

Federation of Citizens' Associations of Ottawa
Draft Agenda - General Meeting – Wednesday January 15 7:15 to 9:15 pm
Tanglewood Park, 30 Woodfield Drive
Parking is on the street / parking lot

1. Welcome to new members		01
2. Introduction to Tanglewood-Hillsdale		06
3. Approval of draft agenda		02
4. Approval December 2 General Meeting Minutes		03
5. Receipt of Nov 20 Executive Meeting Minutes		03
6. Business arising from last Meetings		
• Presentation to FEDCO	<i>Bob</i>	05
• Task Group on Municipal Elections	<i>Carolyn</i>	05
Campaign contributions		
Networking Break		10
7.0 Portfolios		
7. a Governance: Public Engagement	<i>Bob</i>	15
Undertaking in Dec 10 Letter to the Mayor & Councillors		
7. b Planning and Zoning: <i>Sheila</i>		
• OP: What happened and what's next		04
• Submission to Consultation on Land Use		04
• Infill		04
• Site-plan control		
7. c. Membership Service/Partnerships	<i>Gary</i>	10
7. d. Nominations & Recognition		04
8. 0 Other Business/Open Mike		
8. a Speaker at the June 3 Annual General Meeting	suggestions	10
8. b Meetings of a number of local CAs		15
Area of City - <i>Lowertown</i>		
Ward – <i>Agnes</i>		
Sector of the city - <i>Gary & Sheila</i>		
c.		
d.		
9. Adjournment: February Meeting		01

[Note: See attached background documents in pages 2-5]

Draft agenda for FCA general meeting of January 15, 2014 – background information

Agenda item 6a – Presentation to FEDCO on Public Engagement

At the general meeting of FCA on December 2 there was much discussion about the nature of the submission that FCA should make to the meeting of Finance & Economic Development Committee the following day. The text of the submission is found at <http://www.fca-fac.ca/Misc/131203.pdf>

Agenda item 6b – Task Force on Municipal Elections & Campaign Contributions

Candidates have already registered for the municipal election to be held on October 26. The task force is to outline a series of activities for FCA and its members to take in support of the election process. Ideas already on the table include advice on running all-candidates meetings and working on questions to pose to candidates.

Regarding campaign contributions, the FCA had earlier endorsed the concept that contributions to election campaigns by development industry corporations were inappropriate. Discussion about a possible FCA position on campaign contributions for the 2014 municipal election is anticipated.

Agenda item 7a – Letter to Council on Public Engagement

Following the FEDCO consideration of the Public Engagement Strategy (see above) the issue went before Council on Dec. 11. Prior to that meeting a letter was sent to all members of Council which commits FCA to monitoring the implementation of the strategy. The letter is found at <http://www.fca-fac.ca/Misc/131210.pdf>

Agenda item 7b – Land Use Review submission & Site Plan Control by-law

The province's review of land use planning (and of development charges) was to receive submissions by January 10. The FCA submission is at <http://www.fca-fac.ca/Misc/ProvLU.pdf> and may be a topic of discussion. Another issue is whether FCA is to arrange to share submissions (on the website or by other means) prepared by community associations and individuals.

FCA has been approached by the Planning Dept. concerning a review of the Site Plan Control By-law with the objective of putting changes into place by the end of March.. The details of the information received are attached.

Agenda item 8b – Meetings of a number of local CAs

Various community associations have found innovative and productive ways of joining forces. While the FCA attempts to bring together groups from across the city, some organizations work together either as neighbours or with groups with some other common interest. Discussion is intended to explore the varied alliances and arrangements in which community associations have been engaged, noting the positive and negative aspects of the collaborative initiatives.

MEMO / NOTE DE SERVICE



To / Destinataire	Federation of Citizens' Associations	
From / Expéditeur	John L. Moser General Manager Planning and Growth Management Department	
Subject / Objet	Review of the Site Plan Control By-law	December 17, 2013

The purpose of this memorandum is to advise the Federation of Citizens' Associations of a public consultation exercise that the department is undertaking to modernize the Site Plan Control (SPC) By-law.

The Site Plan Control By-law, permitted by the *Planning Act*, establishes the types of developments that are subject to its review by listing those that are exempt. It has been a decade since the last overhaul of the by-law, therefore the intent of the update is to modernize the by-law's content, clarify its application, reflect changes to the *Planning Act*, and ensure that it supports and advances the policies of the Official Plan and the Zoning By-law.

The proposed by-law aims to be explicit, adding value where value can be added. It also recognizes Ottawa's varied urban, suburban and rural contexts. All development will have to conform to the Zoning By-law. A draft of the exemption portion of the by-law is attached in Document 1.

Some of the key changes include:

- Expanding the residential exemption to include up to a three unit townhouse, whereas the current exemption allows up to a three unit apartment, but does not include townhouses.
- In accordance with the Official Plan, apply SPC to Environmental Protection zones and on properties adjacent to the Rideau River and Canal.
- Increase the exemption for certain non-residential developments from 200 to 300 square metres.
- Exempt accessory uses, outdoor patios and garden centres.
- Require SPC for all new non-residential buildings in a Design Priority Area.
- Allow large buildings with minimal parking requirements to expand from 200 to 600 square metres without requiring SPC.
- Permit small buildings to expand up to 20% of the existing gross floor area without requiring SPC.
- To ensure design compatibility with existing neighbourhoods, apply SPC to all residential proposals containing four or more units, including converted dwellings.
- Removing barriers to non-residential conversions by exempting certain changes in use from SPC where parking requirements are met.
- Identify uses that SPC should apply to consistently, regardless of building size, for example, gas stations.

This information has been shared with members of the development industry, the Federation of Citizens' Associations, and through the Planning and Growth Management Department's E-newsletter. It is anticipated that amendments to the by-law will be brought forward to Planning Committee in March 2014. Should you have any questions or comments they may contact the File Lead Geraldine Wildman at Geraldine.Wildman@ottawa.ca or at 613-580-2424 extension 27815.

John L. Moser

DEFINITIONS

Refer to [Section 54 of the Zoning By-law](#) or the Official Plan for definitions of **bolded** terms, where:

1. **'Adjacent to the Rideau River or Canal'** means a lot that abuts the waterway, or a lot that abuts a road that abuts the waterway.
2. **'Unit(s)'** means **'dwelling unit'** or **'rooming unit'**.
3. **'Automotive sales or rentals'** includes any of the following where vehicles are sold or rented, **'automobile dealership'**, **'automobile rental establishment'**, **'automobile service station'** and **'heavy equipment and vehicle sales, rental and servicing'**.
4. **'Waste facility'** means **'solid waste disposal facility'** and **'waste processing and transfer facility'**.
5. **'Design Priority Areas'** and **'Confederation Line's Development Zone of Influence'** in accordance with the Official Plan.

PART 1 - EXEMPTIONS

The following classes of development are exempt from site plan control.

New Buildings

1. **Residential use building** if:
 - a) the **lot** is not zoned Environmental Protection or **adjacent to the Rideau River or Canal**, except where written exemption is granted by the Chief, Development Review Services, Planning and Growth Management;
 - b) the **lot** contains a maximum of three **units**, excluding townhouses approved through a registered plan of subdivision;
 - c) the building contains a **group home** that accommodates a maximum of ten clients;
 - d) the building contains a **bed and breakfast** with a maximum of three guest bedrooms;
 - e) the building is a maximum of three **storeys**;
 - f) the **lot** contains a maximum of one parking space per unit, or no more than the minimum parking space rate set out in the Zoning By-law; and
 - g) no **planned unit development** is proposed.
2. **Non-residential use building** (excluding **mixed use building**) if:
 - a) the maximum **gross floor area** is 300 square metres;
 - b) the building does not contain a **daycare, automotive sales or rentals, place of assembly or worship, medical facility, gas bar, kennel, storage yard, snow disposal facility, emergency service, waste facility or heavy industrial use**;
 - c) there is no **drive-through facility** proposed on the **lot**;
 - d) the **lot** is not located in a **Design Priority Area**, within the **Confederation Line's Development Zone of Influence** or **adjacent to the Rideau River or Canal**; and
 - e) the **lot** contains a maximum of three parking spaces, or provides the minimum parking space rate set out in the Zoning By-law, not to exceed six spaces.
3. **Accessory** use, building or structure if:
 - a) the **lot** is not zoned Environmental Protection, except where written exemption is granted by the Chief, Development Review Services, Planning and Growth Management; and
 - b) the maximum **gross floor area** is 300 square metres.
4. A building or structure used for a **forestry operation, mineral extraction operation, agricultural use or equestrian establishment**.
5. A portable classroom.
6. Temporary use if:
 - a) in support of a special event;
 - b) an **office** used for the sale of residential **lots** or **units** if the maximum **gross floor area** is 300 square metres; and
 - c) a **mobile home** in a rural zone if used as a temporary accommodation while a permanent **unit** is being built on the same land.
7. **Utility, utility line** and **utility installation**, excluding waste water management facility and pumping station unless approved through a registered plan of subdivision.
8. **Rapid transit network**.
9. **Outdoor commercial patio**.
10. **Garden centre**.

Additions to Existing Buildings

11. **Residential use building** if the provisions of Section 1 are met.
12. **Non-residential use building** (excluding **mixed use building**) where there is no site plan agreement if:

- a) the maximum **gross floor area** of the addition is 600 square metres, or 20% of the existing **gross floor area**, whichever is more restrictive;
- b) there is no new **daycare, automotive sales or rentals, place of assembly or worship, medical facility, gas bar, kennel, storage yard, snow disposal facility, emergency service, waste facility or heavy industrial use** proposed;
- c) there is no new or expanded **drive-through facility** proposed on the **lot**; and
- d) the provisions of Section 16 are met.

Interior Conversions to Add or Change a Use

- 13. **Residential use building** or residential use in a **mixed use building** if:
 - a) the use is entirely contained within the existing building;
 - b) the **lot** contains a maximum of three residential **units** or a maximum of six residential **units** if located in a Heritage Conservation District; and
 - c) the provisions of Section 1 f) are met.
- 14. **Residential use building** to a **non-residential use building** to accommodate a temporary sales centre or construction office if the **residential use building** is going to be replaced with the associated **residential use building**.
- 15. **Non-residential use building** or non-residential use in a **mixed use building** where there is no site plan agreement if:
 - a) the use is entirely contained within the existing building;
 - b) there is no new **daycare, automotive sales or rentals, place of assembly or worship, medical facility, gas bar, kennel, storage yard, snow disposal facility, emergency service, waste facility or heavy industrial use** proposed;
 - c) there is no new or expanded **drive-through facility** proposed on the **lot**; and
 - d) the provisions of Section 16 are met.

Parking Lot Expansion

- 16. A **parking lot** can be enlarged by a maximum of nine spaces to accommodate an addition or interior conversion to a **non-residential use building** or non-residential use in a **mixed use building** if the minimum **parking space** rate for the use is not exceeded.

Existing Agreements

- 17. Where a registered site plan agreement is in place, minor deviations may be permitted where written exemption is granted by the Chief, Development Review Services, Planning and Growth Management Department.

Replacement or Reconstruction of Damaged Buildings

- 18. Any building, structure or site otherwise subject to site plan control that is damaged or destroyed by fire or natural hazard may be replaced or rebuilt without the need for site plan approval provided, it is within the same building envelope that existed before the damages occurred, with no increase to the size, position, or use of the building or structure.

Federation of Citizens' Associations of Ottawa
Draft Minutes - General Meeting – Wednesday January 15, 2014
Tanglewood Park Community Centre, 30 Woodfield Drive

Participants: Graeme Roderick (Tanglewood-Hillsdale CA – Chair), Jay Baltz (Hintonburg CA), Philip Bartlett (Carlington CA), Doug Biers (Britannia Village CA), Guy Boone (Havenlea-Chapman Mills CA), Bob Brocklebank (Glebe CA), Archie Campbell (Dalhousie CA), John Chenier (Lowertown CA), Carlyne Clackdoyle (McKellar Park CA), Lorne Cutler (Hampton-Iona CG), Anna Cuylits (Old Ottawa South CA), Andree D’Agostino (Queensway Terrace South/Ridgeview CA), Erwin Dreessen (Greenspace Alliance), Mathilde Hahn (Britannia Village CA), Maria Luisa Marti (Friends of James & Bay), Thomas McVeigh (Centretown Citizens CA), Paul Mennier (Centretown Citizens CA), Stella Militano (McKellar Park CA), Marjorie Milloy (Citizens’ Coalition for Protection of the Environment), Sheila Perry (Overbrook CA), Christian Pupp (Old Ottawa East CA), Gary Sealey (Kanata Beaverbrook CA), Joan Spice (Centretown Citizens CA), Jim Strang (Old Ottawa East CA), John Stevenson (Citizens for Safe Cycling), Don Stewart (Westboro Beach CA), Lesley Taylor (McKellar Park CA), Karen Wright (Civic Hospital Neighbourhood Assn.)

1. Welcome to new members

Graeme Roderick welcomed new representatives.

2. Introduction to Tanglewood Community

Graeme Roderick noted that when the shopping centre was built at Merivale and Hunt Club, the developers of the shopping centre provided financial support for the community centre. Other funds came from the City of Nepean, from the Lions Club and from local fundraising. The building is now owned by the City but the community association runs the facility and receives half of the revenue generated; this is similar to an arrangement between Dovercourt and the City. The association pays a modest honorarium to volunteer staff members. The City has paid for certain improvements such as the installation of a basketball court.

3. Approval of draft agenda

Item 8c – Bill 144 was added to the agenda. Archie Campbell moved adoption of the agenda. Carried.

4. Approval December 2 General Meeting minutes

Moved by Bob Brocklebank

Some concern was expressed that the description of discussion on public engagement may not have comprehensively captured the debate which has occurred. It was agreed that the volunteers who stepped forward to serve on a committee to re-write the public engagement document would be included in the minutes. With that amendment the minutes were approved.

5. Receipt of January 8 Executive Meeting Draft Minutes

Received as circulated

6. Business arising from previous meetings:

Task Group on Municipal Elections

Carolyne Clackdoyle reported that the first steps taken have been to collect information on the best practices for all-candidates meetings. She noted that securing an adequate venue can be costly and one idea is to partner with a high school. Another initiative is to consider sample questions which communities may wish to raise with candidates during the election campaign.

Gary Sealey and Erwin Dreessen indicated their willingness to participate in the taskforce.

This led to a discussion about municipal election campaign contributions. There was reference to the four-point letter, spearheaded by the Hintonburg associations and which was endorsed by FCA in the spring. It was mentioned that information on the source of funding for candidates in the 2010 campaign has been analyzed by Ottawatch.

The city program of rebates to individuals for contributions to municipal election campaigns was mentioned and cutbacks in the rebates for the 2014 were described as unfortunate.

There were calls for the elimination of all corporate and union contributions to campaigns but it was said that Toronto could only implement such a ban through provincial legislation. One opinion was that receiving contributions from the development industry which is subject to regulation by those elected was especially worrying. Another view was that discriminating among economic sectors might not be legal and identifying individuals in such industry groups might not be feasible.

It was moved by John Chenier and seconded by Don Stewart

That FCA takes the position that corporate and union donations be banned in future municipal elections and encourages citizens to inquire of candidates the source of their campaign funding.

Carried

7a. Governance

With respect to public engagement, Bob Brocklebank reported that the two documents – the submission to the Dec. 3 Finance & Economic Development Committee meeting, and the Dec. 10 letter from FCA President to all members of Council – are both posted on the FCA website. The letter in particular, commits the FCA to monitoring the implementation of the strategy adopted by Council and issuing a public report in time for the FCA AGM in June. One of the features of monitoring is to gather the views from community groups on whether any improvement in the city's engagement activity can be perceived.

In discussion it was suggested that Planning consultations should be particularly considered in the monitoring process. It was also noted that Council failed to engage in any debate whatever with respect to the proposed public engagement strategy.

7b. Planning and Zoning

Sheila Perry commented that the Official Plan revision process continues and the text of the OP as submitted to the Ministry of Municipal Affairs & Housing is supposed to now be available on the city website. This would allow comments on the OP to be sent in to the Ministry.

Regarding the Provincial call for comments on land use planning and on development charges, the FCA submission is on the FCA website. If there are others who sent in comments, we could either post links to those documents on our site or post the documents on our site to make them widely available.

On infill housing, a “charrette” has been held. That event was to try to apply the draft text of the revised by-law (Infill 1) to various possible configurations of building. The intent is to test the workability of the draft text provisions. A second “charrette” with both community and development industry representatives is scheduled for later in January.

A draft letter on student housing had been circulated with the draft agenda. The letter, an initiative from Sandy Hill, called for a city strategy on student housing and for a freeze on such development in the meantime. There was discussion about the “freeze” concept and whether housing for a particular group of people, rather than building form, could be regulated.

It was moved by Sheila Perry and seconded by Gary Sealey:

That FCA supports the need for a City of Ottawa student housing policy. Carried

7c. Membership Service / Partnerships

Gary Sealey noted that Britannia Village and Queensway Terrace North have joined FCA. He also informed the meeting that FCA had expressed its sympathies to Marjorie Shaver-Jones on the death of her mother.

At the December general meeting, a quickie poll had indicated that directors’ insurance was an interest for many participants. A paper summarizing options was circulated, noting three possibilities have come to light – Halpenny Insurance (used by Overbrook, for associations with a rental relationship with the City), Volunteer Canada (used by Kanata Beaverbrook, for incorporated associations members of Volunteer Canada), or local private insurance (used by Stittsville, may cover unincorporated groups).

Gary Sealey noted that there is a possibility of securing some funding which could be used to assist community groups for education or for licensed professional services, such as retaining a planner. A paper on the concept was circulated and Sealey asked for an indication of interest by participants in his exploring this idea in greater depth. In general discussion, it was agreed that the concept was received positively; there might be issues to consider but effort was strongly encouraged in giving greater definition to the “community planning and research forum”.

7d. Nominations & Recognition

Archie Campbell noted that there were three awards granted last year. It was agreed that nominations would be received up to April 28 and that details on means of submitting nominations would be circulated with the minutes of the January meeting.

8. Other Business / Open Mike

8a. Speaker at June 3 Annual General Meeting

Deferred for want of time

8b. Meetings of local Community Associations

Deferred for want of time

8c. Bill 144

Don Stewart reported that there is a bill 144 before the Ontario Legislature to extend time for development application processing which warrants members examination.

8d. Citizens' Coalition for Protection of the Environment

Marjorie Milloy reported the formation of the group in question, initially made up of residents of Osgoode and Vars. The prime concern is plans for a waste disposal site in the City's southwest. Links or documents will be made available through the FCA website.

9. Adjournment

Next General Meeting is Monday February 10 at City Hall, Richmond Room

Subsequent meetings are planned for Wednesday March 19 at McKellar Park, Tuesday April 8 at Hintonburg, Monday May 12 at Dalhousie and AGM on June 3 at City Hall

Federation of Citizens' Associations of Ottawa
Draft Agenda - General Meeting – Monday February 10 7:15 to 9:05 pm
Richmond Room, Ottawa City Hall, 110 Laurier Ave. West

1. Welcome to new members	01
2. Introduction to Centretown	08
3. Approval of draft agenda	02
4. Approval January 15 General Meeting Minutes	03
5. Receipt of February 3 Executive Meeting Minutes	03
6. Business arising from last Meetings	
• Speaker at the June 3 Annual General Meeting	15
• Task Group on Municipal Elections Carolyn Implementing motion 6 of last General Meeting	06
7. Portfolios	
7.a Planning and Zoning:	23
• Meeting on Infill	
• Meeting with Michael Mizzi, Development Review Services <i>How best to use his time to meet with membership</i>	
• Student Housing	
<i>Networking Break</i>	12
7. b Governance: Public Engagement Bob	09
April 4 ½ day: enhanced collaboration, civic engagement Inclusion etc to achieve improved service delivery	
7. c. Membership Service/Partnerships Gary	12
8. Treasurer	04
9. Other Business/Open Mike	14
9. a FUN update	
b.	
c.	
d.	
10. Adjournment	01

March Meeting -

Federation of Citizens' Associations of Ottawa
Draft Minutes - General Meeting – Monday February 10, 2014
Richmond Room, City Hall, 110 Laurier St. West

Participants: Gary Sealey (Kanata Beaverbrook CA – Acting Chair), Charity Bartlett (Carlington CA), Judy Bernstein (Centretown Citizens CA), Guy Boone (Havenlea-Chapman Mills CA), Bob Brocklebank (Glebe CA), Archie Campbell (Dalhousie CA), John Chenier (Lowertown CA), Carolyn Clackdoyle (McKellar Park CA), Lorne Cutler (Hampton-Iona CG), Anna Cuyllits (Old Ottawa South CA), Erwin Dreessen (Greenspace Alliance), Dave Grosvenor (Woodroffe North CA), Matilde Hahn (Britannia Village CA), Anthony Keith (Rockcliffe Park Residents Assn.), Maria Luisa Marti (Friends of James & Bay), Thomas McVeigh (Centretown Citizens CA), Paul Mennier (Centretown Citizens CA), Coar Murphy (Woodroffe North CA), Heather Pearl (Champlain Park CA), Sheila Perry (Overbrook CA), Lola Price (Rockcliffe Park Residents Assn.), Jim Strang (Old Ottawa East CA), John Stevenson (Citizens for Safe Cycling), Don Stewart (Westboro Beach CA), Mitch Vandeborn (Centretown Citizens CA), Agnes Warda (Glens CA), Karen Wright (Civic Hospital Neighbourhood Assn.)

1. Welcome to new members

Gary Sealey welcomed new representatives.

2. Introduction to Centretown Community

The Centretown Citizens Community Association was founded in 1976 when the issue was a proposal for a highway through the “Golden Triangle”. In 1976 there was the first secondary plan for Centretown. The Centretown Cooperative Housing Corporation was a spin-off from the CCCA. There is no community centre associated with the CCCA so usually meetings are held at City Hall. Occasionally some meetings are held at the Jack Purcell Centre. The CCCA has made several appeals to the OMB regarding Community Design Plans.

3. Approval of draft agenda

The following were mentioned as items to add to the agenda: the FCA Executive planning meeting on Feb. 19, Ministerial review of the Official Plan, ice rinks and contracts, dues payable to FUN-Federation of Urban Neighbourhoods, community networking, and budget guides. It was agreed that these would be fitted under draft agenda discussions.

4. Approval of January 15 General Meeting minutes

Moved by Bob Brocklebank Carried

5. Receipt of February 3 Executive Meeting Draft Minutes

Received as circulated

6. Business arising from previous meetings:

Speaker at the June 3 Annual General Meeting

Various suggestions were offered including a speaker on tree canopy benchmarking (R. Alain), a speaker on New York placemaking (possibly through the US Embassy), the new Executive Director of the NCC,

City planning authorities (John Moser or Peter Hume), an academic speaker who follows municipal issues (Caroline Andrew), and some youth speaker.

Task Group on Municipal Elections

Carolyne Clackdoyle reported the task force is seeking input, both information and suggestions of topics that should be brought forward in the election. She noted that Ecology Ottawa has focused on five issues for the election.

This led to discussion about implementation of the motion on campaign contributions adopted at the previous meeting. John Chenier agreed to draft letters to provincial leaders and the Mayor. It was suggested that the letters should also be accompanied by a press release and that member associations should be encouraged to write their own letters. There was some discussion about the City's cutback in the contribution rebate program; it was decided that the two issues – eliminating corporate & union contributions and funding rebates for individual contributions – should be treated separately.

FUN membership

It was moved by Archie Campbell and seconded by Lola Price:

That the FCA renew its membership in FUN and authorize payment of the annual fee of \$50. Carried

Portfolios

7a. Planning and Zoning

An informal discussion on student housing had revealed that some politicians link this matter to the attraction of foreign students and such housing at Tunney's Pasture was mentioned. A tender for off-campus student housing has already been issued by the University of Ottawa.

There is a need to continue to monitor the progress of the Official Plan revision. The revision went to the Minister for approval as Official Plan Amendment 150 on December 24. The Minister has 180 days to reply. The OPA was posted on the Environmental Bill of Rights site with a deadline for comments of February 9 but comments are still being received. Greenspace Alliance has expressed two concerns: a need for redefinition of natural linkages and objection to a last-minute deal for two country lot estates subdivisions for Cavanagh despite the comprehensive ban in the OP revision.

It was moved by Erwin Dreesen and seconded by Sheila Perry

That the FCA write to the Minister expressing concern about the provision in OPA 150 providing for special authority for country lot estate development by Thomas Cavanagh in spite of the general prohibition of such new development in the OPA, and

Requests that this special exemption be removed from the OPA. Carried

It was noted that FCA had been approached about proposals for changes in the Site Plan Control by-law. Comment and other input from members is requested.

Mr. Michael Mizzi, the new head of Development Services in the Planning Dept. had met with the FCA Executive and it was agreed that he should be invited to come and speak at a general meeting. In a related development the attention of the meeting was drawn to comments by Councillor Holmes regarding the actions of the Planning Dept.

7b. Governance

A "community conversation" is planned for April 4. Although issues such as integrated planning and citizen engagement are mentioned in early announcements, it looks like the event will focus on social issues. Community groups with a social focus may wish to consider participation.

For ease of communication, participants are asked to join the FCA members Google Group. To be invited into the group, send an email to info@fca-fac.ca.

7c. Membership Service / Partnerships

Gary Sealey commented that informal polls at earlier meetings had underscored the diversity of interests being pursued by FCA members. He reported that exploratory talks continue about the idea of a planning and research fund which could support community associations. There are also possibilities for mutual support through sharing expertise and maybe meetings at regional or ward level.

8. Treasurer

The Treasurer reminded participants that 2014 membership dues are now payable.

9. Other Business / Open Mike

9a. FCA Executive Planning Meeting

Don Stewart noted that the previous meeting had four topics: Official Plan, communications, grow membership and support community associations. Members are invited to bring forward other issues for the Executive to consider for the meeting.

Adjournment

9d. Citizens' Coalition for Protection of the Environment

Marjorie Milloy reported the formation of the group in question, initially made up of residents of Osgoode and Vars. The prime concern is plans for a waste disposal site in the City's southwest. Links or documents will be made available through the FCA website.

10. Adjournment

Next General Meeting is Wednesday March 19 hosted by McKellar Park

Subsequent meetings are planned for Tuesday April 8 at Hintonburg, Monday May 12 at Dalhousie and AGM on June 3 at City Hall

Federation of Citizens' Associations of Ottawa
General Meeting - March 19, 2014 – 7:15 pm
McKellar Park Fieldhouse, 539 Wavell Ave. (South of Byron Ave.)
DRAFT AGENDA

Parking beside the building and on the street

1. Welcome to new members	03
2. Introduction to McKellar Park Community	07
3. Guest Speakers	
Alain Miguelez: Zoning, Intensification and Neighbourhoods	
Presentation: Revision to Infill Guidelines: overview	20
Planning Committee March 25	
Q & A – Dialogue	10
Geraldine Wildman: Site Plan Control	
Presentation - Site Plan Control Bylaw Review	12
Planning Committee March 25	
Q & A – Dialogue	10
4. Networking Break	10
5. Approval of draft agenda	02
6. Approval of February 10 General Meeting draft minutes	02
7. Receipt of March 3 Executive Meeting draft Minutes	01
8a Planning & Zoning Committee	
FCA submission to the City on items above	10
Other	06
8b Membership Services & Partnerships	06
8c Governance	02
9. Executive Committee: Outcomes of Planning Session	06
10. Task Group on Municipal Elections	06
Draft letter to provincial leaders and the Mayor	
11. Additional business/Open Mike	04
11a	
11b	
11c	
Adjournment	01

Federation of Citizens' Associations of Ottawa
Draft Minutes - General Meeting – Wednesday March 19, 2014
McKellar Park Field House, 539 Wavell Ave.

Participants: Graeme Roderick (Tanglewood-Hillsdale CA – Chair), Lynn Banker (Champlain Park CA), Colin Beattie (Old Ottawa South CA), Ron Benn (Centrepointe CA), Doug Biers (Britannia Village CA), Robert Brando (Friends of James & Bay), Bob Brocklebank (Glebe CA), Archie Campbell (Dalhousie CA), John Chenier (Lowertown CA), Carolyne Clackdoyle (McKellar Park CA), Alex Cullen (Belltown Neighbours Assn.), Lorne Cutler (Hampton-Iona CG), Anna Cuyllits (Old Ottawa South CA), Randall Denley (Fallowfield CA), Andrea D’Agostino (Queensway Terrace South/Ridgeview CA), Erwin Dreessen (Greenspace Alliance), Peter Eady (Civic Hospital Neighbourhood Assn.), Bobby Galbreath (Glebe CA), Matilde Hahn (Britannia Village CA), Selma Lamba (McKellar Park CA), Rosella MacNeil (Heron Park CA), Maria Luisa Marti (Friends of James & Bay), Bob McCaw (Fisher Heights & Area CA), Steve McNamee (Overbrook CA), Thomas McVeigh (Centretown Citizens CA), Paul Mennier (Centretown Citizens CA), Stella Militano (McKellar Park CA), Carole Moulton (Riverview Park CA), Cora Murphy (Woodroffe North CA), Carol Ogden (Overbrook CA), Sheila Perry (Overbrook CA), Lorne Plunkett (Fallowfield CA), David Sacks (New Edinburgh Community Alliance), Gary Sealey (Kanata Beaverbrook CA), Marjorie Shaver-Jones (Copeland Park CA), Joan Spice (Centretown Citizens CA), Anne Stairs (Riverview Park CA), John Stevenson (Citizens for Safe Cycling), Don Stewart (Westboro Beach CA), Jim Strang (Old Ottawa East CA), Lesley Taylor (McKellar Park CA), Mitch Vandeborn (Centretown Citizens CA), Karen Wright (Civic Hospital Neighbourhood Assn.)

Guests: Michael Mizzi, Alain Miguelez, Geraldine Wildman (City of Ottawa, Planning Dept.)

1. Welcome to new members

Graeme Roderick and Gary Sealey welcomed new representatives.

2. Introduction to McKellar Park

The community is composed of single detached houses known for its walkability and ease of access to downtown. The Field House dates from 2010.

The association is working on an all-candidates meeting in association with the nearby high school and is interested in park improvement. Challenges for the neighbourhood include infill, traffic and the light rail transit (LRT) line. On the LRT there are two action groups in the community. One, Friends of Sound Western LRT presses to not have the LRT through the Byron linear park and is not supported by the local Councillor. The other, Underground Solutions, has membership from condos along Richmond Road and seek to have the LRT buried rather than in a trench on NCC land.

3. Guest Speakers

Infill

Alain Miguelez gave a presentation on revisions to the Infill By-law which would be considered by Planning Committee the following Tuesday. He emphasized that the by-law only applies to central neighbourhoods and it is a reaction to the increasingly intrusive nature of infill developments in some neighbourhoods. A by-law was adopted in 2012 but the OMB has sent the by-law back to the city for further consultations on the regulation of community character. The concept is that your street gives

you your zoning. Through comparison with 21 surrounding lots, issues of front yard, parking and entrances are to be determined. Issues of setbacks and massing are to be addressed in another by-law (commonly called Infill 2).

In response to questions it was stated that the application of the by-law (Infill 1) could be extended to other parts of the city if requested.

Site Plan Control

Geraldine Wildman gave a presentation on revision to the Site Plan Control by-law. Revision is seen as needed because of problems of interpretation of the current by-law. It is proposed that 3-door row housing will be exempted from the revised by-law but any residential development beyond three units will become subject to site plan control. Parking lots of more than three spaces would also be subject as would any development in an environment protection zone. Expansion of existing buildings by 30% or up to 300 square metres would not require site plan control. However, only one exemption from site plan control would be allowed for a property in a two year period.

In response to questions it was indicated that there are some 640 site plan applications per year and revisions are hoped to reduce this number, permitting reallocation of resources. Questions also touched on new provisions for residential conversions.

4. Approval of draft agenda

The following were mentioned as items to add to the agenda: water bottles, child care, NCC urban land master plan and complete streets

5. Approval of February 10 General Meeting minutes

Moved by Bob Brocklebank Carried

6. Receipt of March 3 Executive Meeting Draft Minutes

Received as circulated

7a. Planning and Zoning Committee

Following on from the earlier presentation on the revision of the Infill 1 by-law and residential conversions the following motions were introduced:

Moved by Sheila Perry and seconded by Lynne Bankier

Whereas the FCA recognizes, supports and promotes the need for on-going dialogue with the City of Ottawa Planning and Growth Management, the Home Builders Association / development industry, citizen representatives, and opportunities to work collaboratively; and

Whereas the FCA supports ZBL 20102-147, providing that the following omnibus revisions are addressed in the future:

- *Defining height as related to Grade*
- *Defining soft and hard landscaping*
- *Front yard projections – timeline to be determined*
- *Defining parking on corner lots (i.e. single detached homes)*
- *Enforcement measures are identified; and*

Whereas the FCA recognizes that enforcement of this Infill Bylaw must be respected and supported

Therefore, the FCA supports the draft revisions for Infill Bylaw 2012-147 as a response to the OMB Interim Order on Appeal. CARRIED.

Moved by Jim Strand and seconded by Sheila Perry

Whereas the FCA recognizes the efforts by Council and Planning & Growth Management Department to study the land use planning policies associated with the conversion of low density residential use to increase numbers of dwelling units to three or more for the purpose of assessing land planning impact and establishing zoning standards to ensure compatibility; and

Whereas the FCA recognizes that R3 and R4 Residential zoning has permitted dwellings of 3 or more units and the pressure on urban neighbourhoods (i.e. Inner Urban Wards 12, 14, 15, 17 and the western part of 13, namely Sandy Hill, the Glebe and Old Ottawa South) about the scale, density and compatibility of some residential conversions;

Therefore, the FCA supports the City of Ottawa Amendment on Residential Conversions ACS2014-PAI-PGM-0043. CARRIED

7b. Membership Services and Partnerships

Discussion continues on the possible organization of a fund to support community groups, particularly in planning matters.

7c. Governance

The city organized “Community Conversation” to be held April 4 is centred around social issues and a limited number of community associations are to participate. Community health organizations will be among the prime participants.

8. Additional Business / Open Mike

a. Water

Moved by Marjorie Shaver-Jones and seconded by Peter Eady

Whereas the City of Ottawa sells bottled water in city premises throughout the city and at city events; and

Whereas water in plastic bottles is a wasteful and problematic product, harmful to the environment, and Whereas City of Ottawa tap water is freely available and of exceptional quality;

Therefore be it resolved that the Federation of Citizens’ Associations supports the initiative of the Ottawa Water Study/Action Group (OWSAG) to urge the City of Ottawa to adopt a greener and more sustainable approach by phasing out the sale and use of bottled water in all city premises and at city events. CARRIED

It was requested that the vote be included in the minutes. There were 14 votes in favour of the resolution, 8 opposed and 3 recorded abstentions.

b. Child care

A meeting on “Trends and Challenges facing Child Care in Ontario” will be held April 1.

c. NCC urban lands master plan

On line consultation is open for comment and two meetings will be held on March 25 and 26.

d. Complete Streets

Ecology Ottawa is holding a Complete Streets Strategy Forum on March 29

e. Development Charges

Nothing has been heard about public involvement in the renewal of the Development Charges bylaw.

Adjournment

Federation of Citizens' Associations of Ottawa
General Meeting – April 8, 2014 – 7:15 pm
Hintonburg Community Centre, 1064 Wellington St. West
DRAFT AGENDA

[Limited off street parking at rear of building]

1. Welcome to new members	04
2. Introduction to Greenspace Alliance & Hintonburg Community	08
3. Approval of draft agenda	03
4. Approval of the March General Meeting Draft Minutes	02
5. Receipt of March 26 Executive Committee Meeting Draft Minutes	02
6. Actions Arising:	07
• Letter to Provincial Party Leaders & Mayor re contribution to city candidates	
• Letter to Chair & members of Planning Com re: motions on Infill & Site Plan	
• E-mail to Water Action Group re: motion on bottled water <i>Marjorie</i>	
• Development Charges – partnered in issuing press release <i>Bob/Erwin</i>	
• Joanne Chianello AGM Guest speaker (proviso) <i>Graeme</i>	
7. Motions to be considered at this meeting:	
7.1 Snow clearance on narrow streets	06
7.2 Park Maintenance Budgets	07
7.3 Mail boxes	07
8.0 Presentation on proposed Landfill	
8.1 Motion for further action?	12
9.0 Networking Break	
10. Reports from Committees	
10.1 Nominations and Recognition: Award Closing Date <i>Archie</i> Directors and Officers	06
10.2 Task force on Municipal Elections <i>Carolyn</i>	06
10.3 Communications – Website <i>Bob</i>	06
10.4 Planning and Zoning <i>Sheila</i> Outcome of additional meetings on infill and conversions	08
10.5 Membership Services and Partnerships <i>Gary</i>	08
10.6 Governance <i>Bob</i>	06
11.0 Open Mike/Additional Items of Business	10
11.1	
11.2	
11.3	
11.4	
12.0 Adjournment	01

Federation of Citizens' Associations of Ottawa
General Meeting - April 8, 2014 - Hintonburg Community Centre
Draft Minutes

Participants: Graeme Roderick (Tanglewood-Hillsdale CA – Chair), Bob Brocklebank (Glebe CA), John Chenier (Lowertown CA), Carolyn Clackdoyle (McKellar Park CA), Andrea D'Agostino (Queensway Terrace South/Ridgeview CA), Erwin Dreessen (Greenspace Alliance), Peter Eady (Civic Hospital Neighbourhood Association), Elina Elnione (Greenspace Alliance), Dave Grosvenor (Woodroffe North CA), Matilde Hahn (Britannia Village CA), Maria Luisa Marti (Friends of Bay & James), David McNicoll (Greenspace Alliance), Thomas McVeigh (Centretown Citizens CA), Cora Murphy (Woodroffe North CA), Heather Pearl (Champlain Park CA), Sheila Perry (Overbrook CA), Shad Rollins (Action Sandy Hill), David Sacks (New Edinburgh Community Alliance), Joan Spice (Centretown Citizens CA), John Stevenson (Citizens for Safe Cycling), Don Stewart (Westboro Beach CA), Karen Wright (Civic Hospital Neighbourhood Association), Inta Zobs (Britannia Village CA)

Guests: Sue Langlois, Laurie McCannell, Marjorie Milloy (Coalition for the Protection of the Environment)

1. Welcome to new members

Graeme Roderick welcomed first-time participants and new members.

2. Introduction to Greenspace Alliance

Erwin Dreessen outlined the interest and experience of the Greenspace Alliance. Their approach has been to work with other groups, hence its ongoing participation in FCA. They have appeared before the OMB often and have achieved some gains. The Emerald Ash Borer invasion and work on a master plan for the Greenbelt are of interest; the latter leading to the formation of the Greenbelt Coalition. Greenspace made comments on the updating of the Provincial Policy Statement, the review of the Official Plan and was active in the appeals on the urban boundary. They seek a site alteration by-law and a tree preservation by-law. The next meeting is April 23 with a talk from the City about preservation of city trees (90% is said to be protected). The AGM is May 29 with a speaker on "geomatics" a project to map the tree canopy.

3. Approval of draft agenda

An additional motion on "complete streets" was added to the "motions" item and new "open mike" items were: NCC land use, Council on Aging, Committee of Adjustment communication, and residential conversions.

4. Approval of the March 19 General Meeting Minutes

Adoption moved by Peter Eady and Sheila Perry. **CARRIED.**

5. Receipt of the March 26 Executive Meeting Minutes

Received

6. Actions arising from minutes

It was announced that letters have been sent to the Premier, the Minister of Municipal Affairs & Housing, the provincial opposition party leaders and to the Mayor requesting legislation provide for abolition of corporate and union donations to municipal election campaigns.

Letters have been sent members of the Planning Committee regarding previous motions on the infill bylaw and on site plan control revision proposals.

An e-mail of support has been sent to the Water Action Group in respect of the request that the city halt sales of bottled water.

FCA has joined with Greenspace Alliance in issuing a media release noting lack of community involvement in revision of development charges.

Joanne Chianello of the Ottawa Citizen has been invited to be guest speaker at the FCA Annual General Meeting to be held June 3.

7. Motions

Snow clearance on narrow streets

A motion was proposed by Bob Brocklebank *“Resolved that FCA request the City of Ottawa to adopt a formal policy to ensure that the City’s narrower residential streets are given a higher priority for snowbank clearing.”* Following discussion, it was agreed that the current snowbank removal policy of the City be investigated and that consideration of the motion be deferred for a subsequent meeting.

Park maintenance budgets

A motion was proposed by Bob Brocklebank *“Resolved that an FCA task force be established to investigate the adequacy of city budgets for park maintenance and that the task force report with recommendations to a future general meeting of the FCA.”* John Chenier, Andrea D’Agostino and Matilde Hahn offered to look further into the issue.

Urban mail boxes

A motion was proposed by Bob Brocklebank *“Resolved that a task force be established to investigate the introduction of community mailboxes replacing door-to-door delivery in urban areas of Ottawa and that the task force report with recommendations to a future general meeting of the FCA.”* Discussion led to comment that Civic Hospital Neighbourhood Association has been active in the issue and that Kanata has been selected as the area for first implementation of the new delivery arrangements. Peter Eady agreed to take a lead on the issue and seek support from members.

Complete streets

A motion was proposed by Sheila Perry seconded by *“Resolved that the FCA supports in principle the following statements from Ecology Ottawa:*

“We applaud the City of Ottawa for considering Complete Streets as one of the planning issues to be used to review the Official Plan, Transportation Master Plan, Infrastructure Master Plan, Cycling Plan and Pedestrian Plan. Ottawa needs Complete Streets, where safe and comfortable access for pedestrians, cyclists and public transit users of all ages and abilities is not an afterthought, but an integral part of the planning process for the construction, retrofitting and maintenance of all roadways.

“We request Mayor Jim Watson and all Ottawa City Councillors to support the passage and implementation of a comprehensive Complete Streets policy into all planning documents under review. The policy should be applied to the entire urban boundary so that residents in urban Ottawa, as well as citizens living in the suburbs and villages, all benefit from Complete Streets.

“For the past 10 years the City of Ottawa has been spending far too little on improving our roads for pedestrians, cyclists and public transit users and far too much on roads primarily designed to be conduits for automobiles. It is time for Ottawa to move in a new direction.”

There was discussion about specific street rehabilitation projects – Rideau, Churchill etc. – and the provision of cycling lanes. Comment was made that the concept of complete streets has already been accepted in the revision of the Official Plan.

CARRIED

8. Presentation on Landfill

Guests from the Coalition for the Protection of the Environment delivered a presentation. They note that ICI (industrial, commercial and institutional) waste makes up 70% of Ottawa's waste with only 13% of that being recycled or diverted. This contrasts with household waste for which 40% is recycled or diverted. Ottawa generates 437,000 tonnes of ICI waste per year but has currently approved capacity for disposal of 817,750 tonnes.

Two additional projects – expansion of the Carp landfill and the Taggart Miller project (their specific interest, a proposal for a 450 acre waste disposal project called CRRRC, 2 km from Carlsbad Springs) – would allow for 1.8 million tonnes of ICI waste per year, if approved.

They commented that ICI waste is controlled by the Province and that installation of excessive capacity for such waste will drive down dumping fees acting as a disincentive to increased recycling or diversion and will invite waste from other communities to be imported into Ottawa for disposal.

At the conclusion of their presentation they proposed two action items, drafted in the form of motions for FCA consideration:

“Resolved that the City of Ottawa take full financial responsibility for providing thorough third-party review during Environmental Assessments for waste disposal facilities on behalf of and in full co-operation with prospective “host communities” within the City of Ottawa; and
“Resolved that the City of Ottawa study the feasibility of de-streaming waste (as a pilot project for all of Ontario) to investigate whether higher diversion percentages and over-all system efficiencies (including reduced environmental impact) would be achieved if IC&I waste were under municipal authority rather than private control with government oversight.”

In discussion it was noted that the City provided \$50,000 for a peer review of the studies for the environmental assessment of the Taggart Miller project. The project was before Environment Committee in the autumn of 2012.

9. Reports from Committees

9a. Nominations and Recognition

Archie Campbell called for additional recommendations for awards, commenting that there are three categories: lifetime community contribution (recognition for activity in the FCA or similar organization), community builder (an industry leader) and citizen builder (contribution by an individual outside the FCA network).

9b. Task Force on Municipal Election

Carolyne Clackdoyle noted that a meeting had been held with Ecology Ottawa and one is planned with the association of condominiums. The aim is to have good questions for community groups to direct to candidates and written questions were collected at the meeting.

9c. Communications

Bob Brocklebank reported that some initial discussion had occurred about changes in the FCA website. One website designer had recommended a move to an environment call “Weebly”. Ideas from others with sites on tools used and organizational structures would be welcome.

9d. Planning & Zoning

Sheila Perry reported on meetings by community and development industry representatives to clarify specific items in the infill 1 by-law. She noted that discussions had also taken place on the proposal to eliminate converted houses from the zoning by-law and related provisions regarding amenity space. She said that community representatives from wards 7, 8, 9, 10, 11, 13, 16, and 18 are required to participate in consultations regarding the Infill 2 by-law.

Following a brief discussion on the NCC Capital Lands Master Plan, Sheila Perry moved, seconded by consensus:

“Whereas the National Capital Commission is establishing a Capital Urban Lands Master Plan and a long term vision that will guide Capital Urban Lands toward 2067; and

Whereas the NCC Capital planning long term vision to 2067 is “an aesthetic, viable and dynamic enhancement of the Capital Urban Lands, combining nature and culture, today and tomorrow”; and

Whereas the NCC mandate is to plan, conserve and improve federal lands on behalf of the Government of Canada; and

Whereas the Federal urban lands in Canada’s Capital contribute to the improvement and conservation of the region’s natural spaces, and residents’ quality of life, and to the symbolism of Canada’s Capital Region,

Be it resolved that the FCA supports the National Capital Commission planning directions that include the following:

1. *Contact with Nature – biodiversity, valued ecosystems and natural habitats, contact and recreation*
2. *Expression and Experience – embellishment, spirit of place, welcome*
3. *Urban and Regional Viability – urban viability and integration, accessibility, sustainable and active mobility”* **CARRIED**

Following up on the presentation at the previous meeting regarding revision of the Site Plan Control By-law Sheila Perry moved, seconded by Erwin Dreessen:

“Resolved that FCA supports the following planning process leading to the approval of a proposed development that will allow for community consultation and input. Suggested elements for community consultation include:

- *The developer notifies the Councillor, the community association and the owners or occupants of adjacent properties;*
- *The developer invites comments within a reasonable time period;*
- *The developer hosts an information and comment session at which she/he provides information about the townhouse development (such as a map, a profile of the scale of townhouses in relation to the housing on both sides and a diagram of the footprint of the townhouses in relation to the neighbours)*
- *The developer provides the City with copies of submissions made by the public, the responses and a record of the information session including the comments and responses;*
- *The City staff discusses alternatives or mitigation measures for resolving concerns.”* **CARRIED**

9e. Membership

Discussion was deferred to next meeting.

9f. Governance

Bob Brocklebank noted that the first quarter of 2014 has ended and certain aspects of the City’s Public Engagement Strategy were scheduled to be in place. A meeting will be sought with city staff to verify if the project is proceeding on schedule.

10. Open Mike/Additional items of business

10a. NCC land use planning

A public meeting is being held by NCC on April 9.

10b. Parking at Ottawa Hospital

There is discussion about parking around the Civic Hospital, a topic followed closely by the Civic Hospital Neighbourhood Association.

10c. Committee of Adjustment communications

Joan Spice moved seconded by :

Resolved that the FCA seeks electronic communication by the Committee of Adjustment. CARRIED

10d. Community Conversation

Erwin Dreessen requested this topic be added to the agenda but discussion was deferred to next meeting.

11. Adjournment

**Federation of Citizens' Associations of Ottawa
 General Meeting – May 12, 2014 – 7:15pm
 McNabb Community Centre, 180 Percy Street, Community Room
 Draft Agenda**

1. Welcome to new members	Gary 04
2. Introduction to Dalhousie Community	08
3. Approval of draft agenda	03
4. Approval of the April 8 General Meeting Minutes	02
5. Receipt of the April 30 26 Executive Committee Meeting	02
6. Actions Arising:	08
Letter to MMAH re Country Lot Estates	
JoAnne Chianello AGM Guest speaker	Graeme
NCC	
May 5 meeting on Carp Landfill	
Common Mail boxes	
7. Motions to be considered at this meeting	03
8. Networking Break	15
9. Reports from Committees	
9a. Recognition: Award Recipients	05
9b. Nominations Committee: member from the membership	
Call for executive and officer elections	
9c. Communications – Website	06
9d. Planning & Zoning	10
9e. Municipal elections	05
9f. Governance	06
9g. Membership Services and Partnerships	Gary 08
9h. Rural Communities Forum May 3	03
10. Treasurer's report	03
11. Open Mike/Additional Items of Business	10
- Ottawa Neighbourhood Study	
- Official Plan Amendment (150) Approval	
-	
12. Adjournment	01