



Annual General Meeting – Wednesday, September 16, 2020 – 7pm
Electronic Teleconference via Google Meet
Draft Agenda

1. Call to order; welcome to participants - Sheila Perry, President	2
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Next FCA-FAC General Meeting – Wednesday, October 21

How to participate in the September 16 electronic meeting

To take part in the September 16 meeting you must register in advance. To do so, send a message to rsvp@fca-fac.ca You will receive a confirmation of your registration, and prior to the meeting, you will be provided with instructions on how to join the meeting on your device.

If you cannot participate in the September 16 meeting, please look over the agenda background information, and if you have comments please share them on our members discussion group. You can join the group by sending a message to members@fca-fac.ca

Meeting Etiquette - The chair may introduce a moderator. The moderator will ask any members on telephone to identify themselves.

Use of the Chat window - We suggest that a text phrase be agreed on by everyone to make it obvious to the moderator that someone wants to speak, pose a question, etc. Suggestions include

- "QUESTION" – text question for the current presenter (the chair can read this question)
- "SPEAK" – requester wants to make a verbal comment

Video/Audio - Please stay muted unless speaking. You might be asked to turn off your Video when speaking if it impacts the audio

Agenda item 3 – Presentation of Awards

Lifetime Achievement:

Erwin Dreessen for his work with Greenspace Alliance

FCA Service Awards:

Maria Luisa Marti for her years of work supporting FCA operations

Agnes Warda for development of Ward council and FCA outreach within the ward

FCA Long Service Awards:

(Board members serving at least 5 years who are not returning who have not received other recognition)

Don Stewart and Kul Kapoor

FCA Lifetime Achievement Award

Sheila Perry for her service to the FCA as President

Agenda item 4 – Minutes of previous Annual General Meeting

Minutes of the meeting held 19 June 2019 are found at

<https://secureservercdn.net/104.238.69.231/g4t.993.myftpupload.com/wp-content/uploads/2020/09/190619DM.pdf>

Agenda item 5 – Committee Reports

A. FCA 5 Year Plan

Background - Two years ago, the FCA adopted a long-range plan focussed on five capacity-building priorities: Outreach; Funding; Data; Talent; Governance and Engagement.

We anticipated that as the City grew, the number and complexity of the issues facing the FCA would grow as well. The goal was to build the organisation's resilience to better cope with an uncertain future.

Although there has been some progress on the long-range plan, progress has been less than hoped for. Much of the FCA's focus turned to other pressing issues, as reflected in the President's annual AGM report and that of the FCA's Standing Committees.

Current Status - That has led the Board to conclude that now would be good time to re-assess and refresh the 2018 plan in light of changed circumstances since then.

Next Steps - A Plan update will be among the first tasks undertaken by your new Board, beginning at its annual retreat next month and followed up in due course by our coming back to the membership to seek its approval on our proposed path going forward.

Among the questions we will be addressing are:

- Does the FCA need new Vision/Mission statements?
- How should the FCA organise itself to deliver on its core objectives?
- How can the FCA best inform, empower and enhance its members and other stakeholders.

We would very much welcome any of our members joining us in addressing these questions and more. We could use your help. If getting involved in that journey interests you, and hopefully it does, we encourage you to get in touch with any one of your Board members at your earliest convenience.

B. Planning and Zoning

Chair: Robert Brinker, Membership: 68, Meets the Second Wednesday of the month.

Meetings 2019-20: 13, Average attendance: 17

The FCA Planning and Zoning Committee facilitates discussions between Community Associations of proposed bylaws, the Official Plan and current issues important to our members.

Co-Chair Travis Croken took a leave of absence in October 2019.

Our discussions were around the Urban boundary expansion (Growth management Report), Infill Addendum, R4 Review and the Ward boundary Review. Discussions were controversial at times and showed the differences between our neighbourhoods. We presented to the City's Planning Committee for the Growth Management Report and the R4 Review.

Members of the committee met over the last year with city staff, the official plan working group and GOHBA to voice our ideas and concerns.

A special thanks to our meeting coordinator Maria-Luisa Marti and Laura Urrechaga, for taking the minutes.

C. Transportation

Chair: Alex Cullen Membership: 38 Meets: Last Thursday of the month Meetings 2019-20: 7 Average attendance: 7

The FCA Transportation Committee discusses mobility issues within the City of Ottawa and makes recommendations to the FCA Board and to the FCA general membership on City of Ottawa Transportation issues. Such recommendations (when accepted) are then presented to the appropriate City committee (eg Transit Commission, Transportation Committee) and/or City staff. The FCA Transportation Committee liaises with the Healthy Transportation Coalition, and from time to time is consulted by City staff on various transportation initiatives.

At the September 2019 FCA General Meeting the FCA Transportation Committee conducted a presentation on the Vision Zero concept of road design (eg no traffic deaths). The FCA is on record as supporting Vision Zero initiatives. The FCA Transportation Committee was consulted on the revision of the City's Municipal Parking Management Strategy, made recommendations (approved at an FCA General Meeting) regarding the MPMS, and appointed an FCA representative to the MPMS Stakeholders Group. In October 2019 the FCA Transportation Committee supported the Healthy Transportation Committee's petition regarding the review of the City Winter Maintenance Standards. The Committee also met with the newly formed Ottawa Transit Riders Group.

In November 2019 the FCA Transportation Committee made presentations to the City's Transit Commission and Transportation Committee on the City's proposed Budget 2020, in particular regarding proposals to improve LRT service (and how to fund them), and implementing a full Vision Zero program on City streets.

As well, in November the FCA Transportation Committee sponsored a day-long FCA-wide workshop on the upcoming Transportation Master Plan Review. Some 40 people attended, heard City staff presentations on the issues the TMP Review would be facing, and developed proposals for consideration for the TMP Review.

In December 2019 the FCA Transportation Committee provided input into the City's review of its Road Safety Action Plan, calling for measurable targets for improving road safety for all users.

In January 2020 the FCA Transportation Committee made recommendations regarding the Brian Coburn Blvd. Environmental Assessment, which were accepted at the FCA General Meeting.

The advent of the COVID-19 pandemic in March 2020 limited the FCA Transportation Committee's activities. However, in May 2020 the FCA Transportation Committee proposed to the City's Transit Commission policies regarding COVID-19 and safe public transit, and to the City's Transportation Committee policies regarding COVID-19 and road access for pedestrians and cyclists.

The FCA Transportation Committee also discussed, during its term, such issues as the NCC review of inter-provincial bridge options, King Edward truck traffic, the STO proposal for a cross-downtown Ottawa transit tunnel, and preparing a survey for FCA members on TMP and LRT issues.

The committee will be looking for a new Chairperson following the FCA Annual General Meeting. Alex Cullen has chaired this committee since its inception 3 years ago and is taking on new responsibilities.

D. City Relations

The City Relations Committee, formerly titled Governance Committee, has focused on the interaction between communities and the City administration. City initiatives in public engagement have been a subject of interest.

During 2019-2020 the Committee has been relatively inactive with members distracted by other demands, among them the Development Charges working group plus the numerous consultative demands related to the Planning and Zoning sector.

For 2020-2021 attention should return to the complexities of community registration for the various contact lists maintained by the City and the effectiveness of consultation guided by the City's public engagement strategy.

E. Communications

The role and purpose of the FCA Communications Committee is to oversee both internal and external communications activities at the FCA

The FCA Communications Committee should install and activate communications platforms that allow it to mirror and amplify community association and community group activities across the city of Ottawa. Ottawa residents should be able to find information on community groups / associations and issues in Ottawa on the FCA website and other media platforms presented in interesting and useful ways.

These Terms of Reference and the membership of this committee will be reviewed annually by the board.

Comms. met monthly (9 times) during the 2019-20 term starting Sept 2019

Members: Board Members: Bob Brocklebank,, Maria-Luisa Marti – Acting chair, Miranda Gray,

Don Stewart – retired Nov 2019, Robert Brinker Chair P&Z, Roland Dorsay

Executive Members

President Sheila Perry, ex-officio

- Bob Brocklebank with the support of Sheila Perry produced and distributed monthly updates in the form of a newsletter
- Miranda Gray completed some urgently required website maintenance and archived up-of-date material.
- Virtual meeting tool and internal communications tool (Gsuite) fully operational and MEET used as meeting tool since March 2020 which has allowed the organization to keep connected with membership.
- Bought Microphone and camera to support virtual meetings
- Creation of Events Banner
- Supported several CAs in implementation of virtual meeting tools
- Interviewed several potential web developers (2 presented at Committee)
- Created template for business cards
- Updated flyer

Recommendations:

1. Continue to regularly issue a newsletter
2. Continue to use MEET for online meetings and explore the possibility of mixed format (in-person and online) meetings. For mixed format meetings determine if additional equipment is required.
3. Establish policies on documentation to be provided to the public and to members. This involves supporting committees in documenting and sharing their work.

4. Redesign our flyer and supplementary material for recruitment of members and active participants. Engage and support board members in recruitment efforts.
5. Maintain an updated media contact list.
6. Create policies and practices for board approval on what is to be communicated (on social media, on our website, by media release etc.) and who are to be spokespersons for the FCA
7. Ensure that a minimum of two people have access to each FCA communication tool. (EX: Committee chairs for committees or a member of the executive)
8. Promote Board involvement

Agenda item 6 – Treasurer’s Report

Financial statements are attached to this agenda.

Agenda item 7 – President’s Report

The report will be distributed at the meeting.

Agenda item 8 – Nominations committee report

Members: Graeme Roderick Chair, Miranda Gray (Board member), Maria Luisa Marti (Board member)

2019-2020 in review -The committee met 8 times since December 2019 (about once a month since March.) The committee recruits candidates for the board until the next AGM and ensures the FCA has enough future leaders for the years ahead.

The committee reached out to each current board member to discuss their experience and their next role in the organization. They asked all to consider if serving on the board is the best use of their gifts and time. Some board members will be standing for re-election on the board, others will serve on committees and a few are ending their active role in the FCA.

The team also reviews the nominations for FCA awards and prepares a list for board approval. For the 2020 AGM, the team recommended to the board in April that the media awards not be given due to the disruptions caused by COVID this spring.

Actions -

- Posted announcements for website and newsletter about needs for board nominations and awards
- Created a "why join FCA Board" document to help recruit candidates and explain the role of the board
- Created an application form for potential Board to help candidates highlight their skills for the role
- Recruited and interviewed potential candidates
- Proposed award winners for the board's approval
- Proposes a new executive for the FCA (President, VP, Secretary, and Treasurer)
- Advised the executive on how to do an online AGM and election

Recommendations -

- Have a smaller Board for the upcoming year.

- Concentrate on clear roles rather than filling all possible seats.
- Outside board members should be considered to add professional skills to the team.
- Use Charity Village, Diversity Ottawa, Volunteer Ottawa and other groups to recruit outside candidates when needed.
- Provide more structure for board and committee members (based on feedback heard during one-on-one discussions with board members)
- Define how board members support the FCA between meetings.
- Provide templates to committee chairpeople for reporting back to the membership.
- Have clear delegation from the board to committee chairs.

Other reports

Solid Waste Master Plan – report on the pre-consultation phase

On October 17th 2019, there was a meeting between Greg and I, which was a part of the pre-consultation phase in support of the development of the City's solid waste master plan. In this meeting we covered a large range of issues regarding how Ottawa presently deals with waste.

Overall, I gave the City an 85% rating for dealing with waste at the disposal site. Ottawa has been progressive in utilizing landfill gas to generate electricity. The only area I feel they have fallen short of a reasonable objective is in odour control at Trail Road. Ottawa does have an elaborate plan to curtail the odour of escaping landfill gas. The process was implemented too late in order to stop landfill gas odours from reaching the Barrhaven community.

Unfortunately, the one call, almost a year ago, is the only consultation I have had with anyone from the group. In April of this year, they asked for a representative from the Federation of Citizens Association, as the group may have been unaware that I had already been appointed. I am left with the impression that they are working hard to try to establish communication with a broad spectrum of the community.

However, there is little to report on as there has been no individual or group meetings. This may be because of the COVID-19 pandemic, a waste master plan was likely not their top priority.

In summary, I understand the city is making every waste diversion effort possible to make the landfill last until 2042 or beyond as the cost of establishing a new landfill will be over a billion dollars. I would appreciate input from the FCA members regarding the wisdom of the City establishing a new landfill site when there are 3 companies available with landfill sites that would meet the City's needs. The billion dollar cost would be better spent on projects like subsidized public housing, homeless accommodations, LRT expansion and the improvement of bus services.

I will report if there is any further consultation with committee appointees.

Phil Sweetnam

FCA
Statement of Financial Position
As of April 30, 2020

ASSETS	2020	2019	2018
Bank Balance	15335.02	\$ 9,906.36	\$ 7,696.94
Investment Account	5	\$ 5.00	\$ 5.00
Prepaid Expenses	0	\$ 654.48	\$ 457.92
Undeposited Fees			\$ 120.00

Total Assets	\$ 15,340.02	\$ 10,565.84	\$ 8,159.86
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LIABILITIES AND NET ASSETS

Liabilities			
Accounts Payable	979.48	\$ 1,289.45	\$ 691.11

Total Liabilities	979.48	\$ 1,289.45	\$ 691.11
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Net Assets

Unrestricted Capital Reserves	\$ 14,360.54	\$ 9,276.39	\$ 7,468.75
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Total Liabilities and Net Assets	\$ 15,340.02	\$ 10,565.84	\$ 8,159.86
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**Federation of Citizens' Associations
Statement of Income and Expenditures
For the 12 Months Ended April 30, 2020**

	30-Apr-20	30-Apr-19	30-Apr-18	30-Apr-17	30-Apr-16	30-Apr-15
Revenue						
Membership	1,785.00	1,840.00	1,290.00	1,480.00	1,050.00	1,265.00
Event Income	57.90	260.35	80.00	112.00	270.00	
Contributions	5,442.00	3,650.00	580.00	1,828.00	1,000.00	
Interest Income	4.61	0.97				
Total Revenue	7,289.51	5,751.32	1,950.00	3,420.00	2,320.00	1,265.00
Expenses						
Bank Charges	36.00	168.20	36.00	36.00	34.00	24.00
Memberships	355.00	328.08	343.75	150.00	40.00	
Room Rental	332.10	383.48	199.54	230.19	80.48	101.02
Liability insurance	654.48	654.48	457.92	343.44		
FCA Events	638.69	268.70	341.24	798.50	269.71	450.53
Office Expenses	81.65	562.66	268.19	1,282.97	239.15	528.94
Sponsorship		100.00				
Website/Communications	690.32	352.55		243.98		1,601.21
Total Expenses	2,788.24	2,818.15	1,646.64	3,085.08	663.34	2,705.70
Net Surplus/Deficit	4,501.27	2,933.17	303.36	334.92	1,656.66	-1,440.70

**Federation of Citizens' Associations
Summary of Expenses
For the 12 Months Ended April 30, 2020**

Cheque Number	Date	Amount	Payee	Members hips	FCA Events	Room Rental	Office Exp.	Bank Charges	Sponsorship	Comm & Website	Accounts Payable	Insurance	Description
Caisse Desjardins													
157	19-Jun-19	75.00	Shepherds of Good Hope		75.00								AGM Award Donation
158	19-Jun-19		Cancelled										
159	23-Jun-19	802.56	Lorne Cutler								802.56		
160	23-Jun-19	455.92	Sheila Perry				39.03				416.89		
161	23-Jun-19	49.04	Don Stewart		49.04								AGM/Board Retreat
162	23-Oct-19	134.45	Robert Brinker							134.45			FCA Banner
163	27-Nov-19	90.60	City of Ottawa			90.60							McNabb
164	29-Jan-20	237.99	Sheila Perry		195.37		42.62						
		36.00	Caisse Populaire					36.00					

Subtotal	1881.56			\$ -	\$ 319.41	\$ 90.60	\$ 81.65	\$ 36.00	\$ -	\$ 134.45	\$ 1,219.45	\$ -	
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Alterna Savings

2	13-Jul-19	192.10	Graham Roderick		\$ 192.10		x						AGM
3	13-Jul-19	168.00	Sheila Perry			\$ 168.00	x						
4	28-Aug-19	27.18	Graham Roderick		\$ 27.18		x						
5	28-Aug-19	73.50	City of Ottawa			\$ 73.50	x						
6	10-Sep-19	30.00	Greenspace Alliance	\$ 30.00			x						
7	29-Jan-20	555.87	Bob Brocklebank				x			\$ 555.87			GoDaddy Renewal
8	19-Feb-20	100.00	Maria Luisa		\$ 100.00		x						Solely meeting

Subtotal	1146.65			30.00	319.28	241.50	0.00	0.00	0.00	555.87	0.00	0.00	
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Accrued Expenses

	979.48	Lorne Cutler	325.00									654.48	Volunteer Ottawa/Canada
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Subtotal	979.48		325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	654.48	
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Total	\$ 4,007.69		\$ 355.00	\$ 638.69	\$ 332.10	\$ 81.65	\$ 36.00	\$ -	\$ 690.32	\$ 1,219.45	\$ 654.48		
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**Federation of Citizens' Associations
Summary of Revenue
For the 12 Months Ended April 30, 2020**

<u>Date</u>	<u>Amount</u>	<u>Membership</u>	<u>Contributions</u>	<u>Event Revenue</u>	<u>Interest</u>
Caisse Desjardins					
11-Jun-19	315.00	315.00			
25-Jun-19	340.00	315.00	25.00		
08-Oct-19	245.00	245.00			
07-Jan-20	232.90	175.00		57.90	
13-Feb-20	280.00	280.00			

Subtotal	1412.9	1330	25	57.9	0
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Alterna Savings

30-Apr-20	4.61				4.61
09-Jul-19	5035	35	5000		
10-Oct-19	150		150		
28-Apr-20	385	385			
06-Nov-19	152		152		
23-Jan-20	50	35	15		

Subtotal	5776.61	455.00	5317.00	0.00	4.61
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Total	7189.51	1785.00	5342.00	57.90	4.61
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**Federation of Citizens' Associations
Bank Reconciliation
For the 12 Months Ended April 30, 2020**

1) Caisse Desjardins

Opening Balance - May 1, 2019	10375.02
Add: Revenue	<u>1412.90</u>
	11787.92
Less: Payments	<u>1881.56</u>
<u>Closing Balance - April 30, 2020</u>	<u>9906.36</u>

2) Savings Account

Opening Balance - May 1, 2019	5.00
<u>Closing Balance - April 30, 2020</u>	<u>5.00</u>

3) Alterna Savings

Opening Balance - May 1, 2019	798.7
Add: Revenue	<u>5776.61</u>
	6575.31
Less: Payments	<u>1146.65</u>
<u>Closing Balance - April 30, 2020</u>	<u>5428.66</u>

**FCA Paid Membership
2020**

<u>Date Deposited</u>	<u>Organization</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
February	Action Sandy Hill	35			30	30	30			30	30
	Alta Vista CA		35			30					
	Belair Heights		35	30	30	30	30				
January	Belltown CA	35	35	30	30	30	30				
September	Briarbrook Morgans Grant	35	35	30							
June	Britannia Village	35	35		30	30	30	30			
	Cardinal Glen CA								30		30
	Carleton Heights									30	
February	Carlington	35	35	30	30	30	30	30	30		30
January	Centretown CA	35	35	30	30	30	30	30	30	30	30
August	Central Park C.A.	35									30
February	Champlain Park	35	35	30	30	30	30	30	30	30	30
February	City View	35		30	30	30	30				30
	Bike Ottawa		35	30	30	30	30	30	30	30	30
2019	Civic Hospital *	35	35	30	30	30	30	30	30	30	
2019	Concord CoHousing	35									
August	Convent Glen Orleans Wood	35	35	30	30	30		30			
	Copeland Park						30	30	30	30	30
May	Crestview Meadows	35	35	30	30	30				30	30
	Cumberland Village		35						30	30	30
May	Dalhousie	35	35	30	30	30	30	30	30	30	30
	Dovercourt Recreation Centre					30					
May	Dows Lake Residence Ass.	35	35	30	30						30
	Ecology Ottawa		35	30							
February	Ellwood Neighbourhood Assoc.	35									
	Faircrest Heights								30	30	30
2019	Fairhaven Coop	35									
	Fallowfield							30			
February	Fisher Heights	35	35		30						
February	Friends of James & Bay	35	35	30		30	30	30			
	Glaber Park		35						30	30	30
February	Glebe	35	35	30	30	30	30	30	30	30	30
	Glebe Annex		35	30	30	30	30	30	30		
	Glens C.A.		35	30	30	30	30	30	30	30	30
	Greely C.A.										30
	Greater Avalon		35	30					35		
	Greenspace Alliance		35	30	30	30	30	30	30	30	30
February	Hampton Iona	35	35	30	30	30	30	30	30	30	30
January	Healthy Transportation	35	35	35							
	Heritage Ottawa				30						
August	Heron Park North	35		30		30		30	30		
April	Hintonburg	35	35	30	30	30	30		30	30	30
	Hunt Club		35						30		
August	Huntley C.A.	35	35								
	Island Park C.A.		35								
January	Kanata Beaverbrook	35		30	30	30	30	30	30	30	30
January	Kanata Greenspace Protection C	35									
September	Kanata Lakes	35	35								
February	Katimavik Hazeldean	35	35	30	30	30	30				
	Leslie Park						30				
	Lincoln Heights		35		30	30		30	30	30	
August	Lindenlea C.A.	35	35	30							
	Lowertown		35	30	30	30	30	30			
	Manordale Woodvale					30					
	Manor Park		35	30							
August	Manotick Village	35	35	30	30	30	30	30	30		
	March Rural								30	30	30
September	McKeller Park	35	35	30	30	40	30	30	30		
August	Mechanicsville	35	35	30	30						
	New Edinburgh		35	30	30			30	30	30	30
	Osgoode Village										30
February	Ottawa East	35	35	30	30	30	30	30	30	30	30
	Ottawa South C.A.			30	30	30	30	30	30	30	30
	Overbrook		35	30	30	30	30	30	30	30	30
	Pineview		35			30					
August	Queensway Terrace North	35	35	30		30	35		30		
	Queensway Terrace South						30	30			
	Riverside South				30						30
	Riverside Park		35	30	30						
	Riverview Park		35	30	30	30	30	30	30		
	Rockcliffe Park		35	30	30	30	30	30	30	30	30
2019	Rothwell Heights	35				30					30
January	Stittsville Village Association	35	35	30	30	30	30	30	30		30
	Stonebridge		35	30	30						
June	Tanglewood-Hillsdale C.A.	35	35	30	30	30	30	30	30	30	30
	Vanier Community Association		35				30	30	30	30	30
	Trend Arlington				30	30	30	30	30	30	30
August	Wateridge Village CA	35									
August	Wellington Village	35	35	30	30	30	30				
February	Westboro	35	35	30	30				30		
February	Westboro Beach	35	35	30	30	30	30	30	30	30	30
	West Manotick										
	Woodpark C.A		35	30	30	30	30	30	30	30	30
	Woodroffe North			30	30	30	30	30	30	30	30
	Total Membership Revenue	1470	1925	1475	1410	1390	1205	1080	1205	900	1110
	# of Paid Members	42	55	49	47	46	40	36	40	30	37