Federation of Citizens' Associations of Ottawa
Executive Meeting – May 25 2016– Draft Minutes
Tanglewood Park Community Centre
30 Woodfield Drive

Participants: Gary Sealey (chair) Bob Brocklebank John Chenier, Archie Campbell, Lorne Cutler, Kul Kapoor, Maria Luisa Marti, Graeme Roderick Sheila Perry, Don Stewart and Agnes Warda

Regrets: Klaus Beltzner, Alex Cullen and Maureen Forsythe

1. Approval of amended agenda: CARRIED
2. Approval of Executive Board Minutes of April 20 CARRIED

3.0 Note of Appreciation: The board expressed its thank you to Tanglewood Hillsdale Community Association for providing meeting space at Tanglewood Community Centre during the last year, doing so though Graeme, its president.

4.0 Executive Board Meeting dates: While the executive board is scheduled to meet in a Planning Session on June 18, it was suggested that between then and the September General Meeting that two meeting be scheduled, one being an organizational one held post June 18 and the other being an August 24 one in large measure to the focus on the agenda of the September General Meeting.

4.0 AGM June 7:00 pm

4.1 Agreed by consensus that Shelia, Bob and Graeme would assist Gary in the preparation of the AGM.

Notice: Notice with the Report of the Nominations Committee was sent on May 21

Nameplates and tags: To be available Graeme

Layout: Lorne reported that it would be a U with seating in the back.

Invitations: It was agreed that the Mayor and Councillors would be invited. Past practice has to permit the councillor in whose Ward the meeting is being held to say a few ward. Gary

Media: passing reference.

Sending the Board's Annual report. Past practice has been to send it to Mayor and Councillors

4.2 **Order of business:**

- ✓ Speaker Steve Kanellakos is to be introduced by Bob and thanked by Sheila. The *format* would be a presentation, followed by prepared 3/5 Question & Answer. The *focu*s of the presentation is neighbourhood infrastructure. It connects City Manager/Departmental staff and Community Associations: directions, challenges/constraints and opportunities. While those in attendance will have an opportunity to feed questions of this and/r related topics to a panel of Lorn, Don and Sheila , their job would be to distill common themes, concerns, ideas into a few questions.

  Thank you Gift: A donation, preferable to Homeless or Refugees in the sum of $50 would be made in Steve's name with the Organization's letter of acknowledgement being given by Sheila. On a motion by Graeme seconded by Bob expenditure authorized. Graeme asked to make arrangements CARRIED
- ✓ Awards: The nominators will be given 3/4 minutes each to introduce the recipient. The recipient will be provided 6/8 minutes to speak to those in attendance about their contribution to the quality of life in the City. The award will be given by Gary, and a picture of the Nominator, the recipient and our president will be taken BY????.-
  - ✓ E-letters have gone to the nominators and recipients.
  - ✓ Nominators have been asked to arrive early to introduce recipients, who can invite two guests.
  - ✓ On a consensus motion Archie is authorized to spend up to $300 of the Award plaques.

Business

- ✓ *Approval of Agenda:* Gary
- ✓ *Motion to Approve Minutes* from the previous year: Bob reported that they have been placed in circulation to the Board for comment, but absent of a few attendees, he believes this an accurate reporting of the meeting. Thank you Bob.
- ✓ *Report of the Board:* Agrees that Gary would deliver this on behalf of the board members. It would speak to our accomplishments. Reference made to feedback from the recently completed survey.
  Gary request those who have not submitted their statements to please do so.
- ✓ *Report of the Treasurer:* Lorne circulated the draft Income Statement, Statement of Bank Reconciliation, as well as Revenue and Membership reports. With minor amendments, on a consensus motion that these be approved and be conveys to the AGM `CARRIED
- ✓ *Nominations Committee Report:* Graeme said that the Report was conveyed to Gary. Although all positions are filled, the bylaws require a call from the floor. Introduction of each member – they stand.
- ✓ Adjournment: Location of September meeting stated

5.0 Planning Retreat June 18, Saturday morning

Facilitator: It was agreed that a moderator who would ideally not be a member of the board would be recruited by those organizing the session. It is not anticipated that there would eb a cost.

Minutes: The last session was in June in Kanata Beaverbrook . These should be reviewed in the context of achievements. ACTION: Don

Survey Results: John agreed to provide a synthesis.

Production Team: Sheila, Gary and Graeme

Location: Overbrook Community Centre

6.0 Administration:

- Corporate Status: Gary advised that our corporate status [ON 0000899230] has been regularized. This is the first time in a number of years. By consensus, we commit to meeting the annual reporting requirements with Ontario Government and Corporate Services. CARRIED
  Thank you Gary.
- Directors Liability Insurance: Maria Luisa reported that members of the FAC Executive Board are now covered. Thank you Maria Luisa
- Transfer of banks: Lorne address the need to change in signing officers with the upcoming election. Banking Resolution of incoming board. Thank you everyone who were officers over the years while corporate status was being sorted out. At the same time, consideration could be given to changing banking institutions. It was agreed to leave this to be resolved by the incoming board.
- FCA received the second installment of the $3000 donor pledge, given over three years. It was for $2500.
- Committees and chairs: It was agreed to leave this to the proposed organizational meeting following the June 17th Retreat
- On a recommendation of the Efficiency task group, the outgoing board recommends the incoming board's use a *budge*t as a financial planning tool. Lorne said in the developing a budget, on the expenditures side, committee chairs would identify $$ needed to do their

work. On the revenue side of the budget, determining where monies could come from (i.e. membership fees, fundraise). Lorne forsaw this exercise as being the work of a Finance Committee. ACTION: Incoming board

- Business cards: A template is being prepared that would be compatible with Avery. Officers/chairs of committees/board members could use. .
- Archie agreed to continue to arrange locations for General Meetings.

7.0 Reports:

7.1 Expenditures Approval: Moved by consensus:

Letters Patent:	$255.20
Directors Insurance	$468.00
Website Carrier	$033.50
Imagine Ottawa	$060.00
Survey Monkey	$228.00

CARRIED

7.2 Efficiency Task Group: Maria Luisa reported that the task group had met. As seen above, a portion of the $2500 is being used to regularize our status as an incorporated organization. Doing so also enabled us to participate in the directors' liability insurance offered through Volunteer Canada. The committee next task is to hire a 'contractor' for 10 hours a month for at least a year. The person's main task will be to assist us in being on a more solid footing by make grant applications/ securing funds. Maria will participate in speed dating on May 31 at Volunteer Ottawa. Afterwards a small number of perspective 'candidates will be interviewed.

7.3 Planning and Zoning:

While a motion was made by Sheila and Bob to establish a committee, which would

- support the current virtual Network,
- publish our current Planning Updates/News,
- promote planning committees in every community association in Ottawa,
- identify a 'representative to our Network

there was concern that there isn't reference to the current P & Z Committee's terms of reference (2012). These terms are on our website (**ca-fac**.ca/**planning-zoning**-committee/).

Efforts to give structure and to share the workload related to P & Z were lauded. While the motion was tabled for study, there was agreement in principal to this initiative.

TABLED to our Post June 18 Organizational Meeting

7.3.1 Coach Houses: Kul reported that there are privacy concerns in the design of these homes. Window size would make privacy very difficult. Shelia indicated there is still an opportunity to submit comments. Emily Davies, project lead/planner will be on leave, and her replacement will need time to get up to speed.

7.3.2 [Topic?] Going to Council in the Fall. Sheila and Heather Pearl to draft letter to planner John Smit of the Urban Service branch of the City's Planning Department.

7.4 Governance

Engagement Strategy: On May 17 Rolland Dorcy, Erwin Dreessen, Agnes, Sheila and Bob had their second meeting with Robyn Guest, program manager: Outreach of the City Manager's Office regarding the City staffs' implementation of the Public Engagement Strategy. Sheila was impressed with their willingness to consider external input.

Mooney's Bay: Seven Councillors, including Riley Brockington voted against the approval of the contract with Sinking Ship Entertainment for an entertainment park.

Councillor Brockington has indicated that 90% of the correspondence he is receiving was against the project being located there.

Efforts to consult after the fact, unless there is a real possibility of relocation, doing so will be perceived as shallow. It does speak to the City's perceived attitude towards citizen engagement.

7.5 Communications –

- While John will be leaving the board, he will be available to assist the individual who will be replacing in as chair of communications. He is also willing to be a member of the communications committee.
- John spoke to the results of the year-in-review survey. He is agreeable to providing the board members with a synopsis for the Retreat.

7.6 Transportation:

- Co-ordination: With the number of road and bridge projects as well as LRT simultaneously on the go, it is evident that a number of projects have inadequate vehicle "detour" plans and there appears to continue to be an absence of a master traffic flow plan which will mitigate drive-through congestion in some neighbourhoods during peak hours. In Klaus's absence: TABLED

8.0 Hydro Forum: Agnes reminded members of the Ottawa Hydro Community Forum on May 26 (5:00-7:00 pm] at 200 Coventry Road.

8.1 Ontario Volunteer Service Award: On June 3, Archie, Bob, Lorne, Agnes and Graeme will receive this award given by the Ontario Honours and Award Secretariat, given at Tudor Hall, 3750 Bowesville Road.

9.0 Archie and John will be leaving the Executive board at the end of term. Archie has been with us for over 30 years. John who has been with us for two, focusing on Communications; noted that he will continue to be the Lowertown Community Association representative at General Meetings. Their contribution was acknowledged. Gary spoke of his presidency over the past year., and thanks members for their confidence in him in going forward into the second year in this role

10. Adjournment: On a motion from Don CARRIED

Date of the next Executive board meetings:

Graeme Roderick

Graeme Roderick Recorder