Board of Directors Meeting Minutes
July 9, 2025
5480 West River Drive

Call to order: 7:08 pm

Present: Leeanne Van der Burgt, Bonnie Gray, Catherine Seaman, Randy Andersson, Jenny Murphy, Wayne Parent, Chad Dussiaume, David Head (note: several Directors attended virtually)

Approval of the Agenda:
Moved: Bonnie Gray Seconded: Jenny Murphy Vote: carried

Approval of the Minutes of Board Meeting of June 11, 2025:
Several corrections to those minutes were detailed. It was the amended version that was voted on.
Moved: Leeanne Van der Burgt Seconded: Bonnie Gray Vote: carried

Finance Report:
Report previously circulated. Several modifications were discussed, and the revised version was considered.
Moved: Bonnie Gray Seconded: David Head Vote: carried

A $5,000 GIC will be maturing soon. A motion to reinvest these funds in another cashable GIC was put forward.
Moved: Bonnie Gray Seconded: Wayne Parent Vote: carried

Bonnie is updating the expense form, with an enlarged description column. The new form will be sent to those who require it. It was noted that several cheques are outstanding and these will be followed up on.

President's Report:
Report previously circulated.

The Legion will be having a meeting soon focused on seniors, which could lead to suggesting a seniors committee to the Councillor. Jenny will represent MVCA in upcoming meetings with MPCRA.

A meeting was held with two Manotick residents regarding truck traffic. While we have some common concerns it is clear that there is no agreement with them on how to proceed. A communication focused on this will go to MVCA members this weekend and will appear on the website with links to the presentations made to ARAC and PWIC

committees of Ottawa city council. Since these presentations were made there have been several reach-outs from other communities suggesting collaboration.

Bonnie proposed a $100 gift certificate for Nancy Horne in thank you for the many hours she spent building the presentations for ARAC and PWIC on the Transportation Master Plan.

Moved: David Head Seconded: Catherine Seaman Vote: carried

There will be a meeting soon with Councillors David Brown and Isabelle Skalski (newly elected in Ward 20) in response to the recent drowning of a young man on the river near the north island. This will precede the meeting with MPCRA on water safety issues.

There will also be a meeting with Councillor Brown and MPP Darouze regarding the Earl Armstrong to Bank Street upgrade.

We have been informed that scaffolding is not acceptable equipment for the Artist to use to refurbish the mural at the Arena because of the flower beds at that wall. We need to find suitable equipment. It was agreed to proceed with this next year and to put the cost in the budget.

Communications Report
We will be recruiting for volunteers for a communications committee, looking for people with social media and graphics experience. Plans are for a website refresh/update next year.

Events Report
Report previously circulated. Catherine Seaman agreed that a common report template would be useful.

The four (4) new derby carts have now been wrapped and are ready for sponsorship. All are expected to be sponsored with those who previously sponsored carto be approached first.

Communications Report
We will be recruiting volunteers to serve on a communications committee. Experience with graphics and social media will be an asset. Next year the website will be updated.

Events Report
Report previously circulated. Catherine Seaman agreed it would be useful is a report template was used for committee reports.

The four (4) new carts have been wrapped and are ready for sponsorship. It is expected that all will be sponsored and those who sponsored in the past will be approached first.

The derby budget is to be updated and will be circulated for an approval vote by email.

Bonnie reported that she had a number of volunteers to assist on August 24 (Picnic in the Park).

The question of repeating last year's offer of free food tickets to MVCA members will be brought to next month's board meeting, with a consideration of alternatives.

Outreach Report
Report previously circulated.

Leslie Peace and Dr. Grenwall are considering a community BBQ in the Rideau Forest. MVCA may have a table there as we did for Riverwalk.

MBIA has asked for assistance with Taste of Manotick, as they want to use a ticket system. We would need nine (9) volunteers for the planned three (3) ticket tables. Bonnie proposed the motion that MVCA agree to assist the MBIA at their "Taste of Manotick Event 2025" through the selling of food tickets on the day of the event. The details of the arrangements will be dependent on a Memorandum of Understanding (MOA) agreed to by both the MBIA and the MVCA President and one other signing officer of the Board.

Moved: Bonnie Gray Seconded: David Head Vote: carried

Membership Report
Wayne Parent has now taken over the membership processes. A few issues remain to be resolved re email addresses. A membership file will be sent to Communal CRM.so we can begin using it.

Wellbeing and Accessibility Report
Reports previously circulated.

Jenny Murphy noted that her previous list of proposed activities requires further consideration. She will survey mental health presentation options with a view to finding something we can afford and organize.

Jenny has sent a personal communication to MCPRA with respect to water safety in the Mahogany harbour, and the response was positive noting upcoming meetings with MVCA. She noted that it was difficult to figure out what sort of event might be useful or effective for this issue. Also mentioned was that personal watercraft safety continues to be at issue. A new piece on water safety is to go into our next newsletter. July 25th is UN World Drowning Prevention Day.

In the fall MVCA will organize a town hall meeting with police and parents re school bus safety as there have been some instances of people passing school buses when they are stopped with lights flashing.

Transportation Report
The new Transportation Master Plan will be voted on by Council next month.

Speeding in residential Areas is becoming an important issue that the transportation committee will need to deal with. Motorized scooters and distracted driving is becoming more common. A speed panel will be installed on Van Vliet near the elementary school.

Governance Report
Report previously circulated.

MVCA will standardize all email and report communications using the Arial font in 12 point.

Other Business
Flex sticks have been approved for Bridge Street beside the Creekside Restaurant but have not yet been installed.

The lack of a left turn lane beside Starbucks has been a problem on some occasions for fire trucks trying to go north on Manotick Main. This may be resolved when it is resurfaced next year.

Motion to Adjourn (9:35 pm)
Moved: Leeanne Van de Burgt Seconded: Jenny Murphy

MANOTICK VILLAGE AND COMMUNITY ASSOCIATION

Treasurer's Report

As at Jun 30, 2025

Opening Balance RBC as of 01 Jun 2025			**$14,278.38**
Revenue			
Membership (e-transfer)		$	130.00
Membership (from event)		$	130.00
Memberships from Square		$	115.00
Food sales from Square		$	142.00
Food sales from event		$	964.17
GIC interest		$	205.00
Maturing GIC		$	5,000.00
	Total Revenue	**$**	**6,686.17**
Expenses			
Square Fee		$`	8.70
Cheques			
#842 - MIV Photography		$	508.50
#848 (Student Bursary)		$	750.00
#849 (Student Bursary)		$	750.00
#850 (Articles of Incorporation)		$	130.00
#852 - (Derby / PiP exp)		$	414.96
Bank fee		$	4.95
Total Expenses			**$ 2,567.11**
Closing Balance RBC as at 30 Jun 2025			**$18,397.44**

Additional Funding details

Investments

GIC	20,000.00
Closing MVCA balance	**$ 38,397.44**

Committed (Cheques Not Cashed Yet in Jun)

#823 - MBIA ($200.00)

#847 - BMS Directors Ins ($401.76)

#853 - Impact signs ($1971.85)

#855 - Photo contest ($50.00)

#857 - Face Painter ($100.00)

#858 - Ottawa Valley Uniforms ($745.80)

Cash Boxes

Membership cash box - $(as of 30 Jun 2025)	$ 100.00
Events cash box – $(as of 30 Jun 2025)	$ 200.00
Total Available Funds (as of 30 Jun 2025)	**$ 38,697.44**

2025 June

President's Report

Presented at Agriculture and Rural Affairs Committee (ARAC) on the topic of large truck traffic volumes on Bridge Street in the context of the Transportation Master Plan (TMP) update. The response was favourable from the Committee. Numerous residents reached out to offer positive feedback on the presentation and support for MVCA's work.

Attended the Dickinson Days Parade and the evening events afterward at Centennial Park. This included a visit to the pilot project viewing space indoors for those with mobility issues, anxiety and/or noise sensitivities. The reception was positive though the viewing area was small and the options to have a larger viewing area are few. Helped at the MVCA booth at Dickinson Days. Spoke with a number of residents on a variety of topics.

Chaired the MVCA Board Meeting.

Attended the BIA monthly meeting to keep informed of upcoming activities and events. One of the topics was Taste of Manotick. There will be a ticket system introduced this year. MVCA will need to decide if we want to participate in the ticket system or continue with a free offering.

Attended the FCA Annual Meeting. The keynote speaker was Debbie Stewart, General Manager, Strategic Initiatives, City of Ottawa. She spoke about the role of this new department and their objectives to help breakdown internal "silos" to help the City operate more effectively.

Attended a meeting at the Manotick Legion with the committee working on seniors programming to discuss their plans and discuss ideas.

Worked with the MVCA Transportation Committee to make small revisions to the presentation made to ARAC and record a new version. We thank Nancy Horne for her diligent and professional work on the presentation.

Presented at the Public Works and Infrastructure Committee Meeting on the topic of large truck volumes on Bridge Street in the context of the Transportation Master Plan (TMP) update.

Met with residents concerned about large truck traffic on Bridge Street.

Attended the regularly scheduled meeting with Community Police to share concerns heard from residents and to keep apprised of what they are observing and responding to in the community.

Attended the Dickinson Days debrief meeting where this year's event was evaluated and there were conversations about the 2026 event. It will be the 50th year.

Village Voice

Content was written and submitted for the June 12th and 26th editions.

Newsletter

There was no newsletter issued in June.

MVCA Communications Report
To: MVCA Board of Directors
Data for: June 2025

MVCA Website:
The website was busy again with visitors primarily looking for information about the Community Garage Sale.

MVCA Website

	This Month	Last Month	
Session Starts	2228	1022	X2.2
Page Views	3232	1343	X2.4
Users	1327	763	X1.7
Avg Session	0:30	0:32	0:02 decline
Avg Pages/User	2.51	1.79	0.72

Acquisition

This Month		Last Month	
Organic	56.0%	Organic	61.5%
Direct	23.7%	Direct	26.6%
Social	16.2%	Social	9.8%
Referral	3.6%	Referral	1.8%
		Email	0.3%
Unassigned	0.5%		

Top 5 Most Visited Pages

This Month	Last Month
Community Garage Sale	Community Garage Sale
Home	Home
Picnic and Soapbox Derby	Picnic and Soap Box Derby
In the Community	Planning & Development
Contact Us	Who we are

*Definitions
Sessions - the number of visits to the website
Organic Searches– visitors arrive at the site through a search engine rather than a referral.

Social Media:
Social media activity increased again. The top 2 Facebook posts were promoting the Community Garage Sale. On the Facebook Group the top posts included a frustrated resident concerned about motorist behaviour and a post of a photo also shared by a resident.

Facebook

MVCA has a public Facebook page and one Group. MVCA Group is a Private Group for local residents. There are post criteria in the rules for Members.

MVCA Page	This Month	Last Month	
Posts	8	4	X2
Page Views	20,079	5135	X3.9
Post Reach	4259	2993	+42.3%
Engagements	133	35	X3.8

MVCA Group	This Month	Last Month	
Members	2054	2026	+1.4%
Posts	97	70	+38.6%
Comments/Reactions	287	474	-39.5%

X	This Month	Last Month	
Posts/Reposts	0	0	-
Followers	832	831	-

Instagram	This Month	Last Month	
Posts	0	0	-
Avg Likes/Post	0	0	-
Followers	661	656	+0.8%

Members Newsletter – June insights

Top 3 Clicks per Newsletter (excluding the polls)

	#1	#2	#3
June 2	MBIA – Dickinson Days	Message from Watson's Mill	Second Message from Watson's Mill

2025
Newsletter

	Jan 9	Feb 18	March 19	April 29	May 8	June 2
Sent	350	361	359	358	357	357
Open rate	83.1%	81.6%	79.3%	81.4%	84.2%	83.3%
Clicks	28.4%	29.1%	27.7%	18.3%	5.9%	13.3%
Bounces	1	3	2	3	3	4
Unsubscribes	0	0	0	1	0	0

VP Community Outreach Report MVCA
June/July 9, 2025

Meetings - Community Outreach

June 7: Dickinson Days – Coordinated days activities, volunteers and booth. It was a wonderful sunny day and enjoyed by all. We had a few new volunteers out and they were keen and anxious to help at Picnic in the Park and the Derby. Popcorn and Cotton Candy were a hit again this year. Might want to look at our pricing for next year.
June 11: Hosted MVCA 2025 Pot Luck & Mtg with the new Board.
June 12: Attended the SCHS Graduation Awards Presentation to present our Award. Jada Ostapyk was the chosen recipient, who will be pursuing a career in Kinesiology at the University of Ottawa. Lovely young lady.
June 13: Attended the BIA Bd Mtg
June 14: Assisted Catherine with the Community Garage Sale. Enjoyed going to half of the participating homes and seeing the sales of their "treasures". Everyone was very pleased with the prep and lead up to the event. Only suggestion was to look at the timing perhaps ending at Noon.
Worked with the Transportation Committee with the presentation videos highlighting our truck traffic issue for both ARAC & PICWIC. Attended in person with Leeanne the ARAC video presentation and watched the PICWIC presentation online. My thanks to both Leeanne for her analytical and technical skills and especially to Nancy for multiple hours of work that she put into these presentations, recording, rerecording and creating a well received professional presentation to both City of Ottawa Committees.

Membership

- Did one final review of Memberships to date to ensure list was complete for Communal and transferred it to Wayne.
- Constant Contact brought up to date until Communal takes over, names will still need to be entered manually to ensure delivery of newsletters.
- Met with Wayne to complete hand over of Membership. Thanks Wayne…it's all yours!

Respectfully submitted

Bernie Shaw

VP Events Monthly Report
June12/July 9, 2025

Photo Contest:
- delivered prizes to 5 of 6 winners. Awaiting confirmation of date and time for the final delivery.

Garage Sale:
- Held June 14, 8am-2pm
- 56 participants, including the Manotick United Church and 2 tables in front of the Manotick Community Church.
- Bonnie and I visited most of the sales, to encourage and get feedback. Participants were very appreciative of the MVCA and all the work we do.
- Sent an email to all participants sharing the following feedback and our responses.
  - consider shortening the time, as traffic starting slowing after 12pm: We are proposing changing the time to 8am-1pm. Participants agree!
  - publish the map and addresses earlier: We publish on the Friday as we have people cancelling during the week, but could publish by the end of day Thursday. We can also send you the list of addresses and maps on the Wednesday so you can check that we have your address right or haven't missed you, as well as decide if you want to move forward if there is no other garage sale on your street or neighbourhood.
  - promote on other social media: We promoted on Facebook, Facebook Marketplace, Instragram, X and Kijiji. Please let us know if there are other social media platforms we could post on.
  - put up directional signs: We have 5 signs we put up in areas where there are a number of garage sales. With now close to 60 participants, we don't have the volunteer capacity to put signs up everywhere! We encourage you to make your own signs and place strategically to help direct shoppers.
  - what to do if you are far from the core or the only house in a neighbourhood: You can always encourage others on your street to participate to bring more traffic! We will also look into having space (eg. church parking lot or lawn) in the core so that people can bring their items and set up their own tables.
  - MVCA used to have a table where people could drop off items and MVCA sold them to fundraise for a local charity: We will look into having an organization that may want to host a table for items that are dropped off.

Derby/Picnic:
- Held the second Build-a-cart Workshop on June 14, 2-3pm
- 15 participants, including children
- 23 registrants so far
- Ordered 50 new baseball caps
- Booked sound system and Port-a-Potty
- Invited Councillors Brown and Skalski, MPP Darouze and MP Fanjoy to participate. Councillor Brown and MP Fanjoy have confirmed.
- Fred, co-chair and I did an inventory of the storage. Will post on MVCA Board site shortly.
- Finalized new sponsorship opportunities form.
- Met with Grace, Leeanne and Randy to finalized budget. Bringing to the Board on June 10th for approval.

Other:
- attended St-Mark's graduation on June 26 to award the MVCA scholarship

BOARD OF DIRECTORS COMMITTEE REPORT

From:	David Head	**Date of Report:**	July 8, 2025
Subject:	Governance Committee Meeting Minutes	**Date of Meeting:**	July 8, 2025
Attendees:	Leeanne Van der Burgt, Bonnie Gray, David Head		
Regrets:	Catherine Seaman		

FOR INFORMATION

The overarching theme was a review of the MVCA Approved Manual and the policies therein.

The policies reviewed were:

1. Code of Ethics and Professional Conduct
2. Anti-Harassment Policy & Procedures Policy Statement
3. Financial Expense Claims Policy

Revised draft versions of these will be considered at the next committee meeting. Later committee meetings will consider the other policies include in the Approved Manual.

PDF versions of the Amended Letters Patent, the Complaint/Incident form and the Anti-Harassment/Discrimination Complaint form were produced to be added to the website.

Also considered was the need for a job description for the Secretary, Terms of Reference for committees, and possible changes to the by-laws. Drafts for these will be prepared for the next committee meeting.

It was agreed to use as standard terms “Director” rather than “Board Member”, “Officers” when referring collectively to the President, Vice-Presidents, Treasurer and Secretary, and “volunteers” to include those serving on committees, assisting in events and outreach and activities.

FOR DISCUSSION

Directors should be using a standard template for committee reports. The one used herein is one possibility.

The standard font for repots should be Arial, 12 point.

FOR APPROVAL

Proposal(s): none
Motion(s): none