Glebe Community Association
Draft Minutes of the Annual General Meeting
Thursday, June 21st, 2018

Board Members (proxies)

Josh VanNoppen (Vice-President)
Sylvie Legros (Secretary) (Matthew Meagher)
Bruce Jamieson (Guest Speaker)
Martha Bowers
Angela Keller-Herzog
June Creelman
Jennifer Humphries
Dan Chook Reid
Elspeth Tory
Rochelle Handelman
Johanna Persohn
Sarah Viehbeck
Carol MacLeod
Nini Pal
Bob Brocklebank
Elizabeth Ballard
Bhagwant Sandhu
Sam Harris
Laura Smith

Members / Others

David Chernushenko (Councillor)
Luanna Chernushenko
Michael Reid
Anthony Carricato
Sarah Chaun (spelling?)
Christine McCallister
Elaine Marlin
Randal Marlin
Janet Stewart
Joe Mulhall
Janet Sutherland
P.E. Jones
P.K. Pal
Alison Clayton
Joan Forbes
Pat Goyeche
MMD Quan
Pamela Jones
Edward Ocampo-Gooding
Mary Ormerod
Walter Hendelmon
Courtney Rock
Dave Iscars (spelling?)
Alison Keller
Andrew Johnson
Silvia Grandi
Jeff Prevett
Ben Whitehorse
Liz McKeen
Gérard Robard
Anne Scotton

Approval of the Agenda
The agenda was approved as presented.

(Pamela Jones / Elspeth Tory) **Carried**

Approval of the 2017 AGM Minutes

The minutes of June 8th, 2017, were reviewed and accepted with some typo correction in the report.

(Nini Pal / June Creelman) **Carried**

Business from the minutes. There was a question from one of the members on the Bank Street plan presented by the BIA at the 2017 AGM meeting. The main point was whether we are aware if the plan is in place and whether it has the desired outcome. There was no BIA representative to address the question but the GCA will contact the BIA to discuss. There was another question about the comments from the Councillor at the last AGM about infills in the neighbourhood. The member wanted to know if Dow's Lake has been included in the Mature Neighbourhood Overlay plan but the Councillor was present confirmed that the inclusion of Dow's Lake has been approved at the City Planning Committee that occurred on June 12th.

Thank You to Community Partners

The Vice-President thanked the GCA community partners for the help and support they provide to the GCA. The Glebe Neighbourhood Activity Group, Glebe Report, Dow's Lake Residents Association, Glebe Annex Community Association, Glebe BIA, our Members of Parliament, Yasir Naqvi who served the area for several years and Catherine McKenna and the Glebe Councillor David Chernushenko. Josh also welcomed our area new MPP Joel Harden.

Guest Speaker – Bruce Jamieson, GCA Parks Committee – Parks Master Plan for the Glebe.

Bruce introduced the Parks Master Plan for the Glebe initiated by the GCA Parks Committee. **The main reason for the presentation is to gather comments and ideas from the GCA members to enhance the results of this project.**

The purpose of the Plan is, among others, to (1) record the current state of Glebe parks, (2) determine the current issues and challenges, (3) collaborate and bring consensus on what we think in terms of parks, (4) provide a reference point when liaising with external stakeholders such as the City and, (5) build a corporate memory. Bruce provided a list of the parks situated in the Glebe, there are 13 parks including Lansdowne and some small parks that are more designated as green spaces.

The first step of the Plan is to take inventory of the parks with respective key information such as name, history of the name, type of park, size, canopy, wildlife, who uses it, current issues, etc.

Part of the inventory is focused on current issues or challenges. The most common concerns on record so far are centered around issues such as park maintenance, wildlife (preservation), reforestation, noise/vandalism, accessibility, dog waste and funding or sources of funding for maintenance and development.

The last part of the Plan will focus on identifying specific issues, funding, gaps – need to create more parks and green spaces and outline future directions. Annexes will outline the history of each parks and identify canopy at risk if any in respective green spaces.

Next Step. The forms identifying all parks and their characteristics outlined above are partially filled and has been distributed with a reply requested by mid-July. More gathering of information is to be conducted during the summer and a first draft of the report is expected by end of September. Parks Committee reviews the draft early fall 2018 and presents to GCA Board late fall 2018. Decision will be made to submit to City or not.

The presentation generated a lot of interest and was followed by a long discussion, comments and questions during both the question period and during the social gathering after the meeting.

GCA Reports

1- Vice-President Report (Josh VanNoppen)

Another busy year for the GCA. Josh summarized the main project that kept GCA board busy throughout the year:

- 50th Anniversary. Lots of activity throughout the year, history of the GCA in the Glebe report, article from past presidents on GCA accomplishment throughout the years, work done by June Creelman and volunteer to organize the day of celebration in September 2017.
- Canada 150th. GCA worked with Grey Cup to make the event running smoothly, Environment Committee initiated the project to plant 150 trees in the Glebe and are now at over 180 trees and counting…
- Environment Committee. Organized the 2nd Old Home Earth Day event in April which was bigger and even better than the first one. Very popular event well attended. Initiated a big project on energy and carbon reduction for the GCC which is to improve the GCC energy efficiency while preserving the historical character of the building. This project is ongoing. The Committee did a lot of advocacy throughout the year and this is a recurring activity for the committee; one of the current open files is waste issue.
- Health and Social Committee. Committee has transformed to Housing, Health and Social Committee. Committee has put a lot of effort to find a solution to replace the lost hockey rink at Mutchmor school, this project is ongoing. The committee liaised with external parties on the new Ottawa Hospital relocating on the vicinity of the Glebe, assisted with the Go Smart Girl initiative, worked with Tenant Committee on inclusionary zone – more affordable housing.
- Parks Committee. They finally got the new lighting in Central Park East after years of advocating for better lighting in the park for safety reasons. New footbridge at Fifth Avenue happening – the Parks Committee has advocated several years for that bridge and Park master plan project (see above) is ongoing.
- Planning Committee. Very busy this year again with infills and developments. The committee managed to get an out of court settlement on the Mr Muffler re-development. Advocated for

changes on the 99 Fifth Avenue redevelopment – organized an open house that was very well attended (over 200 people) to discuss the issue. The Planning Committee is still very involved on this re-development (this issue generated a lot of comments, questions and discussion during the AGM). The OMB is now defunct and the Planning Committee, GCA along with other citizen organizations have long advocated to abolish this centralized system that was viewed as biased against local resident associations. The process is now decentralized.

- Traffic Committee. Conducted a survey on safety and traffic. Contributed to decrease the speed limit to 40 km in the neighbourhood. The Committee also worked extensively with external stakeholders on developing a safe and useful bike line system in the Glebe.
- Heritage Committee. Worked on the 99 Fifth avenue file to preserve the heritage character of the building façade on Bank Street. In cooperation with property owners, installed the heritage plaques in front of heritage houses and structures during the Great Glebe Garage Sale. One of the committee major ongoing project is to get Clemow and Powell area of the Glebe to be designated as heritage (or get homes designated as heritage homes)
- Great Glebe Garage Sale. We have no final numbers yet on the total amount donated to Ottawa food bank. We would like to at least reach our record of last year of $14,000 donated to Ottawa Food Bank. We had some rain on this year GGGS so it may have an impact on donations.
- As a whole, the GCA was also very busy to fill vacancies on the Board of Directors – there was a general sense that the Board was on a trend of getting weaker due in part to difficulty to recruit. Special efforts were made this year under June Creelman's fantastic ability to persuade and recruit which resulted in a much more stronger board with key vacancies (and long term vacancies in some areas) being filled.

2- GCA Financial Statements (Sylvie Legros for Vaughn Guy)

- The financial statements were presented and are attached in the Annex
- The Secretary noted that the numbers reported under the year 2017 need to be changed to reflect the revenues and expenses that were reviewed and corrected as requested at the 2017 AGM. These corrected numbers had been approved at the GCA November 2017 meeting and are available on the website. It was agreed that the financial statements will be posted but with the 2017 numbers approved by the Board.
- During the discussion, it was suggested to have some kind of investment strategy as the cash balance is rather large (about $47k). The Board will look into it.

Motion: It was moved that the GCA adopts the financial statements with the 2017 numbers adjusted to reflect the numbers that were reviewed, presented and approved by the Board at the CGA BofD November 2017 meeting

(Elspeth Tory / Bob Brockelbank) **Carried**

3- Membership Report (Carol MacLeod)

Carol started with a big thank you to our webmaster Elspeth Tory who was very useful with technology issues during the membership campaign and to area representatives and volunteers who helped with the door to door campaign. The door to door campaign is still the preferred route to renew membership as it allows a contact with residents to discuss their concerns and stay in touch with what is going on in the neighbourhood. Carol is still working on filling representatives for some areas

(although one spot was later filled during the meeting). Carol discussed some of the GCA strategies to get membership such as lowering the fee to $5 for condominium residents when the condominium board systematically put the fee on resident condo fees. This is viewed as fair since no effort tis required to get membership and the condominium ends up providing a 100% participation. The importance of the membership drive is to get contact information from residents so the GCA can reach to them. This is as important as getting the fees. There were questions and discussion on the strategy, the profile of membership and the participation rate.

Of note. It was said during the meeting that there are about 4,000 households who are member of the GCA. This was confused with the number of households in the Glebe which is about 4,000 households (about 12,000 residents). The GCA typically get a 30-33% participation which is about 1,200 - 1,400 households.

4- Nominating Committee Report (June Creelman)

- June went through the list of the Board of Director for the 2018-2019 year and introduced each directors present at the meeting. The slate of nominees is attached as Annex.
- Sarah Viehbeck (ex-Chair of Health & Social Committee) takes the key role of President and June herself steps in one of the Vice-President positions.
- Several positions were filled with even a representative for the vacant 5a – Paterson Creek South area being designated during the meeting.
- June continues to work to fill the two remaining vacant positions as she has some prospects for them.

Motion: That the members accept the attached slate of nominees for the 2018-19 GCA Board of Directors. (June Creelman / Nini Pal) **Carried**

Adjournment

The meeting adjourned at 8:50 p.m. (Angela Keller-Herzog / Josh VanNoppen) **Carried**

Community gathering followed.

ANNEX A
FINANCIAL STATEMENTS

Unaudited

GLEBE COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

APRIL 30, 2018

Ted R Lupinski CPA

TL Ted R Lupinski

CPA

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of the Glebe Community Association:

I have reviewed the accompanying financial statements of the Glebe Community Association that comprise the balance sheet as at April 30, 2018 and the statements of revenue and expenses, changes in net assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that cause me to believe that the financial statements do not present fairly, in all material respects, the financial position of the Glebe Community Association as at April 30, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Ted R. Lupinski

Ottawa, June 11, 2018

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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Unaudited

GLEBE COMMUNITY ASSOCIATION

BALANCE SHEET - APRIL 30, 2018

ASSETS

	2018	2017
Current Assets		
Cash	$ 44,370	$ 47,331
Prepaid expenses	3,000	200
	$ 47,370	$ 47,531

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts payable and accrued liabilities	$ 2,449	$ -
Net Assets	44,921	47,531
	$ 47,370	$ 47,531

SIGNED ON BEHALF OF THE BOARD

_____ Director

_____ Director

Ted R Lupinski CPA

Unaudited

GLEBE COMMUNITY ASSOCIATION

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED APRIL 30, 2018

	2018	2017
Balance - beginning of year	$ 47,531	$ 42,180
Excess of revenue over expenses (expenses over revenue)	(2,610)	5,351
Balance - end of year	$ 44,921	$ 47,531

TL Ted R Lupinski CPA CHARTERED PROFESSIONAL ACCOUNTANT

Unaudited

GLEBE COMMUNITY ASSOCIATION

STATEMENT OF REVENUE AND EXPENSES

FOR THE YEAR ENDED APRIL 30, 2018

	2018	2017
Revenue		
Membership fees	$ 14,452	$ 10,395
Donation - Underground Sound	-	5,000
Old Home Earth Day sponsorshps	2,300	-
50th Anniversary	4,907	-
	21,659	15,395
Expenses		
Administration	2,315	2,536
Annual general meeting	412	436
Committees	2,033	-
Donations	3,141	5,000
Meetings	137	470
Membership drive	-	896
Old Home Earth Day	4,575	-
Parklet	5,384	387
Website	63	319
50th Anniversary	6,209	-
	24,269	10,044
Excess of revenue over expenses (expenses over revenue)	$ (2,610)	$ 5,351

Ted R Lupinski CPA

Unaudited

GLEBE COMMUNITY ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED APRIL 30, 2018

	2018	2017
Operating Activities		
Excess of revenue over expenses (expenses over revenue)	$ (2,610)	$ 5,351
Net change in non-cash working capital items	(351)	(200)
	(2,961)	5,151
Investing Activities	-	-
Financing Activities	-	-
Net change in cash	(2,961)	5,151
Cash, beginning of year	47,331	42,180
Cash, end of year	$ 44,370	$ 47,331

TL Ted R Lupinski CPA CHARTERED PROFESSIONAL ACCOUNTANT

Unaudited

GLEBE COMMUNITY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

APRIL 30, 2018

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

GLEBE COMMUNITY ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

APRIL 30, 2018

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

Board Position	Name
President	Sarah Viehbeck
Vice-President	June Creelman
Vice-President	Josh VanNoppen
Past President	Vacant
Secretary	Laura Smith
Treasurer	Sylvie Legros
Communications	Edward O'Campo-Gooding
Webmaster	Elspeth Tory
Education Chair	Sam Harris
Environment Co-Chairs	Angela Keller Herzog/Jennifer Humphries
Great Glebe Garage Sale Chair	Colette Downie
Health, Housing and Social Services Co-Chair	Dan Chook Reid / Jennifer Raven
Heritage Co-Chairs	Johanna Persohn/ Bill Price
Community (Lansdowne & Glebe BIA) Liaison Chair	Nathan Bowers-Krishnan
Membership Chair	Carol MacLeod
Planning Chair	Carolyn Mackenzie
Parks Chair	Bruce Jamieson
Traffic Chair	Matt Meagher
Youth Chair	
FCA Representatives	Bob Brocklebank/Angela Keller Herzog
1: Dow's Lake (west of Bronson; Carling to Canal)	Bhagwant Sandhu 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)	Joan Forbes
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)	
4B: Powmow (Powell to Clemow; Bronson to Bank)	
5A: Patterson Creek South (Glebe to Second; Bank to Canal)	Silvia Grandi
5B: Lansdowne Quadrant (Third to Holmwood; Bank to Canal)	Carol MacLeod
6A: Nor'Easters (Pretoria to Strathcona; Bank to Canal)	Nini Pal
6B: Patterson Creek North (Patterson to Linden Terrace; Bank to Canal)	Elizabeth Ballard
7. Glebe Annex	Sue Stefko