

Overbrook Community Association
Board Meeting – 20 September 2018
MINUTES

Attendance: Board members: Joanne Lockyer, Patrick Venier, David Behn, Jo Stinson, Heather Amys, Monjur Chowdhury, Sheila Perry; Regrets: Rawlson King, Wendy Dennys, Shay Purdy. Committee members: Steven McNamee, Marie-Caroline Badjeck. Residents: Diewke de Haen, Erika Fels, Diana Cartwright, André Lafleur, Marilyn Read; Regrets: Nora Benamra

1. **New Community Police Officer:** Calixte Vienney, Overbrook's Community Police Officer since last March, introduced himself and encouraged everyone to contact him when needed. He said crime in Overbrook is not different from other neighbourhoods. For example, Overbrook-Vanier has a low incidence of bicycle and car theft (as reported). As part of the January 2017 Service Initiative, it's important for residents to report even small crimes. He was enthusiastic about participating in community events from sports to block meetings and encouraged people to invite him.
2. **Welcome:** Joanne Lockyer welcomed everyone and there was a roundtable of introductions.
3. **August Minutes:** Wendy Dennys drafted and circulated the minutes of the August 30, 2018 OCA meeting to Board members and participants, then revised and re-emailed them. Heather Amys moved approval of the revised minutes and Joanne Lockyer seconded. The motion carried.
4. **Residents' Mic:** Residents' Mic is a new element on the agenda, providing residents with an opportunity to raise issues of concern.
 - a. Route 19 bus stops: André Lafleur said that new bus route 19, which travels along Donald Street between St. Laurent and the Vanier Parkway, has very few stops, particularly between St. Laurent in front of the former Target store and Ottawa Technical Secondary School on Donald. The distance some people have to walk works against the benefits of the new route. There was a discussion about the appropriate OCA action. **It was agreed: i) to include a question about the stops during the upcoming Candidates' meeting; and, ii) for OCA to write a letter to John Manconi, Ottawa's GM of Transportation Services. André agreed to let OCA know where his friends and neighbours would like an extra stop(s) to go.**
 - b. Lighting for the Overbrook Community Centre (OCC) basketball courts: Diana Cartwright raised a concern that the OCC basketball courts have not been lit lately as they have in the past. She was advised to contact Bruno Crites, OCC Director.
 - c. Rats in Overbrook: Steve McNamee asked the Executive to respond to a resident whose concerns about rats he had forwarded. There was some discussion about what residents and the City can do about rats, which are becoming more common because of construction projects like the Lepine Apartments on the Vanier Parkway and the LRT. The City can enforce garbage disposal by-laws, for example, if there are complaints. Residents may have to hire private pest control services. **It was agreed that: i) a question would be asked about the problem at the upcoming Candidates' meeting; ii) the link to the City's information on what to do about rats would be posted to the OCA website; and, iii) Joanne would follow up with Steve's contact.**
 - d. Pedestrian and cyclist access to the St Laurent LRT Station: Patrick Venier asked about pedestrian access to the St. Laurent LRT station from Overbrook. Steve reported that Councillor Nussbaum has written to Morguard to set up an October meeting. He urged people to write to the Councillor given that the LRT is near completion.

5. **Environment and Parks:** Marie-Caroline Badjeck reported on the success of the Spring Clean-up in April. Over 25 volunteers turned out and, among other things, picked up a lot of leftover Christmas decorations (especially lights and cords) and cigarette butts around the OCC. Marie-Caroline would like to write to OCC and ask them not to use the same lighting this year. She may explore environmentally-friendly (natural) alternatives and possibly do a workshop. It was suggested that OCC could also take action on cigarette butts by installing signage and/or butt cans. **It was agreed that Marie-Caroline would draft a letter to OCC with requests on both Christmas lights and cigarette butts and send it to the Executive for approval.**

Marie-Caroline will be picking a date for the Fall Clean-up and will likely partner with the Girl Guides. It was suggested that she also contact Tony Yaccoub, President of Saint Charbel's Parish Council, who offered volunteers for Overbrook activities when he came to OCA's April meeting,

Marie-Caroline plans to do a write-up on ideas for the Environment and Parks Committee going forward.

6. **Federation of Citizens' Associations (FCA):** Heather Amys reported on behalf of Sheila Perry. Heather and Steve McNamee attended the last meeting of FCA, which supports community associations in Ottawa. The meeting included a workshop presented by Alex Cullen on organizing candidates' meetings. Sample questions were developed. The FCA will host a Mayoral Candidates' Meeting from 7:00 to 9:00 pm at the Tom Brown Arena in October.

Heather also spoke to the attached draft Residents' Bill of Rights being proposed by the New Edinburgh, Manor Park and Rockcliffe Park community associations. Heather volunteered to put together OCA feedback on the draft, noting that she feels it is focused on the individual rather than the community.

Heather recommended that the future Board have a representative who attends FCA meetings on a monthly basis and also liaises with other community associations.

7. **Candidates' Meeting:** Joanne Lockyer reported that, along with the two Councillor candidates, the three candidates for Trustee in the English Public School Board have accepted the invitation to the September 27 Candidates' Meeting. Joanne is confirming the facilitator. There was a discussion of potential questions for the Councillor candidates, which ranged from gun violence through transit and traffic, pest control and development to the loss of trees in Overbrook due to the Emerald Ash Borer.
8. **Board member survey:** The Nomination Committee (Joanne and Heather) will be asking current Board members whether they wish to continue on the Board for another year.
9. **Treasurer's Report:** Patrick Venier reported that there is no change to the financial update provided at the August 30 meeting. He is working toward finalizing accounting for the Paint-It-Up project for the Sens Rink Bunker as well as for the Musical. He expects that there will be a surplus of over \$5,000 from the Musical. Having made a commitment to funders to "pay it forward", the Musical project team is proposing that \$4,000 of the surplus be allocated to the Overbrook Diaries and another \$1,000 to the documentary project. There was a discussion about what information the Board needs to make a decision on these projects. There was also a discussion about whether, in supporting projects that receive outside funding, OCA should be reimbursed for expenses like insurance and receive an honorarium in acknowledgement of its contributions of in-kind resources. **It was agreed that the**

Overbrook Diaries and documentary-making projects would be asked to provide full budgets before a decision is made about allocating the requested funds.

10. **Building Better and Revitalized Neighbourhoods (BBRN):** Steve McNamee reported that, in follow-up to the August 30 meeting, a letter requesting a meeting has been sent to head of BBRN Nathalie Persaud. There has not yet been a response.
11. **Survey:** Heather Amys reported that the community survey is ready to go in both English and French (copies attached) and links to the online versions will be posted on the OCA website. She noted that its purpose is as much to raise awareness about the OCA as to gather input.
12. **New Business:** In response to Wendy Dennys' question about whether OCA needs a privacy policy, Heather Amys reported on her research concerning privacy policies. She noted that OCA should be compliant with Canadian privacy legislation, specifically the [Personal Information Protection and Electronic Documents Act](#) (federal), which applies to all organizations, including associations and not-for-profits that collect, use, or disclose personal information. That is us.

Our privacy policy needs to account for 10 principles:

- **Accountability, Safeguards, Compliance** - So we need to designate someone to be accountable for compliance with the policy, and to ensure the board understands their responsibilities. *Recommendation:* make this part of the Secretary's responsibilities.
- **Consent, Limit Collection** to what is necessary and **Identify Purposes** for which personal information is collected at or before the time of collection. This will be especially important if we decide to register memberships. It should also be included on the sheet at OCA meetings, for example.
- **Limit Use, Disclosure, and Retention** to purposes described (unless you get more consent). So, avoid clouds. Don't share the list outside OCA board; and be careful how we store it. N. B. email is not secure.
- **Openness & Access** - This means we have to post the policy on the website. And anywhere else we collect personal info, like near sign in sheets at events.

Heather has prepared the attached draft policy for review at a future meeting.

13. Next meeting: Thursday, 18 October 2018 at 7 pm at Overbrook Community Centre.

Attachments

1. Draft Residents' Bill of Rights (New Edinburgh, Manor Park and Rockcliffe Park community associations)
2. OCA Community Survey, Fall 2018
3. Sondage communautaire d'ACO, automne 2018
4. Draft OCA Privacy Policy

Marilyn Read for
Wendy Dennys, Secretary