



Glebe Community Association
Draft Minutes of the Annual General Meeting
Thursday, June 8th, 2017

Board Members (proxies)

Christine McAllister (President)
Sharon Chartier (Vice President)
Sylvie Legros (Secretary) (Vaughn Guy)
Bob Brocklebank
Martha Bowers
Angela Keller-Herzog (Judith Slater)
Nathan Bowers-Krishnan
Jennifer Humphries
Dan Chook Reid
Elspeth Tory (Carolyn Mackenzie)
Rochelle Handelman
Johanna Persohn
Sarah Viehbeck
Carol MacLeod
Nini Pal
Peter Leyser
Elizabeth Ballard
Bill Price
Sam Harris
Laura Smith

Members / Others

Andrew Peck- Glebe BIA (Guest Speaker)
Judy Richards (Glebe BIA)
David Chernushenko (Councillor)
Peter Hook- ImagineGlebe (Guest Speaker)
June Creelman
Edward Ocampo-Gooding
Suzy Lister
Edward Halladay
Mary Kovacs
Alan Bateman
Sarah Nolan
Peter Mackenzie
Pam Mackenzie
Antoine Désilets
Myriam Wills
Denis Cooper
Sandy Bryden
Martha Quan
Pamela Jones
Josh VanNoppen
Lauren Hills

Approval of the Agenda

The agenda was approved with the adding of Josh VanNoppen as nominee for Vice-President.

(Christine McAllister/Sharon Chartier) **Carried**

Approval of the 2016 AGM Minutes

The minutes of June 16, 2016, were reviewed and accepted.

(Sylvie Legros/Johanna Persohn) **Carried**

Thank You to Community Partners

The President thanked the GCA all community partners for the help and support they provide to the GCA. In particular, she named the Glebe neighbourhood Activity Group, The Glebe Report, Dow's Lake Residents Association, Glebe Annex Community Association, Glebe BIA, our Members of Parliament, Yarir Naqvi and Catherine McKenna and the Glebe Councillor David Chernushenko whom she invited to address the audience.

David provided some comments and first gave his appreciations to work with the President over the last four years. He stated that the neighbourhood faced a lot of changes over the last few years, particularly with Lansdowne development and the changes on Bank Street. One of his main concerns continue to be the infills as his concerns is not the occurrence of infills but how they look and how they fit in their immediate environment. He concluded talking about the City plan for trees in the neighbourhood and in Ottawa and will give his support for the plan.

Guest Speaker – Andrew Peck, Glebe BIA. The Future of Bank Street

Judy Richards made a brief introduction outlying the challenges that the Glebe BIA has been facing in recent years and provided her support for the BIA plans to revive Bank Street stating that it is a unique plan with a lot of potential.

Andrew Peck presented the Glebe BIA program to preserve / revive Bank Street so it provides a favorable environment for small independent businesses along the street. The last two years have been challenging for independent businesses in the Glebe as several businesses closed resulting in 13 current vacancies in the Glebe. The new Lansdowne development, although bringing large masses of people during events has not helped small businesses along Bank. Despite those challenges, Andrew provided the following statistics:

- Current vacancies is around 5% to 7% and this appears to be the average in Ottawa. Andrew did a quick survey in Westboro and Hintunburg and found the same number of vacancies. In general, the Glebe appears to be in line.
- A survey showed that the Glebe is still the top destination for residents and visitors, along with the Ottawa Market and downtown core. There is a surprising margin between these two top destinations and the other areas.
- Andrew showed the list of stores that closed over the last few years and compared with the new store openings. The lists are quite similar. He noted that reasons for closing can vary widely from owner moving out of the area, family reasons, etc.
- The rent at \$35 a feet is comparable to the rent in other areas in Ottawa so it is not true that the Glebe is overly expensive. The problem is the increasing rent cost in cities in general, not the Glebe in particular.
- Customers are mainly composed of 50% local, 40% region and 10% visitors. Local residents are not enough to support businesses so they need to attract visitors from other parts of the city.

So the Glebe BIA has implemented a plan to attract visitors in the Glebe by focusing on the Glebe' strong attributes and make it 'retail ready': a stunning place, easy access, clean and safe with several attractions in the areas, in particular the canal. The first step was to understand the problem and then develop a strategy to attract new retailers by selling the benefits of the Glebe and working to make the main street attractive

whether through the new parklets, decorating the street with flowers, enhancing lighting and any other ideas that make the main street attractive and inviting. The BIA want to establish a good partnership with agents and brokers to get their assistance in attracting independent businesses that will fit well in the area. Andrew noted that the BIA has no control over who rents a place and cannot prevent large chains to open shop in the area. Their power is more in persuasion and collaboration with key players to preserve the character of the street.

The plan is based on a major premise which is to attract critical mass which is considered the key factor for the BIA. The BIA has initiated a marketing blitz using social media and apps which have bear fruits. He demonstrated the video on '59 places to get your fill' and the 'Canadian Eats Campaign' which were a great successes. Statistics on the Glebe Spree also showed that this event has greatly increased in popularity over the last few years.

The Glebe BIA strategic marketing campaign to reach critical masses has been complemented with Bank Street improvement through flowers, mural paintings on walls along Bank. Parklets, and they also managed to get the Lady Dive to drive through the neighbourhood on weekend.

In conclusion, Andrew is optimistic that the Glebe BIA can overcome the recent challenges and that the Glebe will retain its top spot as a visitor destination in Ottawa.

The president thanked Andrew and Judy for the great presentation and appreciated their work and initiatives to make Bank Street vibrant and pleasant.

Guest Speaker – Peter Hook, Imagine Glebe. Imagining the Future of Bank Street

Peter provided a refresher on GCA initiated ImagineGlebe which was launched in 2015 through an online survey and was extended to a public consultation over a few days on a location on Bank Street. The goal of ImagineGlebe is to develop a vision where the main street is the host of a right combination of social and commercial entities that are inviting to people. ImagineGlebe was based on five parameters:

- 1- **Public realm.** This aspect is focused on the face of Bank Street as being welcoming, attractive and an active destination. Arts, open spaces, parklets were example of tangible assets that meet this criteria.
- 2- **Green spaces.** Initiatives in this parameters were aimed at reflecting the values the community places on the environment. Trees and parks (the planned small park by the Second Avenue Baptist church is an example) are the focus of this part of the plan.
- 3- **Heritage Element.** Bank Street buildings need to contribute to the streetscape character of the main street not the deface it. High quality design is the norm and buildings need to provide an appropriate transition to lower residential areas.
- 4- **Movement.** The key is to encourage alternative mode of travel and achieve a good balance between vehicle traffic with a high quality, pedestrian realm.
- 5- **Land Use.** The aim is to attract a wide variety of businesses, with an emphasis on unique independent stores that attract both Glebiters and visitors.

Peter complimented his presentation with a good inventory of pictures showing some great initiatives that took place to embellish Bank Street and ideas taken from other cities that shows great arts and design to improve their main street.

Both presentations were greatly appreciated by the attendees.

GCA Reports

1- Membership Report (Carol MacLeod)

Carol reported that she could not provide a complete picture of the 2017 membership drive as a few blocks have not been canvassed yet and some volunteers have not returned their envelopes yet. New this year is the online membership renewal option and a new brochure of the GCA 50th anniversary (which is very well done and look great). Carol stressed that the online membership is an option as the main route will always be door to door canvassing as this is a great opportunity to put a face on the GCA and allow residents to interact and express their concerns and ideas.

Initiatives to increase membership continue as a table will be set up at the Glebe Metro and she will take opportunity to have a drive during the parklets openings. Carol asked for volunteers to continue the door to door canvassing.

2- President Report (Christine McAllister)

- The President highlighted the events of the past year which was quite a busy year with the revamping of the website (with great thanks to Elspeth Tory), new energy in the Membership Committee, reinvigorated Health & Social Committee, a new Tenants Committee, the boat launch on the canal, new footbridge project at Fifth/Canal, the parklets, ImagineGlebe, new GCA logo, KindCanada. All Committees have been very productive and made the Glebe stronger. She thanked Sharon for her great support as Vice-President, Liz MacKeen at the Glebe Report, Sam Harris who still remain on the Park committee but as a Co-Chair and all others who supported her.
- Christine was presented with flowers, gift and cards as she steps down as President after a dedicated four years leading the Association.
- The President's report is available on the website: www.glebeca.ca

3- GCA Financial Statements (Christine McAllister on behalf of Vaughn Guy)

- The President presented the financial statements on behalf of the treasurer Vaughn Guy.
- The Review of the financial Statements was provided by Ted Lupinski pro bono.
- The President went through the revenues and expenses. Membership revenues were lower due to lack of volunteers to canvas door to door which is the most effective way to get membership. There is \$47k in the bank account which is deemed quite sufficient. The GCA has no intention to build a large cash balance, just a reasonable reserve to cover unexpected expenses or large projects. One example may be the appeal at the OMB on the Beer Store development which could result in expensive legal expenses if the GCA decide to pursue the issue beyond the OMB.
- One member noted that revenues and expenses related to the Environment Committee Earth Day event held on April 28th have not been accounted in the financial statements. The member noted that cheques received from the Councillor office and event sponsors do not appear to be included in the statement even though they were deposited several weeks before year end. Another members also noted that the \$5,000 received from the BIA for the parklets appear to be missing as well.
- After discussion, it was decided to endorse the financial statements under conditions. Amended motion below.

Motion: It was moved that the GCA adopts the financial statements providing that questions and issues raised during the meeting be investigated and results be subject to the Board of Directors approval at the September meeting.

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

Appointment of external accountant.

Motion. It was moved to appoint Ted Lupinski as the accountant to perform the review engagement for the GCA financial statements for the year 2017/18

(Sharon Chartier / Christine McAllister) **Carried**

Nominating Committee Report – Sharon Chartier

- Sharon Chartier informed the members that despite their efforts, they could not find a replacement for the president position. There are a few people in the Association who expressed interest but need more time to get comfortable with the GCA and the role of president. In the interim, Committee Chairs will rotate into the President role on a monthly basis until someone step up. Alex Nobert, Chair of the Communication Committee has volunteered to act as President from June 9th to the first GCA meeting in September at which time a Committee chair will take over as so on.
- Sharon went through the list of nominees. New nominees who were present briefly introduced themselves. New Board members / Committee Co-chairs are: Anthony Carricato, Vice-President; Josh VanNoppen, Vice-President; Jennifer Humphries, Co-Chair Environment Committee; Nathan Bowers-Krishnan, Co-Chair Community Liaison Committee; Laura Smith, Co-Chair Parks Committee. Angela Keller-Herzog volunteered to be liaison to the Federation of Citizens Associations along with Bob Brocklebank who was looking for an additional person.
- In addition to the President position, the Education Committee Chair, Representative for 4B area (Powmow) and Representative for the 5A area (Patterson Creek South) are vacant and looking for a volunteer.
- The attached list of nominees was presented and nominations from the floor were called. With no further nominees the motion was presented. (Annex B)

Motion: That the members accept the attached slate of nominees for the 2017-18 GCA Board of Directors.

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

Adjournment

The meeting adjourned at 8:50 p.m. (Christine McAllister/Sylvie Legros) **Carried**

Community gathering followed.

**ANNEX A
FINANCIAL STATEMENTS**

Unaudited

GLEBE COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

APRIL 30, 2017

REVIEW ENGAGEMENT REPORT

To the Members of the Glebe Community Association:

I have reviewed the balance sheet of the Glebe Community Association as at April 30, 2017 and the statements of revenue and expenses, changes in net assets and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted accounting standards for review engagements and accordingly consisted primarily of inquiry, analytical procedures and discussion related to information supplied to me by the Association.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Ted R. Lupinski

Ottawa, May 31, 2017

Ted R. Lupinski, C.P.A., C.A. Professional Corporation,
Authorized to practice public accounting by CPA Ontario

Ted R. Lupinski, B.Sc., M.B.A., C.P.A., C.A.*

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*operating as Ted R. Lupinski, C.P.A., C.A. Professional Corporation

Unaudited

GLEBE COMMUNITY ASSOCIATION

BALANCE SHEET - APRIL 30, 2017

ASSETS

	<u>2017</u>	<u>2016</u>
<u>Current Assets</u>		
Cash	\$ 47,331	\$ 42,180
Prepaid expenses	200	-
	<u>\$ 47,531</u>	<u>\$ 42,180</u>

LIABILITIES AND NET ASSETS

<u>Current Liabilities</u>		
Accounts payable and accrued liabilities	\$ -	\$ -
<u>Net Assets</u>	<u>47,531</u>	<u>42,180</u>
	<u>\$ 47,531</u>	<u>\$ 42,180</u>

SIGNED ON BEHALF OF THE BOARD

_____ Director

_____ Director

TL Ted R Lupinski

CPA CHARTERED
PROFESSIONAL
ACCOUNTANT

Unaudited

GLEBE COMMUNITY ASSOCIATION
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED APRIL 30, 2017

	<u>2017</u>	<u>2016</u>
<u>Balance - beginning of year</u>	\$ 42,180	\$ 32,777
Excess of revenue over expenses	<u>5,351</u>	<u>9,403</u>
<u>Balance - end of year</u>	<u>\$ 47,531</u>	<u>\$ 42,180</u>

TL *Ted R Lupinski*

CPA CHARTERED
PROFESSIONAL
ACCOUNTANT

GLEBE COMMUNITY ASSOCIATION
STATEMENT OF REVENUE AND EXPENSES
FOR THE YEAR ENDED APRIL 30, 2017

Unaudited

<u>Revenue</u>	<u>2017</u>	<u>2016</u>
Membership fees	\$ 10,395	\$ 11,207
Donations - Underground Sound	<u>5,000</u>	<u>5,000</u>
	<u>15,395</u>	<u>16,207</u>
 <u>Expenses</u>		
Administration	2,536	1,909
Annual general meeting	436	196
Bank street	-	1,000
Donation - Syrian Refugees	5,000	-
Meetings	470	657
Membership drive	896	345
Parklet	387	737
Website	<u>319</u>	<u>1,960</u>
	<u>10,044</u>	<u>6,804</u>
 <u>Excess of revenue over expenses</u>	 <u>\$ 5,351</u>	 <u>\$ 9,403</u>

GLEBE COMMUNITY ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED APRIL 30, 2017

Unaudited

	<u>2017</u>	<u>2016</u>
<u>Operating Activities</u>		
Excess of revenue over expenses	\$ 5,351	\$ 9,403
Net change in non-cash working capital items	<u>200</u>	<u>(76)</u>
	<u>5,551</u>	<u>9,327</u>
 <u>Investing Activities</u>	 <u>-</u>	 <u>-</u>
 <u>Financing Activities</u>	 <u>-</u>	 <u>-</u>
 <u>Net change in cash</u>	 5,551	 9,327
<u>Cash, beginning of year</u>	<u>42,180</u>	<u>32,853</u>
<u>Cash, end of year</u>	<u>\$ 47,731</u>	<u>\$ 42,180</u>

Unaudited

GLEBE COMMUNITY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

APRIL 30, 2017

1. PURPOSE OF THE ORGANIZATION

The Glebe Community Association is a volunteer, non-profit organization established in 1967 to unite area residents interested in improving the neighbourhood. It is exempt from income tax under paragraph 149(6) of the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

(a) Capital assets

All purchases are expensed in the year of acquisition.

(b) Recognition of revenue

Interest revenue is recorded on an accrual basis. All other revenue is recorded on a cash basis.

(c) Contributions - in - kind

Members of the Association provide as contributions - in- kind goods and services which would normally be paid by the Association. Their contributions and the value of time and other expenditures made in support of the Association's activities are not included in the Association's financial statements.

(d) Accounting estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organization requires management to make estimates and assumptions that affect amounts recorded in the financial statements. These estimates are based on management's best knowledge of current events and actions that the Association may undertake in the future. Actual results may differ from these estimates.

3. RELATED PARTIES TRANSACTIONS

The Association has concluded transactions with some of its members. These transactions have occurred in the normal course of business.

TL *Ted R Lupinski*

 **CPA** CHARTERED
PROFESSIONAL
ACCOUNTANT

Unaudited

GLEBE COMMUNITY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

APRIL 30, 2017

4. FINANCIAL INSTRUMENTS

Cash, accounts payable and accrued liabilities are financial instruments with a market value presumed to be equal to their book value because of their short-term nature. It is management's opinion that the Association is not exposed to significant interest, liquidity, currency or credit risks arising from these financial instruments.

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

The Association had no liabilities for either sales taxes or payroll and withholding taxes on its balance sheet.

ANNEX B

GCA Annual General Meeting Nominating Committee Report

<p>Slate of Nominees for 2017/18 GCA Board of Directors</p>
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Board Position	Name
President	
Vice-President	<u>Anthony Carricato</u>
Vice-President	<u>Josh VanNoppen</u>
Past President	Christine McAllister
Secretary	Sylvie Legros
Treasurer	Vaughn Guy
Communications	Alex Nobert
Webmaster	Elspeth Tory
Education Chair	
Environment Co-Chairs	Angela Keller-Herzog/Jennifer Humphries
Great Glebe Garage Sale Chair	Colette Downie
Health & Social Services Chair	<u>Sarah Viehbeck</u>
Heritage Co-Chairs	<u>Johanna Persohn</u> / Bill Price
Community (Lansdowne & Glebe BIA) Liaison Chair	<u>Ken Slemko</u> /Nathan Bowers-Krishnan
Membership Chair	Carol MacLeod
Planning Chair	Carolyn Mackenzie
Parks Co-Chairs	Sam Harris/Laura Smith
Tenants Representative	Dan Chook Reid
Traffic Chair	Matt Meagher
FCA Representatives	<u>Bob Brocklebank</u> / Angela Keller-Herzog
1: Dow's Lake (west of Bronson; Carling to Canal)	<u>Bhagwant Sandhu</u> , President DLRA Louise Aronoff
2A: Brown's Inlet West (south of Fifth to Canal; Craig to Bron)	Martha Bowers
2B: Brown's Inlet East (south of Fifth to Canal; Bank to Craig)	Sam Harris
3A: High School Zone (Glebe to Second; Bronson to Bank)	Rochelle Handelman
3B: Church District South (Third to Fifth; Bronson to Bank)	Brenda Perras
4A: Central Park West (Chamberlain to Renfrew; Bronson to Bank)	Peter Leyser
4B: <u>Powmow</u> (Powell to <u>Clemow</u> ; Bronson to Bank)	
5A: Patterson Creek South (Glebe to Second; Bank to Canal)	

ANNEX B

GCA Annual General Meeting Nominating Committee Report

CONT'D

**Slate of Nominees for 2017/18
GCA Board of Directors**

Board Position	Name
5B: Lansdowne Quadrant (Third to <u>Holmwood</u> ; Bank to Canal)	Carol MacLeod
6A: <u>Nor'Easters</u> (Pretoria to <u>Strathcona</u> ; Bank to Canal)	<u>Nini Pal</u>
6B: Patterson Creek North (Patterson to Linden Terrace; Bank to Canal)	Elizabeth Ballard
7. Glebe Annex	<u>Scott Blurton</u> President Glebe Annex Community Association

