

# 1081 Carling Avenue Subcommittee

## Terms of Reference

The 1081 Carling Avenue Subcommittee (Subcommittee) is an ad hoc subcommittee of the Civic Hospital Neighbourhood Association (CHNA) Planning and Development Committee.

### Purpose

The purpose of the Subcommittee is to develop a position on the Taggart Realty Management proposal for development at 1081 Carling Avenue.

### Assumptions

Many proposed applications for development in the Civic Hospital Neighbourhood (CHN) would benefit from quality community engagement. The CHNA recognizes the need to develop capacity and to provide tools, which enable residents to prepare informed responses. Support may range from information on the Mature Neighbourhood Overlay by-laws intended to maintain the streetscape character in the neighbourhood, to details on the urban design guidelines and zoning bylaws as they apply to new high rise buildings/towers, to guidance on related impacts from such developments such as transportation (traffic, parking, street calming measures, bike paths, accessibility to Light Rail Stations), environment (retention/replacement of mature trees), and food security (community gardens, grocery store). The CHNA anticipates the need for more subcommittees in the future and believes that the 1081 Subcommittee will play a role in developing and sharing best practices.

### Authority

1. The Subcommittee is established pursuant to the CHNA By-laws and is a subcommittee of the CHNA Planning and Development Committee.
2. The Subcommittee is an advisory body, which will make recommendations and report to the CHNA Board of Directors (Board) through the Planning and Development Committee.
3. All major activities and communications are to be approved by the CHNA Executive Board liaison.
4. The Subcommittee will only make representations that are consistent with CHNA policies and messaging.
5. The Subcommittee may not publicly represent the CHNA nor submit a formal response to the City of Ottawa regarding the development application without prior authorization by the CHNA Executive Board.
6. The Subcommittee will work through an appointed CHNA Executive Board liaison to receive approval for the expenditure of funds raised to support the efforts of this subcommittee.
7. The Subcommittee will work toward consensus in decisions around the work undertaken.
8. The Subcommittee will leverage the CHNA communication infrastructure (i.e., webpage, social media), with the proviso that all such communications are to be approved by the CHNA Executive liaison and posted by CHNA Communications.
9. No CHNA general membership funds will be authorized to support this Subcommittee.

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### Term

Approved by the CHNA Board on October 7, 2021 with an end date to be determined.

### Composition

7 CHNA members plus a CHNA Executive Liaison

Members of the Subcommittee must be members in good standing with CHNA.

A member of the CHNA Executive will act as liaison to the Subcommittee and shall have voting rights.

The composition of the Subcommittee may be modified with prior notification and approval of the CHNA Board.

### Subcommittee roles (as of October 18, 2021)

1. Chair/Legal liaison
2. Vice-chair
3. Media/Communications
4. CHNA Liaison
5. Fund Co-ordinator
6. Website Design
7. Recording Secretary/Back-up legal liaison
8. Member at large

### Meetings

The Subcommittee shall meet as needed as determined by the Chair.

### Reporting

The Subcommittee Chair will report to the Board through the CHNA Executive liaison and prepare a final report (with recommendations if applicable) for consideration.

### Advisors

The Subcommittee may request the participation of advisors from time to time, providing there are sufficient funds, including but not limited to lawyers, planners, architects, etc., to provide expert advice or information on any matter before or related to the Subcommittee.

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### Expenses

The Subcommittee will raise funds through donations to cover all costs associated with and to support its work including payment for professional advice.