Board of Directors Meeting Minutes
March 12, 2025
7:00 pm
Manotick Arena

Call to order: 7:04

Attendance: Leeanne van der Burgt, Bonnie Gray, Randy Andersson, Catherine Seaman, Jenny Murphy and David Head
Regrets: Irene Staron
Guests: David Brown, Wayne Parent

Approval of the Agenda
Moved: Catherine Seconded: Bonnie Vote: carried

Approval of Minutes of February 12, 2025
Moved: Bonnie Seconded: Randy Vote: carried

Approval of Minutes of February 28, 2025
Moved: Catherine Seconded: Bonnie Vote: carried

Finance Report
Report previously circulated.
Randy noted that the float from cash boxes and two cheques outstanding and not included in the report. BIA sponsorship cheque for Shiverfest is outstanding. Catherine will follow up.

Approval of the Finance Report
Moved: Dave Seconded: Jenny Vote: carried

Councillor David Brown
Updates on items of previous interest to MVCA:

- the Councillor has been successful in advocating for the feasibility study for the sidewalk from Century Road to Eastman Avenue to be done sooner, and it will be done this year
- the roundabout at Bridgeport is still planned although negotiations to acquire the necessary land have not concluded
- there will be a feasibility study to replace the walkway bridge on the pathway that links the Mahogany community to Potter Drive, possibly with a boxed culvert to allow use of city machinery to maintain the walkway year round
- the speed camera at the elementary school on Bridge is now fully functioning
- City staff will soon be in Manotick to check for the best location for a speed camera on Manotick Main between Bankfield and Bridge

- the Transportation Master Plan is expected to be released within the next two weeks and will move ahead with an official review-in-depth process, which will be discussed with communities
- Barnsdale/Rideau Valley North intersection work is funded for construction preparation work this year and it will be completed in spring 2026

Other items of interest:

- Brett is moving from the Councillor's office to a new position in the Mayor's office focusing on planning and the environment
- Manotick Main is scheduled to be resurfaced next year
- There is a property owner south of the village who has applied for a zoning by-law amendment. A neighbor has expressed concerns. The Councillor is speaking to the applicant about their submission.
- Horticultural society would like its logo on the sign at the entrance to Manotick. The City has decided to stop maintaining and updating those signs.
- The Councillor along with Councillor Kitts have taken on responsibility of covering Ward 20 (Osgoode) until the new Councillor is elected
- The Councillor is the new chair of ARAC

President's Report

Report previously circulated.

- The original artists of Mural on the arena wall have been identified and they will be contacted to see if they have interest in the renewal
- Due to the positive reception to the community meetings with the Ottawa Police, and the knowledge that we now have an officer directly responsible for this area with the new policing model, we will be setting up regular meetings with the Officer assigned to this district
- The participants at the community collaboration meeting have indicated a desire for a further meeting, which will be over budget by about $200
- Leanne observed a locked metal mail box at the Riverside South Community Centre and wondered if that might be a good idea for us to copy at the arena. She will reach out to that organization for their reviews on its usefulness.
- Our AGM will be May 15th. As Lesley needed to withdraw due to high workload issues in other parts of her life we will have two vacancies for Director to fill. This info will be in the next newsletter
- The Governance Committee is asked to review the by-law(s) pertaining the number of Directors, voting privileges, quorum and the role of the Past President

Communications

Report to be circulated.

- Activity on Facebook has been "off the chart" recently

- The appreciation event for volunteers at the Manotick United Church on April 5th will be announced in next week's Newsletter

Events

Report previously circulated

- Cheque presentation to MACAW tomorrow morning
- 4 new Derby carts need to be wrapped with MVCA and derby logos, about $1200 plus tax, which we expect can be offset by yearly sponsorship of the carts

Motion: to approve wrapping of 4 new carts @ $300 per cart. These funds would be in the derby budget, to be covered by profits from Picnic in the Park and sponsor offsets

Moved: Catherine Seconded: Dave Vote: carried

- Photo contest has received about 20-25 entries so far. Dentistry at Manotick is a $500 sponsor
- Submission for Dickinson Day has been prepared requesting 2 booths, hopefully next to each other. Catherine will take the lead re the parade and Derby booth, and Bonnie will focus on the main booth.
- 2 workshops are to be scheduled for cart building, one before May 16th and the second around June 18th
- Randy and Leeanne will attend first meetings of event committees to explain budgeting requirements
- A city grant will be sought for Picnic in Park

Outreach

Report previously circulated.

The Horticultural Society is keen on establishing a community garden and MVCA is wishing to get involved. There are a couple of possible places for this in Manotick. The experiences in Smiths Falls, River Road, and on Viewmount will be sought.

Membership

The contract with Communal is in the fine tuning stage and training is to follow.

Wellness and Accessibility Report

- Jenny assisted at the All Candidates meeting
- She coordinated the Ottawa Police event on fraud & scams attended by 47 people
- An update of emergency preparations document now includes a section on farm, pet and service animals
- Emergency Preparedness week is May 4-10, and the city will be asked to run a bicycle event for children
- National Safety week is at the same time

- Drowning Prevention week is July 20-26. Details have not been decided yet but may be as a written document, perhaps something specific related to the Mahogany Harbour dock.
- Jenny will coordinate with OPS traffic team, water team and the search and rescue team, with assistance from Leeanne and Bonnie
- Boating kits and emergency kit examples could be valuable to have on show at safety week

Transportation Report

- The transportation committee will meet tomorrow
- The drone photography of truck traffic will be used as supplement to the truck traffic report
- MVCA will present to 2 separate committees of city council – at the ARAC open mike session and with a presentation at PWIC
- Concerned citizens presented their report to the City but apparently the City needs its in-depth funded study before any action can be taken. The concerned citizens wish to present their study to MVCA in April

Governance Report

The committee did not meet.

Other Business

It was agreed to have $1M coverage for directors' and officers' liability insurance.

Branding was discussed.

- MVCA will need to acquire new table cloths, banners, and promotion materials.
- Is there a need for a different or freshened-up logo? This is a project for the new Board after the Annual Meeting.

Motion: to spend up to $150 to acquire two 8 foot vinyl banners with grommets.
Moved: Bonnie Seconded: Leeanne Vote: carried

Motion to Adjourn at 9:12
Moved: Leeanne Seconded: Dave

MANOTICK VILLAGE AND COMMUNITY ASSOCIATION

Treasurer's Report

As at Feb 28, 2025

Opening Balance RBC as of 01 Feb 2025			**$11,954.57**
Revenue			
Membership		$	45.00
Memberships from Square		$	170.00
Event - Shiverfest			
- Sponsorship Square		$	1025.00
-Funds Raised		$	3834.00
	Total Revenue		**$ 5,074.00**
Expenses			
Square Fee		$	36.76
Event Expenses (Shiverfest)			
- Wreath Laying #814		$	250.00
- Crafts #828		$	200.00
- Magic show #831		$	300.00
- Hollybrook #826/824		$	825.00
All Candidates Room Rental		$	122.50
Post Box Rental		$	211.31
Bank fee		$	8.55
Total Expenses			**$ 1,954.12**
Closing Balance RBC as at 31 Jan 2025			**$15,074.45**

Additional Funding details

Investments

GIC	$ 20000.00
Closing MVCA balance	**$ 35,074.45**

Committed (Cheques Not Cashed Yet in Feb)

#830 - Newspaper ad ($226.00)
#838 - J Hynes (521.80)

Cash Boxes

Membership cash box - $(as of 30 Dec 2024 - $$ not available for current report)	$ 100.00
Events cash box – $(as of 30 Dec 2024 - $$ not available for current report)	$ 184.50
Total Available Funds (as of 28 Feb 2024)	**$ 35,358.95**

February 2025
President's Report

Assisted with the organization, promotion and hosting of the two Town Hall meetings with Ottawa Police Service on topics involving home safety, auto theft prevention and scam and fraud prevention. The meetings gave opportunity for OPS to share the news of the new district in south Ottawa, introduce members of the teams and explain the timeline and roles.

Sent a letter from MVCA to Councillor Brown requesting he advocate for the feasibility study for the sidewalk from Century Road to Eastman Avenue to be expedited.

Managed the social media promotion of Shiverfest, coordinated the electronic registration for a number of the events and attended a number of the activities on the Friday evening of the event. Shiverfest was a great success again this year. Evidence would suggest that it is time to look at how to manage its growing popularity.

Worked with the drone photographer to determine dates for filming traffic for the Transportation Committee. Provided feedback on the test footage and made recommendations. The images will be used for a number of purposes on the truck file.

Helped coordinate, promote and host the candidates meeting for the local provincial candidates. Five of the eight candidates participated. All were appreciative of the opportunity.

Attended the BIA monthly meeting.
Attended the Dickinson Days planning meeting.

Chaired the monthly MVCA Board meeting.

Continued to work with Communal on the transition to the new CRM. The next phase will be training Board members to run reports.

Continued work on the mural project for the Arena. Contacting the original mural artists and investigating options for use of a bucket lift.

Had several conversations with Councillor Brown and his office regarding the large truck traffic file and the feasibility study for a sidewalk from Century Road to Eastman Avenue.

Village Voice
Content was written and submitted for the February 6 and 20th editions. The content submitted for the February 20th issue was not published so it will be edited and submitted again in March.

Newsletter
The e-newsletter was issued on February 18.

Membership & VP Report MVCA March *2025*

	New Single Memberships	New Family Memberships	Renewal Notices Sent Out	Single Renewals	Family Renewals
Jan 31- Feb 28, '25	1	2		1	4

- Paid Up Members as of Feb 28: 389 Some of these are Family Membership with only one name on our list. Jan 1- Feb 28 Non Renewals 26

- Completed plans, set up and hosted Ottawa Police Services Presentation on Community Services available to residents, Fraud, Scam and Discussion on new Rural Policing Division. Two (2) sessions were held at the United Church with a total of approximately 60 people in attendance. Well received by the community and was asked to do a further session focusing on Scams & Fraud.
- Added & updated Jan/Feb renewals & new member info. Transferred data to CMR for new system.
- Produced a chart with various rental rooms in the village with prices, contacts, room capacity etc.
- Assisted Jenny with the set-up of the Fraud & Scam Session at Manotick Place.
- Covered for Treasurer while on vacation.

Attended:

- Feb. 4 Ottawa Police Service Session on Fraud & Scams, Community Policing Manotick United Church
- Feb. 12 MVCA Monthly Board Meeting
- Feb. 14 BIA Monthly Meeting
- Mar. 5 Fraud & Scam Session at Manotick Place
- Mar. 6 Ward 20 Community Association Mtg – Councillor Darouse's final Mtg.

Respectfully submitted,

Bonnie Gray

Bonnie Gray
MVCA VP, Director of Community Outreach
Interim Director of Membership
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