we may need correction?
 - Where do we start?
 - Who leads?
 - Has someone already worked successfully on a case like ours?*
 - What needs to be done to this plan to make it useful for FCA groups and partners?

FCA is about Community. It will continue to address Ottawa dynamics including the present context:

- a. Ottawa growth -- Centrally, West and South
- b. An era of huge, centralizing public projects
- c. Array FCA activities so as to:
 - i. Bring some balance for established and growing communities and the diversity which new migrants and others offer and desire
 - ii. Support members and subscribers, build on their success, link them

The basics of FCA community and citizen associations are to serve:

- A *City* of proud communities in linked towns, urban neighbourhoods, villages inside and beyond the Greenbelt enjoying Ottawa life, work, play
- Ever-renewing opportunities for all people,
- Functional and beautiful development enhancing underlying natural and built heritage
- Good City government, democratic, and cooperative, and consultative

FCA Vision: FCA envisions a future of influential, representative associations serving all Ottawa communities

- Vital Member Groups in each Ward
- Larger groupings or Area Councils where it makes sense
- Compelling Advocacy
- Value and fun for volunteers

FCA Role

- FCA supports Members associations through its resources where, when and how they want, consistent with the FCA charter
- FCA identifies, promotes and links Member Group and committee collective success.
- FCA network will grow in number, influence and credibility
- FCA anticipates and plans positively for City needs and opportunities, not only reacts.
- FCA provides solid advice essential to communities and valued by Industry and City government

Mission and Limits

- FCA leads and represents community and citizens associations in reliable advice and advocacy on Ottawa City policy, plans, practices, partnerships and public services worthy of its communities
- FCA helps new and mature communities seize opportunities to protect, evolve and represent their common and distinctive character.

FCA's Advantage

FCA is the only city-wide assembly of citizen-based community and citizen associations who speak for organized communities with year round public activities at community forums, centres, parks and recreation

- FCA has friendly and respectful, growing relations with diverse key Citizen groups and advocates
- FCA members are active in every Ward of the City
- FCA Listens and Watches, Catalyses
- FCA reaches out
- City Councilor updates,
- Expert briefings, participation in City Plans Provincial policy initiatives federal actions especially by NCC actions by
- Members and other reputable volunteer groups;

FCA tunes in and shares Member successes and concerns

- Member Forums,
- Open Mike at meetings,
- Survey Monkey and Quickie Polls,
- Study-groups and other means We defend Community values and energize vigilant, informed FCA networks
- FCA acts and monitors
- formulates, proposes, and organizes Projects with Goals and activities consistent with FCA Objectives, or
- defers action and just stays in touch with informants for a while

Aims, Goals and Objectives

FCA aims to grow as a major actor in community-based public policy in an ever-renewing Ottawa.

The **Four Objectives of the FCA** follow, each with project goals.

- ***Objective 1) Encourage citizen participation in planning and development of the community and the “conduct of community affairs” in Ottawa and the National Capital Region.***

(Obj 1. cont'd) Project Goals 2015

- A) Help implement the new Zoning By-Law and Infill I and II.
- B) Encourage Development Industry/FCA community and City cooperation
- C) Input into City Budget process

Goals and Objectives, cont'd

When FCA speaks, people listen

- ***Objective 2) Encourage collective action and effort on matters of more than personal interest and when so empowered by Members to act on their collective behalf.***

Project Goals 2015

- Engage existing Members;
- Establish multiple, reinforcing contacts and dialogue with Ward Councilors
- Foster and support Ward Councils

Objective 3) Serve as a Clearing House for information between Member organizations, levels of government and their agencies and news media.

“FCA information that’s useful, accurate, credible, timely and frequent, for communities, City, Province, Federal, NCC.”

Project Goals 2015

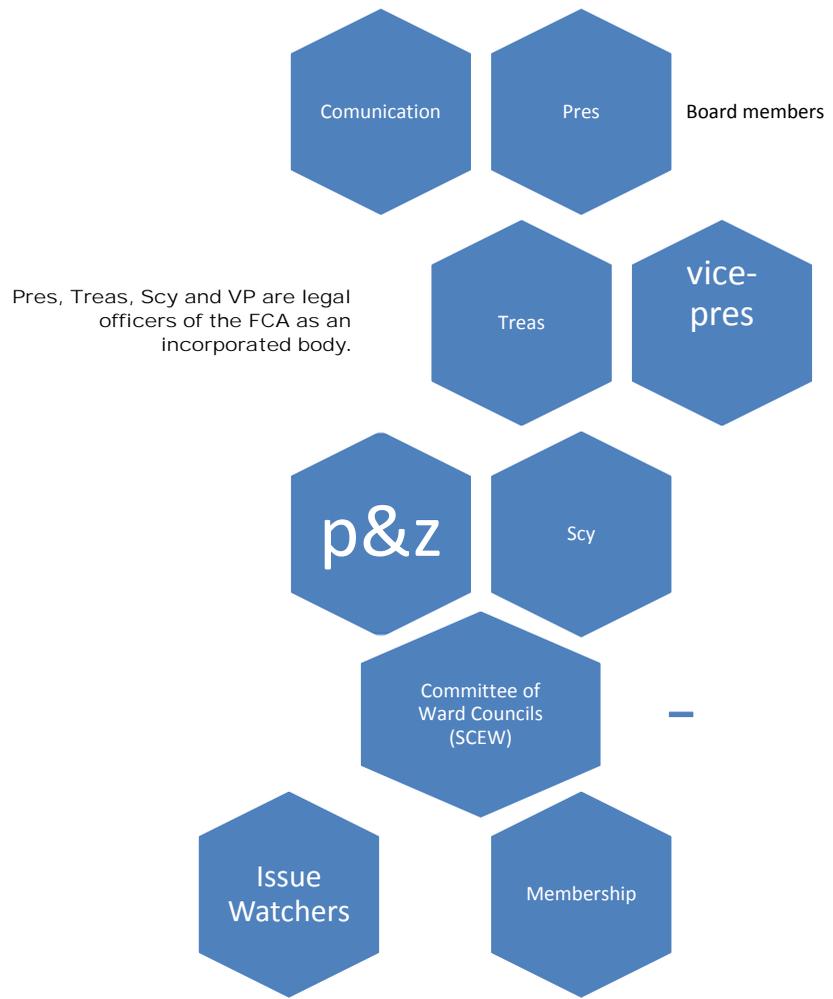
- Collect info for easy and impactful dissemination through new Media: website, Twitter, FaceBook and blogging; use of UNPublished, Bulldog, Weeklies, community newspapers, bulletins, etc
- Partnerships and useful memberships in info exchange: Citizens Academy, F.U.N., other Community Federations in Canada and abroad.

Objective 4 Serve as a conduit of information between and among Member organizations

Project Goals 2015 (on-going)

- Monthly General Meetings rotating around the City
- Meetings feature Member networking, reports on SurveyMonkey, key informant updates
- Vigorous committees develop and share vital information
- Stay in touch through Member roster and list of friends –through Mail Chimp, etc





FCA Executive and Standing Committees

FCA Committee of "SCEW Zone and Ward Councils

Central

East

West

South

Mandate of Committee of Zone Councils and Ward Councils

- FCA to discuss, help bring together willing participants for each broad Zone, work with Councilors
- Councils asked to offer representation to FCA Board

(New) Organizing Change:

Host Community co-chairs General Meetings

- **New: arrange each year a general meeting in each of SCEW annually hosted by Member(s) Associations** in consultation with community and Executive groups
- FCA Board guides policy formulation, consistent with FCA mandate, health
- Executive Group ensures affordability, timely execution, followup; direct assistance in meeting operations; provision of helpful meeting kit (coordinates agenda, minutes, membership lists, badges, pro-forma agenda, advance invitations, alerts, assistance in guest invitations, etc.)
- As now, General Meetings scheduled annually, rotating across Zones of the City.

Organizational Evolution – re-groupings E,W,S,Central and former towns and villages



cils (E,W, S, C)

New: Zone Councils

- East & W & S Towns and neighbours (Cumb-Orleans, Gloucester), and West (K-S);
- Villages; Manotick, Greeley etc, etc
- Nepean/Glens
- Downtown and inner subs



FCA/FCA Board

New: Reporting on Results Plan for

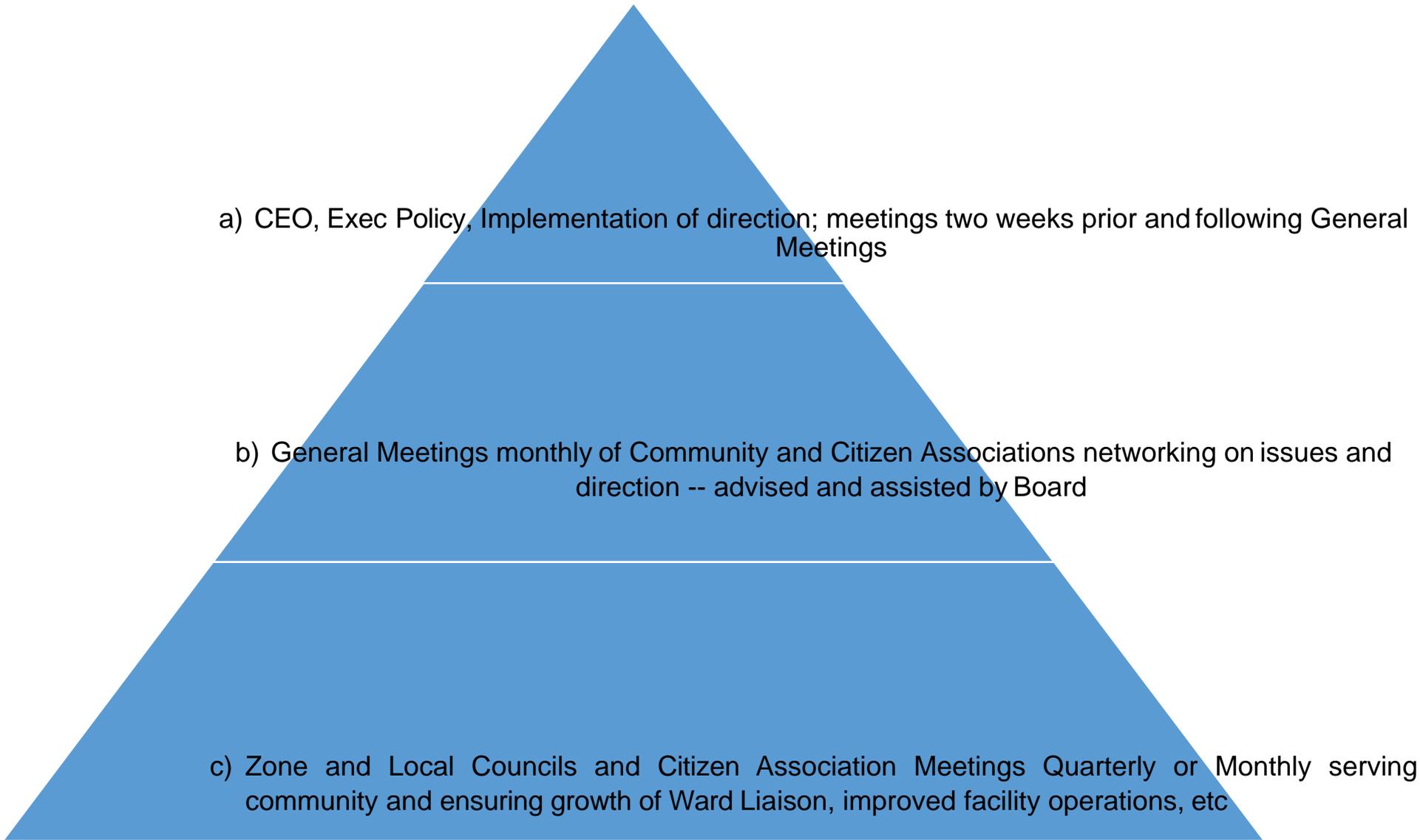
- Fundraising,
- policy,
- goal-planning,
- liaison,
- team building,



FCA Executive

Continuing: Executive Committee under President- CEO: Execution, coordination, resource development, controls

Meetings support; Communications



FCA Service-Development

“community building through the right people engaged with the right tools, and resources at the right time”

- People: (Assumption) FCA continues to be volunteer-driven, with growing revenues for selected projects
- Technology: FCA executive continues ramping up new media, membership mailings, meetings-technologies; surveys; taps into the media savvy of many local groups
- Finances: focus on growing financial capacity and some financial independence
- FCA will grow helpful partnerships, and also help grow Members capacities to support/pay for initiatives.
- FCA will also groom selected Industry sponsors for arms-length support
- Distribution: FCA will continue to aim to serve all wards actively, through associations in all communities and groupings of associations where it makes sense
- Promotion: commemorative events funding and other grants will be tapped;
- Products: a few key, major products: Community Design Plans; briefings.

Resources Plan

- a) Volunteers
- FCA will build community partnerships and friendships to amplify impact and stretch resources
 - At least 30 additional volunteers (one per ward, plus City-wide reps) will be required to resource an expanded FCA for the next three years.
 - Expenses for these expanded activities include memberships in Volunteer Ottawa and similar support organizations, risk insurance, increase in public events.
 - This Plan builds on proven success of the Planning Network with key inputs from the community– and from Industry
(Resources Plan cont'd)

Get beyond limits of Member Resources:

Membership revenues levels of fees and Membership profile and other benefits

- FCA Membership fees of \$30 annually from about 30 associations barely pay FCA out of pocket expenses
- Some Members are marginalized by lack of funds; they cannot pay a modest increase in FCA fees. They operate at risk, and with little support.
- Cooperation among selected FCA Zone/Ward Council Members may improve resourcing for local group meeting space rentals; group insurance purchases, ward-wide or Zone-wide consultations.
- FCA Big Buddies could help other FCA groups directly or through higher
- No FCA group will be forced to join an FCA council

(Resources Plan cont'd) Grants, Contributions, Sponsorships

- FCA would apply for financial grants, **contributions** and sponsorships, with specific Members for action/implementation.
- City, Provincial and corporate **grants** are three areas for exploration.
- Some **good-citizen businesses** may help **sponsor** specific undertakings: community actions, communications, technologies, meetings, training kits or joint activities
- Possibly FCA executive might in future assign say 15% of **new revenues** for FCA network operations.
- Could FCA consider establishing a **Charitable arm**, or non-profit consulting activity, building or qualifying for foundation grants.
- Industry recently offered **financial help to improve quality** of Community input to City Planning – this resource is waiting to be harvested – requires FCA commitment

(Resources Plan, cont'd) Consulting and Social Enterprise

- FCA to explore, e.g.
- Many associations develop social enterprise (e.g. “Cracking up the Capital”) to promote and earn income for their good works.
- Some associations (Friends of the Earth) platform commercial consultants operating with similar values. Town Planning, Heritage Research and Planning, Tours and Events, Community Design and Organization are three of several potential areas for possible consulting revenue sharing by FCA

Risks and Rewards

- Risks: Other groups may emerge, as times change. FCA will address this potential change in needs, opportunities and offerings through more emphasis on networking, partnerships, and visibility
- Supportive networks to be extended with help from Sports figures and existing networks of arts, festivals, health, adult education, cultural, ethnic and environment/ecology and Councilors’ lists e.g. current discussions with Citizens Academy
- Rewards: Success in the FCA Plan will result in: balanced costs and improved effectiveness in city-wide leadership and consultation; improved sense of community belonging; improved participation of citizens in city and community governance.

Appendix

Background from Executive Retreats

- FCA holds regular Executive retreats -- latest of which is Winter, 2015 (Don Stewart, facilitator).
- FCA's current constitution (thanks to Archie!) provides a clear statement of Objectives.
- *Parting point: Bill Teron, one of Canada's greatest community builders, pre-established a community association, and gave the right and requirement of membership in it to every new home-owner. FCA can tap successful experience of Ottawa and other enterprising cities to formulate and seize a great future for FCA and for the present and future generations of Ottawa.*

Current Programme (from Executive Retreat)

- With revenues of less than \$1200 FCA programmes 10 General Meetings each year, plus 10 Executive Meetings and many specialized committee meetings and projects in City Planning, Zoning, Infill, Budget as well as on Retreats, other presentations, submissions.

FCA active Projects confirmed for 2015 include:

1. Web communications, improve Membership lists and mailings management (go live with web contract; improve quality of contact lists)– first stages complete by June, 2015
2. Land-Use Planning (prepare advice for City with FCA network and industry partners) on Zoning By-Laws and Infill 1 and 2 – current recommendations to City.
3. City Budget study and advice led and begun by Lorne --presentation made to City
4. Ward Councils considerations – build on Glens success & consultation with three councilors
5. Transportation, a possible event or plan to be scheduled
6. Regular on-going use of Survey Monkey and Mail Chimp to assess Member interests

Monitoring (from Executive Retreat, winter 2015)

FCA Members monitor or are involved in many issues and activities; these build useful intelligence-building without immediately resulting in a specific project. In 2015 these include:

- Environment
- Heritage Conservation
- Complete Streets, Community Design Plans
- Transportation including Walkability and LRT and impacts
- Ottawa 2017
- Public Consultation
- Waste Management
- Relevant City Hall meetings of interest to FCA Members

Action Plan for Organizational Development

- Establish provision for a Board Committee of Zone and Ward Councils.
- Encourage leaders to come through Nominations Process; appoint others between elections as necessary and opportune.
- Mandate and recruit committees; confirm chairs and action plans and resources for: Communications, Membership, Governance, Education building on solid, recognized success of Planning-Zoning
- Attract and mentor new volunteers; rotate interesting assignments; join Volunteer Ottawa, Volunteer Canada (insurance); ads in Kijiji
- Manage with limited resources; but plan to grow both Membership fee revenue and other revenues (set measurable growth targets)
- Initiate transitional organization change for growth and succession

References *See *International Committee of Red Cross, Results-Based Management*

<http://www.ifrc.org/Global/Publications/monitoring/PPP-Guidance-Manual-English.pdf> http://www.rbmg.ca/our_projects.php

