



**Glebe Community Association  
Minutes of the Board Meeting  
Tuesday, March 28th, 2017**

**Present:**

**Board Members:** Christine McAllister, Sharon Chartier, Sylvie Legros, Vaughn Guy, Scott Blurton, Dan Chook Reid, Colette Downie, Rochelle Handelman, Carolyn Mackenzie, Matt Meagher, Sarah Viehbeck, Carol MacLeod, Elizabeth Ballard (Sam Harris), Nini Pal, Brenda Perras, Judith Slater.

**Others:** Bill Price (Co-Chair Heritage Committee), June Creelman, Janet Stewart, Edward Ocampo-Gooding, Isla Paterson, Anthony Carricato, Jamie Brougham, Josh Van Noppen, Lauren Hills

**Regrets:** Angela Keller-Herzog, Sam Harris

**Approval of the Agenda**

The agenda was adopted with the addition of a motion on the approval of budget for the 50<sup>th</sup> Anniversary, a motion on GCA insurance and the removal of Andrew Peck as a guest due to illness.

**(Nini Pal / Sylvie Legros) Carried**

**Approval of the Minutes**

The minutes of the meeting of February 28th, 2017 were approved.

**(Sharon Chartier / Sylvie Legros) Carried**

**PRESIDENT REPORT – Christine McAllister**

- Sam Harris is looking for volunteer to organize the Jane's Walk (JJ's Walk) on May 6<sup>th</sup> and 7<sup>th</sup>.
- Board Recruiting: As of today, there are at least four vacancies to fill before the AGM in June: the President, two Vice-Presidents and the Chair of Education Committee. The Vice-President stressed that there are **no** candidates for any of the three key positions (President and two Vice-Presidents) and neither she nor Christine will extend their mandate for another year. The issue is getting critical and if there is no candidate within the next month, Plan B will have to be discussed at next month meeting. It was suggested that a posting be put on websites specialized in ads to recruit volunteers such as Volunteer Canada.
- Financial Statement – Vaughn Guy provided a verbal update on the GCA bank account. There is about \$41,600 in the bank account. Of this, about \$2,400 is marked for the Environment Committee and \$8,000 for the Parklets, leaving a net balance of about \$31,000. He noted that

on that balance there are \$500 check outstanding and motions requesting additional funds to be passed tonight. He had two motions on insurance (section below).

- 50<sup>th</sup> Anniversary – June met with GNAG and they produced a long list of ideas for activities to be held during the Celebration Day in September where events will be held during both the afternoon and evening. They plan to organize activities that will attract a wide audience of all ages which means activities for children, some music events, more digital oriented activities, art events and evening reception. They can count on volunteers from GNAG and hope to leverage the GCA names to get free contributions like ads in the Glebe Report and some corporate sponsorship or collaboration. June presented a budget as a motion to finance the events (section below).

For a more detailed description of the planned events to date, refer to Annex B.

## **ISSUES FROM COMMUNITY**

For info: the basement of 4th avenue Baptist Church is used every Thursday night to house homeless teens – beds and food are provided. Volunteers are always welcome as well as cash and items donations. Individuals wishing to give items should contact Josh Van Noppen before to ensure they provided needed items.

## **COUNCILLOR'S REPORT – David Chernushenko**

Councillor was absent. No report

## **MOTIONS**

### **Motion 1 – D&O liability insurance (Vaughn Guy)**

Whereas the GCA has maintained Directors and Officers Liability Insurance and will continue to do so. It is moved that coverage be renewed for the period covering 1 April 2017 to 31 March 2018 at a cost of \$397.44 and that this amount be approved for coverage.

**(Vaughn Guy / Sarah Viehbeck)**

**Carried**

### **Motion 2 – General Liability Insurance (Vaughn Guy)**

Whereas the GCA organizes and conducts events as part of its normal mandate and General Liability Insurance is required for these events.

It is moved that coverage be renewed for the period covering 1 April 2017 to 31 March 2018 at a cost of \$475.20 and that this amount be approved for coverage.

The Treasurer informed the Board that any special events (50<sup>th</sup> Anniversary, Environment Committee event in April, Imagine Glebe in 2016, etc...) outside of "normal operations" require additional insurance. Since insurance must be purchased for any special event, there was confusion about what is

the purpose of the base insurance coverage since there is only the AGM meeting activity apart from all special events. The motion was deferred for discussion and decision at the executive level.

**Motion 3 – Glebe Community Association 50<sup>th</sup> Anniversary (June Creelman)**

Whereas 2017 marks the 50<sup>th</sup> anniversary of the Glebe Community Association, and

Whereas such a milestone is worthy of celebration:

The GCA board approve a budget up to \$1,400 to rent Scotton Hall for the day and evening of Saturday, September 30;

The GCA board approve a budget of up to \$2,000 for a family-friendly celebration on the afternoon of Saturday, September 30;

The GCA agree to advance funds up to \$3,000 for an evening musical event on Saturday, September 30 on the understanding that this funding will be reimbursed following the event and that profits would go to the GCA.

As stated above, more information on the September 30<sup>th</sup> activities is attached in Annex B.

**(Christine McAllister / Dan Chook Reid)**

**Carried (with enthusiasm)**

**Motion 4 – Membership Committee (Carol MacLeod)**

The Membership Committee moves that it be given permission to spend up to \$800 to cover the costs of the 2017 membership campaign.

Attached is a proposed budget (there are slight changes from the budget provided with the agenda. Budget totals \$1,400).

**Carol MacLeod / Elizabeth Ballard**

**Carried**

**Motion 5 – Park Committee (Elizabeth Ballard – proxy Sam Harris)**

Be it resolved that:

The GCA will coordinate the reinstallation of the parklets in the same locations 2016, Bank/Third Ave and Bank/Second Ave, using finances from remaining 2016 Glebe BIA and Underground Sound funds. (See attached Parklets 2016 report for background).

There was some discussion about the plan for managing these parklets once the funds held in the GCA account (from the original parties involved in the project) are depleted as costs are sizable relative to the GCA annual budget. To be revisited.

**(Elizabeth Ballard / (Elizabeth Ballard (proxy Sam Harris)**

**Carried**

## **Motion 6 – Park Committee (Elizabeth Ballard (proxy Sam Harris))**

Be it resolved that:

The GCA will support the Ottawa Park Summit through active engagement, attendance and a financial contribution of \$100. (See attached Ottawa Park Summit Letter as background)

**(Elizabeth Ballard / (Elizabeth Ballard (proxy Sam Harris))**

**Carried**

## **COMMITTEE REPORTS**

### **Traffic Committee (Matt Meagher)**

A bike ride is being organized for Sunday morning June 11<sup>th</sup>. The planned route is mostly through residential streets. Volunteers are needed to help during the event.

### **Environment Committee (Judith Slater)**

**Trees in the Glebe.** (1) promotion in both the Glebe Report and at OHEDE (Old Home Earth Day Event) including seedlings to plant with planting instructions and banner for Trees in the Glebe to be used at events; (2) Jennifer Humphries to submit a proposal to Eco Talent Network to access their volunteers and is asking to help with volunteers to help out distribute seed on April 22 for a few hours (613-882-0296 or jinhumphries@gmail.com); (3) database of names of households interested in growing trees from seedlings.

**OHEDE.** Members are Angela Keller-Herzog, William Nuttle, Paul Cairns, Raymonde Lemire, Suzanne Kam and Judith Slater. They meet weekly to plan and organize the April 22<sup>nd</sup> event and ask for volunteers to distribute flyers in the block's mail boxes (call Angela or Judith).

**CAFES.** Lenore Fahrig and Judith Slater attended a meeting weeks ago to urge the City of Ottawa to divest investments in fossil fuels in the City's Endowment Fund. They encourage people to send letters to their Councillor and the Mayor to urge them to take action and to talk to their riding to push for more action to get the environment initiatives ~~to get~~ started before the next election.

### **Planning Committee (Carolyn Mackenzie)**

**Beer Store.** The Planning Committee is still negotiating with the developer and working with other City Councillors to get some compromises on the development of the new building. Although it is certain that the height of the building will exceed four stories, they hope to be able to have the additional floors to be set back from Bank Street and surrounding streets so the building doesn't overshadow the main street and its surroundings. They expect the OMB to support the design so the goal is to get support to have the GCA requests implemented before it goes to the OMB.

**Boston Pizza.** The restaurant is applying to have a patio and a liquor license. Liquor licenses are issued by the province and are outside the Planning Committee mandate. The patio is under the City but there is little information on this particular issue at this time.

**Bank Street Secondary Plan** (lack of time). Expected to start in 2019. Tailor policies to address Bank Street needs.

**OTHER BUSINESS**

There was no other business

**ADJOURNMENT**

The meeting adjourned at 9:05 p.m.

**(Christine McAllister / Dan Chook Reid)**

**Carried**

**ANNEX A**  
**Background on motions**

**Motion 4 – Membership Committee Budget**

Budget for Membership Campaign - GCA Membership Committee Proposed Budget, 2017

3500 8 ½ x 11 coloured stock double-sided trifold flyers	\$350 (Laser Zone) \$390 (Staples)
3500 2 x 3 ½ business cards, b&w or colour printing, white b&w only	\$100 (Laser Zone) \$190 (Staples)
Note: Laser Zone has offered a 10% discount on top of its total	
250 GCA buttons	\$350
1 package 8 ½ x 11 coloured paper, 500 sheets	\$12 (Staples)
Envelops, elastics	\$35
Printing: Posters, President’s letter, Canvasser instructions	\$100
Glebe Report Ad	\$180.80
4 membership pop-up events @ \$50 each	\$200
On line membership system (excluding per use fee)	\$65
Total	<b>c\$1,400</b>

**Motion 5 – Park Committee**

**Glebe Parklet 2016 Report**

The GCA oversaw the installation of two parklets which were present from

June- Oct 2016 and located in the first parallel south west (from Bank St.) parking space on Third Ave. outside Nicastros (3rd Ave parket) and the NuK parklet in the parallel diagonal parking spot North East of Bank St. on Second Ave. outside Bernard Callebaut (previously Truffle Treasures).

**Background**

A presentation and motion to support the GCA applying for the parklets was made in January 2016. A group consisting of community members, the BIA, Underground Sound and the GCA provided input on

design considerations and locations. The GCA submitted the required application to the streetside pilot program in February 2016. The application for the 3rd Ave parklet was prepared by Richard Corbel and Carolyn MacKenzie. The application for the NuK was prepared by students, Ben Cotrill, Alexander Marttinen and Jason Surkan, from the Azreil School of Architecture under the leadership of Professor Johan Voordow. The BIA provided letters of support from the adjacent businesses, letters of support were also provided by Councillor Chernoshenko and Underground Sound.

The 3rd Ave parklet was designed (including all required drawings prepared), as well as in large part built, by local resident and architect designer Richard Corbeil. Richard donated his considerable expertise and time to this project. Community members Alain Laroche and David Baird also contributed time and experience to the construction. This parklet was managed by Carolyn MacKenzie, who also prepared the final submission to the city and completed the plantings and finishing details, including seating. The planters and bench as well as some of the plants are at Carolyn's house, she will arrange returning these to the parklet once it is in place.

Students from the Azreil School of Architecture under the leadership of Professor Johan Voordow designed and built the NuK, taking into consideration community input. The engineering firm Cleland Jardine kindly provided engineers review and stamp for the NuK structure. The art work was completed by GNAG art camp students, coordinated by Sam Harris (GCA) and the greenery was chosen and arranged/planted by Connie Boynton (GCA).

The GCA (Sam Harris) arranged for the required location permits. Permits were also required to block the adjacent parking space during installation of the NuK.

The BIA arranged watering of the parklets as well as hired a cleaning company.

The GCA checked/cleaned the parklet a few times a week and oversaw maintenance, which was minimal during the season.

The GCA arranged a company, Village contractors, to disassemble, transport the parklets for storage. The contractor met with the designers/ builders at both sites prior to the work. The city stored the parklets in the storage facility at Moodie (outside, covered in tarps).

The GCA arranged insurance through BMS insurance, this will expire March 31, 2017\*.

The GCA was the contact with the city on all issues arising from the applications, parklets and miscellaneous such as installing/removing garbage bins, extra encroachment permits, signage.

The city provided free storage of the parklets at the Moodie storage yard.

The councillor and staff facilitated this arrangement.

The GCA (Sam Harris), Richard Corbel and Johan Voordow participated in a pilot program review session with the city.

## **Finances 2016**

The city of Ottawa provided \$11,000 in funding for the parklets (\$5500 each), this was based on the budgets prepared and submitted for each project.

The Glebe BIA contributed \$5000, as well as arranged for both parklets to be watered all summer and hired a cleaning company to clean the parklets.

Underground Sound contributed \$5305.

Ian Scholten, a Glebe resident, kept track of all finances against the prepared budgets as well as prepared invoices for the city to claim the \$11,000 back. (See financial break down in google folder) of the complete finances for the project (\$21,305) \$7,617.87 remains (in the GCA account).

The parklets came in under budget due to significant volunteer work as well as very low maintenance costs (no graffiti, damage) and free storage provided by the city.

## **Parklet pilot program feedback**

The community provided positive feedback on the parklets and they were the subject of some media including in the Glebe Report, CBC, Metro.

The city conducted an online survey on people experiences with all the street side spots that were in place in the 2016 pilot program, the Glebe received excellent feedback. Excerpt from the city report- the full documents are available in the google folder.

‘Overall, both spots in the Glebe had the most positive feedback from community members out of all parklets. It is important to note that no safety concerns were raised by the public for these spots which is both abnormal for this program and extremely encouraging.

## ***The Future of the Streetside Spot Program in the Glebe***

Based on the feedback from the survey responses, city departmental feedback and sponsor meetings it is our recommendation that this pilot project become a permanent initiative within the city of Ottawa. This program has shown particular success within the Glebe community with 100% of people who completed a survey for the Nuk at Bank and 2<sup>nd</sup> preferring this spot be used for a parklet instead of a parking space and 94% of people for the Nuk wanting more spots like this in Ottawa (the remaining 6% were neutral on this topic). This was also true for people completing a survey for Third Ave. with 88% of people preferring a parklet to a parking spot and 88% of people wanting more spots like this in Ottawa. Moving forward, the primary recommendation for the 2017 Streetside Spots is the inclusion of programming such as book club meetings, art displays and live musicians to encourage greater community interaction with the spot. Additionally, the incorporation of more shading would improve the overall experience. Overall we feel that the Glebe is a prime neighbourhood for the continuation of this initiative and believe there is adequate community support to justify additional spots for 2017. ‘

## **Parklets in the Glebe 2017**

The city brought the program and recommendations to the transportation committee in March for approval to continue in 2017, approval was granted.

We are waiting to receive the program guidelines and requirements.

Underground Sound and the BIA have indicated that the GCA can use the remaining 2016 funds to support re-instillation in 2017. The BIA has indicated they and adjacent businesses are supportive of the parklets returning to the same locations as in 2016.

The estimated cost of the 2017 re-instillation of the parklets is \$5000, including

Permits

Plants

Insurance

Transport/instillation/take down

Funding permitting, the shade should be increased at both sites. Richard is the contact for this on the Third Ave site. The NuK would also benefit from additional shade, the idea was for sun shade sails. Plans for the NuK should be run by Johan, noting that shade must be attached to the ribs of the structure for structural reasons.

A plaque should go on each structure recognizing the people and groups that made the parklets possible.

A community message board, those for exterior use with a locking plexiglass front, has also been identified as something that would be beneficial on one of the sites for use by GCA, BIA and GNAG.

The BIA will take on watering the greenery on the parklets.

The GCA has a lead and small committee willing to oversee the 2017 parklets.

## **Supporting Documentation**

Documents are available on Google Drive, permission can be requested

(Sam Harris, Katrina Geary)

Financial tracking

NuK and 3rd Ave Applications 2016

Parklet drawings and specifications

Letters of support (Councillor, BIA, Underground Sounds, local businesses)

Insurance documents

Ottawa City survey results and recommendations

**\* Parklet Insurance Background and future considerations**

## **2016**

- The BIA indicated we could use their general liability insurance to cover the parklets.
- The GCA submitted the proposals to the city as the 'applicant'.
- The city during review indicated that the insurance had to be in the name of the applicant.
- The GCA was aware that we would likely receive funding from the city, as the applicant.
- The applicant had to be the entity that submitted invoices and receipts to the city to get reimbursed for parklet expenses.
- To receive the funding- as reimbursements from the city- there was considerable administrative burden in tracking recipes from multiple people on 2 projects (the 2 parklets) against the submitted budgets and bundling them into formal invoices to the city.

Therefore, the committee decided that it would be best to leave the GCA as the applicant and purchase the insurance using the parklet funds, this way we would not jeopardize the city funding (\$11,000) and we would not be placing the administrative burden on the BIA who had already kindly provided financial and written support, as well we would not be introducing an additional party that we would have to track finances through.

As part of the feedback process for the pilot program we requested the city treat parklets that are made available to the public vs. business patios/ vendor stalls differently. Namely, they consider waiving the permit fees, including these parklets on city insurance and having funding available for request as small capitol grants each year. Otherwise, these public green mini-spaces which are managed by volunteers would be difficult to maintain in the city since it would require community groups to fund them themselves (this would cost at minimum a few thousand/year). While we are very lucky with Underground Sound, the BIA and many volunteers this is not the case in every neighbourhood and may not be sustainable long term in ours.

## **2017**

The committee is waiting to see what form the program will take, while we have enough money to reinstall the parklets the cost will be around \$5000 total (contractor set up/take down, plants, insurance, permits)- depending on permit fees and insurance.

The GCA will be the applicant again- city funding (we would like to increase the shade on the structures- in particular the 3rd Ave) and the associated administration may be more likely to be given to a community group.

**Motion 6 – Park Committee**



**Invitation to Partner on Ottawa Park Summit**

March 1, 2017

Dear Glebe Community Association

We are writing to invite the Glebe Community Association to become a leading partner of our inaugural Ottawa Park Summit – an innovative event that will bring together people from across the City of Ottawa that are active in their local parks to generate ideas and build momentum for better parks in our great city.

In organizing the event, Ecology Ottawa is partnering with Park People, an independent charity that builds strong communities by animating and improving parks. We believe that when communities get involved, parks get better, and that is why we are reaching out to key stakeholders like you to ask you to join us.

The event will be held on Earth Day – Saturday, April 22 from 2:00 p.m. to 5:00 p.m. It will be followed by our first annual Earth Day Celebration starting at 5:00 p.m.

The Ottawa Park Summit will bring together people involved in a wide range of park-related work, including “adopt a park” groups, community associations, community gardeners, tree planters, and community-builders that work on public health and safety, recreation, economic development and other park-based activities.

This unique event will foster connections between park stakeholders, generate ideas for ongoing cooperation, and build momentum to make our city parks even better! We will hear from city park staff, city councillors and community partners working to turn their public spaces into dynamic community places. This will include keynote speakers on critical issues affecting our city parks as well as breakout workshops on specific issues such as community gardens, park naturalization and tree planting, and investing in local parks.

The Ottawa Park Summit promises to become the leading event for the local parks community. Our goal is to partner with exceptional leaders and organizations who share our values, and who promote positive, sustainable change in our beautiful city and beyond.

We are beginning our outreach by inviting priority groups such as yours. We would very much appreciate it if you could let us know the following:

- Is someone from your group available to attend?
- Would you like to co-host the Summit by making a small contribution to help cover event related costs and be listed as a co-host?
- Would you be interested in providing input into the event agenda?

Thank you for all of the excellent work that you do and we look forward to discussing this issue with you further at your earliest convenience.

Sincerely,

Graham Saul  
Executive Director  
Ecology Ottawa  
Cell: 613-710-2819  
Email: [graham.saul@ecologyottawa.ca](mailto:graham.saul@ecologyottawa.ca)

For more on Park People, see: <https://parkpeople.ca/>

## ANNEX B

### **Glebe Community Association 50<sup>th</sup> Celebration**

The Glebe Community Centre has been booked for an event to mark the 50th anniversary of the GCA on Saturday, September 30, 2017.

The cost of the rental of Scotton Hall is \$1400. It is likely some or all of this fee will be waived by the City of Ottawa.

The idea is to have a 2-part celebration:

- 1) A free afternoon event that is suitable for all ages. This would include the “official” ceremony for the anniversary.
- 2) An evening musical celebration, mainly aimed at adults.

### **Afternoon Event: 3 to 5 pm.**

\* Proposed time is 3 p.m. to 5 p.m.

- 3 to 4 p.m. Participatory art project and activities

- 4 to 5 p.m. Ceremony, video, music and cake

\* Possible theme (tbd): Many hands, Many hearts—One Community

\*There would be activities for all ages:

-Colouring, face-painting and other activities for small children

-Hands-on Activities that celebrate the community—e.g. mark your house(s) on a map of the Glebe; create a digital word cloud, express your thoughts (kind line or post-it board)

-Glebe history quiz

-Tables from GCA committees

-Possibly some music or children’s entertainment

\*Centrepiece would be a participatory, collaborative art project where everyone works to create one work of art. Depending on the nature of the work, it would be recorded digitally as a legacy or it might be kept in physical form and displayed at the GCC or in a storefront on Bank Street.

\*Ceremony would involve short remarks, music and a short video (Glebe community—past, present and future).

\*Cake and lemonade for all

Proposed Budget: Up to \$2,000 (Note that this budget assumes sponsorship)

### **Evening Concert: 7:30 p.m.**

The evening concert is intended as a fun celebration that brings community together and harkens back to past events undertaken by the GCA, such as Underground Sound and Bruce and the Burgers dances

- Concert by Sneazy Waters (long-time association with the Glebe))
- Would be licensed
- Would be ticketed

The budget would be about \$3000 as follows:

\* Artist fees (Sneazy Waters): \$2000

\* Sound system \$500

\* Tickets/posters etc. \$200

\* License and servers \$200

The GCA would be asked to advance funds but it is expected that it would be break-even or even generate a profit. Proposal is to sell tickets at \$20 a head. With 150 people—we will break even.

The GCA 50<sup>th</sup> committee is asking for GCA to cover rental fees, authorize a budget of \$2000 for the afternoon event and to advance funds needed for the concert with a promise that these will be reimbursed and that profits would go to the GCA.