

**CBLCA Executive Meeting Minutes**  
**January 17, 2019**

Attendance: Amanda Martinez, Emma Osgoode, Carrie Elliott, Kevin Brewer, Rick Nelson, Ian McConnachie, Krystal Taylor, Monica Patten, Peggy McGillivray

Regrets: Carl Wimmi, Brenda McCrea, Allan Morantz, Susie Crowe

**1. Welcome and Introductions, President's remarks**

- Round table introduction of all members for new members.
- Monica is encouraged by all of the energy in the community and among our executive members to accomplish many things. We will continue to progress in 2019, but we must be realistic of our capacity and be okay with not committing to all ideas.
- Winter carnival is coming up January 27<sup>th</sup>. Thank you to all members that have contributed to the planning.
  - o Susie had shared prior to the meeting that she is seeking support from others and/or a social committee in planning large community events. To be discussed further in committee terms of reference.

**2. Approval of minutes from Dec 14, 2018.**

Minutes were approved with no changes.

**3. Cardel development: update**

- CBLCA and our community was successful at the Committee of Adjustment in our appeal of all proposed variances! The vote was 4:1 in our favour. Official minutes from the Committee of Adjustment will be shared within 10 days. Of note, is that no other cases of the evening were successful.
  - o CofA: Chair appointed position and the other 4 members are volunteers.
- Many executive members and community members involved in developing our presentation and providing our response to proposed variances.
- Andrea Benoit, and other residents presented and also thanked CBLCA today for our work, which was felt to have contributed to the success of our community's case.
- CBLCA presented second on the agenda after Cardel. Kevin spoke on Ian's behalf at the Committee of Adjustment meeting.
- Chair of CofA recognized problems with sewer easements, although not a focus of the meeting since only to talk of variances.
- This lot is currently zoned as commercial.
- Rick believes the success of our case was based on three key issues: proposed wall on Bedale Drive not included on drawings and not setback as required by bylaw; proposed wall beside residential house on Bedale and not setback as required by bylaw; inadequate notification (no updates or communication from Cardel for past two years).
- Perceived that the CofA read all submissions from our community. 20 submissions were cc'd to [generalcblca@gmail.com](mailto:generalcblca@gmail.com). We know through verbal reports others were also sent in.

- Cardel can refile for variances again as the site plan is still open. So we will need to continue to monitor this development.
- Other development news on Carling Ave that we will continue to monitor and be involved in the development process as indicated.
  - o Villa Lucia property sold conditionally to a developer from Toronto. Apparently this developer has also approached approx. 7 homes on Elterwater Drive behind this property to inquire if home owners would consider selling their homes.
  - o A large property on Carling (approx. 3 homes east of Bedale) has also been sold for development. This property backs on to many homes on Stillwater Drive.

#### 4. Emails – how to use effectively

- Discussion about limiting “reply to all” when not required
- Encouraged to use new subject lines when the content has changed
- Also to be aware of who is on the distribution list
- **ACTION: When in doubt start a new email with new subject line.**
- Please use conversational tone vs. accusatory language
- Any disagreements with the content of the email, do not reply to all, address directly with first author.
- **ACTION: Exec members to save all emails that have “business value” e.g. decisions made on Google Drive**

#### 5. Committee Terms of Reference and Plans for 2019-01-17

##### *Transportation, Transit and Infrastructure - Term of Reference*

- Ian presented the draft ToR and action plan
  - o ToR will be constant, but annual action plan will be developed each year
  - o Three areas of concern: transportation, transit and infrastructure
  - o Key item in action plan for 2019 is community engagement and outreach to understand our residents vision/wants for our neighbourhood. Then in 2020 may consider the development of a community plan.
  - o Local Planning Appeal Tribunal and support centre (provincial support for residents positioning before the appeal tribunal).
  - o Engagement with other community associations as required, MPs and MPPs
  - o Question: will the committee actually be connecting with BIAs? Potential duplication with other committees. We have not yet connected with BIAs.
  - o Question: Is Wesley Clover Parks mentioned as a key stakeholder in this ToR? They currently are not mentioned but should be added. We will continue to develop this relationship. Reminder of large concert will be held at WCP in 2019.
- **ACTION: Ian to connect with Theresa Kavanagh whether a secondary plan is being considered for our neighbourhood.**
- Goal for chair in 2019 is to build capacity among committee members and ensure all committee members understand development processes.

- Of note, the Official Plan is being reviewed over the next few years and there will be discussion groups on various topics. We will want to consider getting involved.  
**ACTION: Krystal to forward link to subscribe to Planning Dept emails**
- Discussion about role of Community Association in disaster management and emergency preparedness. Many groups already have mandate for disaster management and CBLCA would assist in outreach to our community as required in the event of a natural disaster. However, it would be valuable to provide information about emergency preparedness for our residents.  
**ACTION: Host a community meeting about emergency preparedness. Who? To develop a small committee to plan this meeting for 2019.**
- The project of remediating the settling ponds on the DND property at Moodie and Carling is a collaboration between OCWC, NCC, and PSPC with CBLCA. These groups feel this project should be profiled as a positive collaborative project; there will likely be opportunity for community involvement and “photo ops” in the spring.
- We had many “wins” on the LRT file in 2018: stormwater management will now be moved west of Moodie and there is now a MoU being signed between PSPC and City for new pond arrangements west of Moodie to change the flow of Stillwater Creek. This affords us the opportunity to reinforce the message to Theresa to develop a wildlife corridor to be created concurrently when this creek work is happening (there are a few examples in the City e.g Hope Side Road and Terry Fox).
- Suggestion we could organize community building events to promote environment e.g. clean up river front. The opportunity at the remediated settling ponds may be a good event for 2019.

#### *Communications*

- 2018 was a big year in building, 2019 is focused on maintenance
- new members on committee: Ana Ideias and Grant Millar
- Emma reviewed draft ToFR. Goals to seek feedback from community and to support the work of other standing and ad hoc committees.
- Also proposed that the role of this committee will be to plan and implement a social committee. The role of CBLCA will be to support, facilitate and empower community members to “own” and lead their own events vs. chairing a formal subcommittee.
- Discussion about role for social events and annual events. We should have 1-2 CBLCA events each year.
- **ACTION: for future meeting to discuss what events CBLCA will host and criteria for those we will support.**
- Roles and responsibilities for committee members. Emma has spoken with the committee members about their role to contribute newsletter content regularly. Also will rely on zone reps for door-to-door distribution of information as required.

### *Parks and Recreation*

- ACTION: Susie will present in full at February meeting
- Discussion based on draft ToFR circulated in advance of meeting:
  - o Proposed that some work of this committee should be lobbying/working with the City to get certain items (e.g. basketball court, Maki wifi, supporting tennis club, cash in lieu funds spent, etc). The Executive felt that instead this should be an executive role not the role of this committee.
  - o Suggest social sub-committee to be moved to Communications committee
- Need a complete forecasted budget for the year and projected numbers of participation.
- **ACTION: To discuss at our Feb executive meeting - our reserve of \$30K and how to spend. Will have this conversation after meeting with Theresa about the status of the spending/progress of the cash in lieu funds.**
- Maki House key will be changed. The locks will be changed to a keypad code system; each activity organizer will have their own unique code.
- **ACTION: Susie to follow-up with City re. defibrillators upstairs and downstairs at Maki House.**

**ACTION: All committee chairs to confirm their ToR with committee membership, and then come to Executive for final approval, in Feb/Mar.**

### **6. Membership: management and thinking ahead**

- Brenda had taken over membership with her Treasurer role. She has happily delegated this responsibility to Kevin for 2019.
- Discussion among members before this meeting re. membership processes.  
**ACTION: Kevin will develop a database and manage the membership (e.g. contact info, payment, etc)**
- **ACTION: Kevin will lead an ad hoc committee to review membership processes (e.g. do we have paid memberships, how to get contact info).** Timeline to start in spring and present a plan for the fall.
- Historically, we had many community members collect memberships door-to-door. This time was the highest membership and all members had a card.

### **7. Winter carnival update**

- Scheduled for Sunday January 27<sup>th</sup> 2019, 10am-3pm, Maki House and Maki Park
- Theresa Kavanagh will be coming both days (winter carnival and bonspiel) at 11:00am, Mayor confirmed 11:30am for Winter Carnival, TBD for Anita Vandenberg, Jeremy TBD
- Agenda on website, but is still changing
- Brenda has raised \$1500 with support from Grant. This is our event budget!
- For sponsorship in the future, we need to be clear on what we are promising in return.  
**ACTION: Communications Committee to develop a sponsorship policy**
- Rick will be running a 50/50 draw.

### **8. Plans for next meeting: Thurs Feb 7th 2019, 7-9pm, Maki House**

- Report from Susie on Parks and Rec ToFR and budget
- Discussion re. principles for development
- Social committee: how it may progress
- Begin discussion about reserve funds and plan for spending. We have asked in survey, on Facebook and at AGM for input on what to do with these funds; our discussion will be based on this information.