



Board of Directors Meeting – Meeting Minutes

Date: Wednesday, June 11, 2025

Time: 7:30 p.m. – 10:00 p.m.

Attendees

Board of Directors in attendance included:

Robert Simpson, Heather Bakken, Bill Brooks, Marika Herod, Minoo Henry

Absent: Colin Macsween,

Guests in attendance included: Hazel Harrington

1. Appointment of Executive Officers

The Board appointed the following Executive Officers to serve the Association:

President: Robert Simpson

Vice President: Heather Bakken

Secretary-Treasurer: Bill Brooks

These individuals will serve in accordance with the Association's constitution and bylaws to advance its mission and objectives on behalf of the community

2. Establishment of Standing Committees. Resolution

A **motion** to establish standing committees was made by Bill Brooks. **Seconded** Marika Herod.

Re: Establishment of Standing Committees

WHEREAS, in accordance with the Constitution of the Island Park Community Association, the objectives of the Association are to enhance the quality of life in the community and ensure that Island Park Drive remains a pleasant, safe, and healthy street on which to live by:

(a) protecting community interests in the planning and future development of Island Park Drive and its environs;



- (b) representing residents in matters of zoning, development, traffic, safety, and infrastructure in public consultations with the City of Ottawa, the National Capital Commission, the RCMP, and other stakeholders;
- (c) informing residents of issues that affect the community and the status of public consultation processes; and
- (d) promoting a sense of community through social, educational, recreational, and other events;

AND WHEREAS the Board of Directors recognizes the value of community participation and specialized focus in advancing the Association's goals and responding effectively to emerging issues.

BE IT RESOLVED THAT the Board of Directors of the Island Park Community Association hereby establishes the following standing committees:

1. **Planning and Development Committee**
2. **Transportation and Traffic Committee**
3. **Community Safety Committee**
4. **Public Relations and Communications Committee**
5. **Heritage Committee**

BE IT FURTHER RESOLVED THAT each committee shall be chaired by a member of the Board of Directors and composed of interested and qualified members of the Island Park community.

AND BE IT FURTHER RESOLVED THAT the size, structure, and membership of each committee shall be determined by the respective committee chair in consultation with the Board of Directors, to ensure broad and inclusive community representation and alignment with the Association's objectives.

PASSED BY THE BOARD OF DIRECTORS

On this 11 day of June 2025.

The following appointments were made:

Building and Development Committee:

Co-Chairs: Robert Simpson and Bill Brooks

Public Relations and Communications Committee:

Chair: Heather Bakken

Community Safety Committee:

Chair: Leslie Lapp

Traffic and Transportation Committee:

Chair: [Vacant]

Heritage Committee:

Chair: [Vacant]

Motion: Approved unanimously.

3. Incorporation and Not-For-Profit Status. Resolution

A resolution was presented and to incorporate the Island Park Community Association and apply for Not-for-Profit status.

Re: Incorporation and Registration as a Not-For-Profit Corporation

WHEREAS, in accordance with the Constitution of the Island Park Community Association, the objectives of the Association are to enhance the quality of life in the community and ensure that Island Park Drive remains a pleasant, safe, and healthy street on which to live by:

- (a) protecting community interests in the planning and future development of Island Park Drive and its environs;
- (b) representing residents in matters of zoning, development, traffic, safety, and infrastructure in public consultations with the City of Ottawa, the National Capital Commission, the RCMP, and other stakeholders;
- (c) informing residents of issues that affect the community and the status of public consultation processes; and
- (d) promoting a sense of community through social, educational, recreational, and other events;

AND WHEREAS formal incorporation as a not-for-profit organization under the *Ontario Not-for-Profit Corporations Act, 2010* (ONCA) will provide legal recognition, limited liability for board members, access to funding opportunities, and a more structured governance framework.

BE IT RESOLVED THAT:

1. The Board of Directors of the Island Park Community Association hereby approves the pursuit of incorporation and registration of the Association as a not-for-profit corporation under the terms and conditions of the *Ontario Not-for-Profit Corporations Act, 2010*.
2. The Board authorizes the establishment of a working group or committee to oversee the incorporation process, including the development of draft Articles of Incorporation, bylaws, and other necessary documentation.
3. The Board authorizes the President and/or a designated officer to take all necessary steps to file the required documentation with the Ontario Ministry of Public and Business Service Delivery, including the application for incorporation.

4. The Board further authorizes any two officers of the Board to sign and execute all required documents and take any additional actions required to give effect to this resolution.
5. Upon successful incorporation, the Board will undertake a review and ratification process to approve new bylaws consistent with ONCA requirements and aligned with the IPCA's mandate and objectives.

PASSED BY THE BOARD OF DIRECTORS

On this 11 day of June 2025.

Motion: Approved unanimously.

4. Ottawa Zoning Bylaw Update

The Board reviewed the City of Ottawa's proposed zoning bylaw updates and discussed potential implications for the Island Park community. As a next step, the IPCA will develop a list of questions and concerns to submit to Engage Ottawa as part of the Stage Two consultation process on the Ottawa Zoning By-law Amendment.

5. Traffic and Transportation Update

The Board reviewed updates on traffic and transportation and discussed next steps. The NCC will be contacted to discuss a response to the issues raised by members during the Annual General Meeting

6. Communications Updates

The Board discussed current and upcoming communications efforts. Topics included:

Flag Campaign—At the start of the campaign, 16 flags flew on Island Park Drive, as of June 11, 2025, 52 flags are flying or on display on Island Park Drive

Website updates-A website and brand refresh is currently underway

Social media presence and upcoming newsletter: Both the social media will be updated and a Summer Newsletter will be created and delivered to members.

Community Survey—It was agreed that in September a Community Survey will be conducted to determine Association priorities to establish a strategic plan for 2025-26.

8. Jenn Gillespie Appreciation

9. Membership Drive (September)

10. IPCA Consultation Plan (MPH)

Hazel Harrington presented a community consultation plan regarding the communication with Matthew Perry House.

11. Action Items

The Board confirmed the following action items:

Update IPCA Website, Brand and Social Media	Communications Committee	July 30, 2025
Letter to Ottawa Community Housing addressing resident questions about Matthew Perry House community consultations	Robert Simpson	June 16, 2025
Letter inviting proponents of the Matthew Perry House to an initial meeting to discuss community consultation plan and process	Robert Simpson	June 16, 2025
Letter to the <i>Kitchissippi Times</i> correcting the inaccuracies in the coverage of the groundbreaking ceremony	Robert Simpson	June 16, 2025
Respond to Cara Vaccarino, Royal Ottawa Hospital letter.	Robert Simpson	June 16, 2025
Investigate incorporation and Non-for-profit status	TBA	TBA

Adjournment

The meeting was adjourned at 10:00 p.m.