

Island Park Community Association
Board of Directors Meeting – Minutes
Date: Thursday, September 4, 2025
Time: 7:00 p.m. – 9:00 p.m.

Attendees:

Present: Robert Simpson, Heather Bakken, Bill Brooks, Marika Herod, Minoo Henry, Leslie Lapp, Shawn Anthony

Absent: Colin Macsween

1. Call to Order

The meeting was called to order at 7:00 p.m. by Robert Simpson.

2. Approval of Previous Minutes

The minutes of the previous meeting were reviewed and adopted as presented.
Moved by Bill Brooks. Seconded by Marika Herod. Carried.

3. Business Arising from Previous Minutes

- Incorporation of the Island Park Community Association (IPCA) as a not-for-profit has been completed.
- The IPCA has not received a response to its letter to Cara Vaccarino, President of the Royal Ottawa Hospital, regarding her allegations that homeowner activities — including children playing in backyards, mowing lawns, dogs barking, loud music, and encouraging children to play noisily — were intentionally planned to disrupt the Matthew Perry House Gratitude Ceremony. (Letters attached.)

4. Board Appointment

It was moved, seconded, and carried unanimously that Shawn Anthony be appointed as a member of the Board, to serve in accordance with the Association's constitution and bylaws in support of its mission and objectives on behalf of the community

5. Committee Chair Appointment

Motion: That Jennifer Gillespie be appointed Chair of the Island Park Community Association Heritage Committee.

Moved by Marika Herod. Seconded by Minoo Henry. Carried.

6. New Business

- **Motion:** That the IPCA join the Federation of Citizens Associations of Ottawa (FCAFAC). The IPCA representative will be Shawn Anthony. *Moved by Bill Brooks. Seconded by Leslie Lapp. Carried.*
- **Motion:** That the IPCA join and participate in the Kitchissippi 9 Committee. The IPCA representative will be Robert Simpson.
Moved by Shawn Anthony. Seconded by Bill Brooks. Carried.
- **Motion:** That the IPCA participate in the Ottawa Community Liaisons Program, to support building and permitting advisory services. (Briefing note attached.)
Moved by Heather Bakken. Seconded by Bill Brooks. Carried.

7. Traffic Committee Report

Traffic congestion and safety remain a priority for residents living on Island Park Drive.

a) **Clearview Intersection:** Residents are concerned about the current crosswalk. The National Capital Commission (NCC) has indicated they are open to discussions regarding traffic signal installation, should the City of Ottawa indicate readiness to move forward. It was agreed to work with the City to prioritize this infrastructure.

b) **Iona Intersection:** The NCC and the City of Ottawa are meeting to discuss a traffic study at the intersection of Iona and Island Park Drive. IPCA will attend this meeting, advocating in favour of a full traffic study and traffic light installation.

c) **Left Turn Lane on Byron:** Community members have raised concerns about congestion at Island Park Drive and Byron. As this is a new request for the NCC, it will be brought up at the meeting with the City of Ottawa. IPCA will advocate that the Byron intersection be included in the traffic study, with consideration given to the benefits of a left-turn lane.

d) **Traffic Enforcement:** Residents continue to raise concerns about speeding, red-light violations, and commercial traffic.

Motions:

1. That the IPCA become a member of the traffic coalition comprised of Westboro Beach, Champlain Park, Civic Hospital, and Westboro Community Associations.
Moved by Heather Bakken. Seconded by Mino Henry. Carried.
2. That the IPCA establish quarterly meetings with the RCMP, NCC, and City of Ottawa for the purposes of discussing community traffic and safety concerns.
Moved by Bill Brooks. Seconded by Leslie Lapp. Carried.

8. Communications Committee Report – Heather Bakken, Chair

a) Website and Brand Refresh

The website and brand refresh included a complete redesign of the previous site, revamping all

existing pages (including the homepage), adding new pages, and selecting brand colours to create a cohesive visual identity. The style reflects IPCA's values of community, heritage preservation, and green-space protection.

Single-style headshots of board members were taken on Island Park Drive and added to the Board of Directors page to support transparent dialogue.

A YouTube music video of *Island Park Drive* by The Joynt was added to the homepage to foster community pride while visually aligning with the brand.

A News page was introduced in a Wix Blog format, making it easy to add news items that are automatically featured on the homepage.

b) Canadian Flag Campaign – Community Win (132 Flags)

The Canadian Flag Campaign concluded on July 2, with a final count of 132 flags along Island Park Drive. This is a major increase from the initial 16 flags and the 52 recorded by the June 11 board meeting. As no previous record was found, this may be the most flags ever displayed on a single street in Ottawa.

Photos documenting the achievement are now featured in the Canadian Flag Campaign Photo Library on the website.

The milestone was shared via Instagram and the website.

Press releases were sent to local media, though no coverage was received.

c) 2026 Proposed Zoning By-law – Interactive Map

An interactive map was created to show Island Park Drive, Island Park Crescent, and surrounding areas, sectioned by zones, subzones, and exceptions. The goal is to make it easier for residents to understand potential property impacts from the proposed re-zoning.

The map features a comprehensive legend explaining all proposed designations and is available as a separate page on the website under the Initiatives section.

d) July Newsletter

The July newsletter was sent to 190 recipients, including IPCA members and subscribers. It featured highlights of recent news, including the Zoning By-law map release, Canadian Flag Campaign results, and progress on the Island Park Drive Heritage Designation process.

The Zoning By-law map link was the most clicked item, with the related news page receiving 89 views, making it the most visited news item to date.

e) Facebook Engagement

Facebook is now being used to share community news and encourage dialogue, with the added

goal of prompting residents to post updates and share their opinions. The group format provides a space for the community to gather and discuss issues that matter to them.

f) Strengthen Social Media Presence

Continue posting community news, events, and updates in a consistent style that reflects the refreshed branding. Use visuals and language that align with the website's look and feel to present a unified public image.

g) Enhance Community Engagement

Leverage the group-format Facebook page and other digital tools for two-way communication. Encourage residents to share updates, provide feedback, and participate in discussions on topics that matter to them.

h) Build on Digital Accessibility

Maintain a mobile-friendly, easy-to-navigate site so residents can quickly find information. Use features like event sign-ups, online surveys, and integrated news posts to keep participation simple.

i) Showcase and Archive Community Identity

Regularly update the website's news and photo sections to document Island Park's history, celebrate achievements, and highlight ongoing initiatives.

j) Support Growth and Partnerships

A well-maintained, professional brand presence makes it easier to attract new members, volunteers, sponsorships, and local partnerships — critical for sustaining IPCA's work.

k) Stay Future-Ready

Ongoing attention to digital tools and branding will help IPCA remain adaptable, relevant, and effective in representing the community in changing times.

Motions:

1. That the IPCA take the lead in the "Christmas Gift for Seniors" initiative. A community Christmas Party will be arranged in early December 2025 to support the initiative. Shawn Anthony will chair, with support from the Board.
Moved by Shawn Anthony. Seconded by Heather Bakken. Carried.
2. That a Community Survey be created to support the IPCA in developing a strategic business plan and to help promote community membership and participation.
Moved by Heather Bakken. Seconded by Minoo Henry. Carried.

9. Community Safety Report – Leslie Lapp, Chair

Community safety remains a priority for residents living on Island Park Drive. Several initiatives advanced through the summer months:

- a) **Removal of Hampton Park Pavilion:** In August, the pavilion in Hampton Park, which had reached the end of its lifecycle, was demolished and removed.
- b) **Sidewalk Repairs:** In early September, City of Ottawa crews repaired asphalt sidewalks on Island Park Drive, improving pedestrian safety.
- c) **Streetlight Repair:** Also in September, the City of Ottawa repaired streetlights along Island Park Drive and in Hampton Park. One streetlight near the Clearview intersection, broken after a collision, remains unrepaired. The IPCA is in contact with the City of Ottawa and the NCC to expedite this repair.
- d) **Tree Trimming:** In late August, boulevard trees on Island Park Drive were trimmed to remove dead and overhanging branches.
- e) **Drug-Related Paraphernalia:** NCC maintenance teams have agreed to increase inspections of Hampton Park, the shrubbery between Island Park Crescent and Highway 417, and near Kitchissippi Church following reports of discarded paraphernalia.
- f) **City of Ottawa Crime Map:** A link to the City's crime map, updated daily by Ottawa Police Services, has been added to the IPCA website.
- g) **Community Watch Program:** The IPCA Safety Committee presented the rationale for endorsing and implementing a Neighbourhood Watch Program within the Island Park community.

Motion: That the IPCA Board formally endorse the launch of a Neighbourhood Watch Program and approve the Safety Committee to begin Phase 1 planning and volunteer recruitment.
Moved by Heather Bakken. Seconded by Shawn Anthony. Carried.

10. Heritage Committee Report

The Island Park Heritage Committee has advanced the community's application for Heritage Status to the **feasibility study** stage. In a unanimous vote, Ottawa City Council endorsed recommendations to advance heritage conservation planning along Island Park Drive, marking a significant step toward protecting one of the city's most picturesque and historically significant corridors.

The motion, passed without opposition, directs City staff to:

1. Receive for information the Island Park Drive Heritage Conservation District (HCD) Feasibility Assessment.
2. Undertake a full Heritage Conservation District Study and prepare a Heritage Conservation District Plan for Island Park Drive in accordance with the Ontario Heritage Act.

3. Receive for information the revised Terms of Reference for future Heritage Conservation District feasibility assessments.

Community members and heritage advocates welcomed the decision, which aims to preserve Island Park Drive's architectural character, mature tree canopy, and distinctive streetscape.

The HCD Study will include further research, public consultation, and development of a detailed plan outlining how heritage values will be conserved over time. Once complete, the plan will return to Council for final approval and formal designation.

The revised Terms of Reference will also streamline future feasibility assessments across the city, clarifying procedures and expectations for potential heritage districts.

Heritage staff are expected to begin the Island Park Drive study in the coming months, with community input playing a critical role throughout the process.

11. Building and Permitting Committee Report – Bill Brooks, Co-Chair

Matthew Perry House: Meeting Update

The IPCA Building and Permitting Committee recently met with the proponents of the **Matthew Perry House** project. Attendees included representatives from the City of Ottawa, Salus Ottawa, Ottawa Community Housing, Rideauwood Addiction & Family Services, CAPSA, and Hobin Architects. The purpose was to review a revised site plan and share with the community for feedback.

 *Revised site plan attached.*

Key Project Changes

- The building footprint has shifted west, occupying part of the existing parking lot and set further back from nearby residential properties along Royal Ottawa Hospital grounds.
- Staff entrance and parking will be accessed via Merivale Road.
- Main facility access (drop-off, pick-up, and visitor entrance) is proposed from Island Park Drive via Byng Avenue, south of the Highway 417 overpass.
- The land will be leased by the Royal Ottawa Hospital to Ottawa Community Housing for one dollar. A City of Ottawa easement is required before a building permit can be issued.
- A formal property address has not been established, though an Island Park Drive address has been suggested.
- Two proposed buildings will provide permanent housing for individuals in recovery from substance abuse, operating under the Residential Tenancies Act. A third, smaller building will serve as transitional housing; its management has not yet been confirmed.

Relationship to the Royal Ottawa Hospital

- The proponents have requested that the project site be fully independent from the hospital.
- The Royal Ottawa Hospital will provide no oversight, management, or healthcare services.
- Landscaping and berms are planned to separate the development from hospital grounds, making the facility fully independent.

Project Details

- 160 apartment units will be built by Ottawa Community Housing.
- The facility will be managed by Salus Ottawa.
- Addiction services will be provided by Rideauwood Addiction & Family Services.
- The Royal Ottawa Hospital will not have management oversight or provide medical services.

IPCA Building and Permitting Committee Concerns

The committee expressed serious concerns about the proposed Island Park Drive / Byng Avenue access point, including:

- Traffic congestion along Island Park Drive.
- Safety risks, as Byng Avenue serves as a school entrance and lacks crosswalks, traffic signals, or calming measures.
- Visibility issues, since Byng Avenue emerges from a blind corner under the Highway 417 overpass.
- Commercial traffic restrictions, as Island Park Drive does not permit commercial vehicle access.

The IPCA recommended reconsideration of the **Merivale Road entrance**, which already has traffic lights, crosswalks, and designation as an arterial street.

Next Steps

- Circulate proposed site plan to community members for comment.
- MPH federal funding applications remain under review.
- Once project funding has been finalized, a traffic study will be undertaken, including evaluation of Merivale Road access.
- Once funding is secured, Phase 1 will include a **site assessment study**.

Required Studies Prior to Site Plan Consideration

1. Planning & Regulatory Context – zoning compliance, Official Plan conformity, heritage/easement checks.
2. Environmental & Geotechnical Studies – Phase I & II ESA, geotechnical, tree conservation, natural heritage assessments.
3. Servicing & Infrastructure – water and sanitary servicing, stormwater management, utilities capacity.
4. Transportation & Access – Transportation Impact Assessment, parking study, driveway/access management, active transportation analysis.
5. Design & Site Function – site plan and building massing, sun-shadow and wind studies, noise/vibration analysis, waste management plan.
6. Community & Social Impact – public consultation, compatibility assessment with surrounding neighbourhood.
7. Legal/Procedural Studies – easement and land use review.

Additional studies may be required, including:

- Archaeological Assessment (Stage 1/2/3) – if the site has potential archaeological resources.
- Cultural Heritage Impact Statement (CHIS) – if within or adjacent to a Heritage Conservation District.
- Built Heritage Evaluation – review of adjacent structures for cultural value.

b) Registration of Community Organization

The IPCA has registered to receive notification and be included in the consultation process on development applications within our area of interest. The City contacts existing groups annually or advertises in daily newspapers.

c) Ottawa Zoning By-Law Review

The final draft of the new Zoning By-law is scheduled to be released on Engage Ottawa on Monday, September 8.

Public consultation:

The City will continue its public engagement process with the release of the third and final draft of the new Zoning Bylaw. As with previous drafts, a combination of virtual and in-person open houses will be offered to gather feedback from the public.

Supporting materials from previous consultations, including those related to the Official Plan and Drafts 1 and 2 of the Zoning By-law, remain available through the City's online engagement platform.

Final Draft Public Engagement:

Engagement opportunities for the final draft will occur during the 28-day statutory circulation which starts on September 8. The statutory open house for the draft Bylaw will take place on September 23 at the EY Centre, and there will also be two virtual open houses on September 17 and 25. Details on these engagement opportunities will be posted on the project's Engage Ottawa site. The Planning and Housing Committee and the Agriculture and Rural Affairs Committee will consider the final draft of the new Zoning By-law at a joint meeting on Wednesday, December 17.

Following consideration by the Joint Committee, the report for the new Zoning By-law will rise to Council on Wednesday, January 28. Once the new Zoning By-law is formally approved, the appeal period for new Zoning By-law will begin.

12. Adjournment

The meeting was adjourned at 9:00 p.m.