



MANOTICK VILLAGE & COMMUNITY ASSOCIATION

Minutes

Thursday, 12th September, 2019

7 pm – 9 pm

5492 South River Dr. Manotick

In Attendance: Grace Thrasher, *President* (GT); Bonnie Gray, *Director of Membership* (BG), Theresa Roberts, *VP Events* (TR); Doug Valerio, *Secretary* (DV); Allan Smith, *Director at Large* (AS); Leeanne Van der Burgt, *VP Communications* (LV); Nancy Horne, *Treasurer* (NH); Ted Ross in Camera.

Apologies: John Harrison, *Director of Traffic Safety* (JH)

Meeting called to order, 7pm

Opening Remarks and Approval of Agenda.

1. Approval of Minutes of last meeting and Action Items.
 - a. Motion to approve the minutes, BG Second, LV All in favour
 - b. Action Items. Completed items removed. Status updated. Beryl Gaffney is ongoing we are still encouraging people to contact council directly with their questions. Scott Moffatt has signed off on buying the land for the dog park. We still have had no response to our request for information on the rationale for diverting of funds reserved for the park's development to purchasing land and building a fenced in dog area.
2. Treasurer's Report, Nancy. See Appendix A.
 - a. Acceptance of report, Second, All in favour.
3. President's Report, Grace Thrasher.
 - a. Centennial Park: The City has responded to the proposed combination basketball and ice hockey court, stating it was too ambitious to be tackled in one go. They suggested 2 phases, resurfacing the ground for basketball and replacing the rink walls for ice hockey as phase 1. The refurbishment of skate park will be phase 2.
 - b. Update on the Mahogany development: Minto has submitted a zoning amendment to the City to address some anomalies in lot size that do not align with the approved subdivision plan as well a shift to more single family detached on smaller lots from a number of town homes. This will reduce the actual number of units to be built in Phase 2.
 - c. BG raised awareness that the new Revitalisation sign lettering is already peeling off and asked the question if the work was contracted locally? GT responded that the BIA is responsible for the contracting and will raise the quality issue with the BIA and ask who fabricated the signs.
 - d. Revitalisation taskforce will begin meeting again the week of the 16th September. Much of the revitalisation work is underway. There has been limited response from the public.

4. Membership Report, Bonnie. See Appendix C for report.
 - a. New memberships from Picnic in the Park have been updated.
 - b. We are still getting some bounce back emails. The solution is being looked in to.
5. Events Report, Theresa Roberts.
 - a. Taste of Manotick, TR attended the dock launch and manned the barricades for the Taste of Manotick.
 - b. Picnic in the Park had a power outage in the Pavilion due to overloading the circuit. Approximately 550 people were served food. Some complaints that the burgers not warm. Lines went fast. City do not deliver garbage cans so we need to pick up and drop off as well as deal with rubbish. There were plenty of volunteers for the Picnic.
 - c. Derby, lack of volunteers. 5 volunteers cancelled on the day of the derby. General feeling at the top of the hill was it was chaotic. Young, strong people are needed to setup and take down. The event was well attended, nonetheless. Next year is the 10th anniversary. Grants are available from the Province of \$10k. The Derby Committee will look into the possibility of getting this grant.
 - d. Motion: MVCA to pay \$400 to John Scobie for past storage of the Derby equipment (six carts and ramps), and a yearly stipend as determined by the Board for every year he continues to store equipment. All in favour.
 - e. TR to follow up on the 3 sponsors of the Derby that haven't sent in their sponsorship money.
 - f. The Board thanked Theresa for going above and beyond in organizing these events.
6. Website. Leeanne Van de Burgt. See Appendix B for full report.
 - a. Ted Ross and Bonnie Gray have met with Leeanne to discuss the website. A mock-up of the new website was presented along with samples of other association websites.
 - b. Generally favourable response to The Glebe Community Association website. We can use similar tabs with the exception of committee tab. LV to circulate the web address to the Board.
 - c. Allan Smith commented that most other associations use their website as a place to inform about emergency preparedness.
 - d. A question was raised; Why do we have the newsletter on the website when we email it out to members, is this not a disincentive to sign up for membership? Responses were made by the members; no decisions were arrived at.
 - e. There was lots of discussion around what we could prioritize. The general feeling was the existing site contains too much information and is far too wordy.
 - f. **Action:** All to look at the existing website and comment on what information should go under what tab and what should be excluded. Send information to Ted Ross by the 30th Sept. rossted@rogers.com
 - g. **Action:** Ted will compile and provide a report.
7. Emergency Preparedness. Allan
 - a. Reviewed 100s of websites and information. Locals look to us for information on emergencies, flood, tornado etc. Emergency preparedness is a complex issue with 3 levels of government involved; Local, Provincial and Federal.

- b. Manotick does not have a problem with first response. Typically, most local emergency services are deployed in 1 hour.
 - c. The Dunrobin incident report stated the city was well prepared to handle the disaster. The only problem encountered was not many people now have a radio in the house for information. They use websites instead. Local government is responsible for the first hours, the Province if required after that and Federal government for disasters from day 2.
 - d. A couple of issues have been identified;
 - i. Manotick has a large number of seniors that live independently, and the fire chief has no way of knowing who they are. ROSSS has a list of people they serve. Senior's residential homes are planned for in a local emergency. High risk seniors will be collected. There is not a system to capture this information.
 - ii. The Arena is not a designated emergency location. We have no designated building. Suggested MVCA advocate for the Arena to be designated.
 - e. Key is education and knowledge. All we are being asked to do is provide information and education. One way we could help is educate via our content channels to encourage neighbourliness, checking up on the people on your street. MVCA is perfect for this role and to inform on what should be in an emergency kit. Suggest adding information to the newsletter and the column in the Messenger.
 - f. BG reported that during the ice storm, local residents went door to door asking if people needed assistance. AS responded by emphasizing the local government is focusing on first day response. The need is for people to self identify. A comment - we could have a vulnerable list made as part of MVCA membership?
 - g. The Board needs to determine what our level of involvement should be. Building designation for emergency evacuation, website emergency info, list of vulnerable persons. First 2 should be actioned. The last one is harder to action. If we kept a list, we might create an expectation that we will send people around to check up on people.
 - h. The discussion is to be continued next meeting.
8. Manotick Area Centre for Arts and Wellness. Grace Thrasher noted we needed a representative for the Advisory Committee for this Centre, based at Manotick United Church. Leeanne is on the committee and will act as our representative as well.
 9. Priorities. 5 Big moves outline key priorities for the next Official Plan. Board members are to review and respond to Grace via email by the 25th September. Focus on good ideas, concerns, and our rural context.
 10. Other Business and Adjournment. All

Meeting Adjourned: 9:38 pm

Next Meeting: Tuesday, October 8th, 2019

Minutes Accepted:

Grace Thrasher

Grace Thrasher; President

2020-10-08

Appendix A

Treasurer's Report – Nancy Horne

Manotick Village and Community Association

Treasurer's Report

| | | | |
|----------|-----------------------------|--------------------|-------------------------------------|
| Aug 2019 | Opening balance | \$7,009.99 | |
| | <u>Revenue</u> | | |
| | Membership | \$180.45 | |
| | Derby entry fees | \$407.92 | |
| | Derby sponsors | \$4,400.00 | |
| | Popcorn/Cotton candy sales | \$231.00 | |
| | City of Ottawa grant | \$2,762.00 | |
| | cash from event cash box | \$13.00 | |
| | Total Revenue | \$7,994.37 | |
| | <u>Expenses</u> | | |
| | Bank fees | -\$3.75 | |
| | Derby entry fee reversal | -\$24.28 | |
| | Derby expenses | -\$717.36 | |
| | Picnic expenses | -\$2,900.92 | |
| | Total Expenses | -\$3,646.31 | |
| | Aug 31 balance | \$11,358.05 | |
| | <u>Liabilities</u> | | |
| | uncleared cheques | -\$335.00 | Yoma donation from DD |
| | Derby expenses not cleared | -\$2,591.99 | |
| | Picnic expenses not cleared | -\$219.87 | |
| | Total Liabilities | -\$3,146.86 | \$8,211.19 Available balance |
| | GIC | \$15,000.00 | |
| | GIC | \$8,000.00 | |
| | Membership Cash Box | \$100.00 | |
| | Events Cash Box | \$229.50 | |
| | Derby reserve | \$4,000.00 | per agreement April 30th |

Appendix B

Website Renewal Report – Leeanne Van de Burgt

MVCA WEBSITE RENEWAL MEETINGS

August 6, 2019 and September 11, 2019

MEETING NOTES

In Attendance: Leeanne Van der Burgt, Bonnie Gray, Ted Ross

Purpose of the Meeting

It was explained that the MVCA was looking to redesign their current website, www.manotickvca.org, looking to make it more user friendly. Ted indicated that he would be available to work with Leeanne and Bonnie to do this using the current software in Wix.com.

Discussion of Possible New Formats

The following thoughts were expressed:

- Possibly reduce what is available online in the archives
- Streamline and simplify the site,
- Incorporate more pictures and images
- Consider a more modular look
- Update the colour palette
- Consider a seasonal montage of pictures on the home page
- Shorter definition of the organization.
- Current issues prominence
- Some accommodation of French, i.e. contact link, documents, especially City documents
- The sliders would show pictures of general MVCA activities
- The Welcome and Home page should be a combination.
- Should Newsletters be included in the website as it is a benefit of membership?
- A Search function should be included along with an “invisible” visitor counter

The group looked at the websites of Youth of Manotick (YOMA), www.yoma.ca and the Glebe Community Association, www.glcbecca.ca and agreed that the following features could be incorporated in a new MVCA website design:

1. The colour bar at the top of the Home page with the website address and social media links.
2. Under that bar, white space with the MVCA logo and a shorter version of the MVCA mission statement.
3. A menu bar with the following links that would include the transfer of the following (with further links and graphics from the current site):
 - a. About Us
 - i. What we do
 - ii. Who we are

- iii. Meeting and Minutes
 - iv. Constitution
 - b. Events
 - i. List and description of Events
 - ii. Photo/video Gallery
 - c. Current Topics
 - i. Short Term, i.e. Village Core Revitalization
 - ii. Long Term, i.e. Roads/Transportation, Planning/Development, Manotick Secondary Plan, Keep it to 40.
 - d. Membership
 - i. 5 Ws of becoming a Member along with methods of registration and payment.
 - e. Resources
 - i. Archives (limited), Minutes, links to other sites for info, delete Newsletters past issues?
 - ii. Community Policy (Stormwater Fees no longer relevant?)
 - f. Contact Us
 - i. Same information on current site?
- 4. A large slider bar showing pictures of MVCA activities, seasonally or by event.
- 5. Two sections that would provide teaser links to pages with further details. i.e. *The Latest and Upcoming Events*.
- 6. A colour bar with text – *More about the MVCA* with 3 button links with text for:
 - a. About Us
 - b. Becoming a Member
 - c. Committees
- 7. There was discussion of the need for some sort of Calendar.

Ted has designed a DRAFT look of what the new website could look like based on group discussions to date. It was agreed that this would be brought to the MVCA Board for their input on Thursday, September 12, 2019.

Appendix C

Membership Report – Bonnie Gray

Board of Directors MVCA Membership Report September 2019

July 2019

| New Single Memberships | New Family Memberships | Renewal Notices Sent Out | Single Renewals | Family Renewals |
|--|------------------------|--------------------------|-----------------|-----------------|
| 1 | 2 | | 1 | 6 |
| <input type="checkbox"/> One renewal that I contacted has never received anything from us and yet had a membership for 2 years. Upon checking it appears that they were never added to the Constant Contact List. Membership extended x2 years for free. | | | | |

August 2019 (Revised)

| New Single Memberships | New Family Memberships | Renewal Notices Sent Out | Single Renewals | Family Renewals |
|---|------------------------|--------------------------|-----------------|-----------------|
| 5 | 2 | | 3 | 1 |
| Paid Up Members as of August 31 = 350 some of these are Family Memberships but only one name on our list. | | | | |

Notes:

- Met with Ted & Leeanne re concept for new website
- Stocked Real Estate offices with our flyers
- Thank you to Nancy for covering for me at the Picnic in the Park
- Enjoyed a month's vacation!

Respectfully submitted



Bonnie Gray
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