



**Board of Directors Meeting Minutes
January 14, 2026
6:00 pm
Manotick Arena**

Call to order: 7:00 PM

Present: LEEANNE VAN DE BURGT, BONNIE GRAY, CATHERINE SEAMAN, RANDY ANDERSSON,
JENNY MURPHY, WAYNE PARENT, DAVID HEAD

Approval of the Agenda

Moved: Catherine Seaman Seconded: Bonnie Gray Vote: carried

Councillor Brown

The Councillor gave a presentation on topics of interest to Manotick in three categories: year in review, what's underway in 2026 and key investments/lookahead for 2027.

2025 review:

- Manotick priorities
- road resurfacing
- heavy traffic rerouting
- intersection safety funding
- future infrastructure investment secured
- pedestrian access improved
- presence at many community events

2026 major projects

- road resurfacing – Manotick Main, Doctor Leach and Bankfield
- culverts – First Line, Greenbank
- Mahogany pumping station
- Traffic safety upgrade at Bridgeport and Manotick Main

2027 lookahead:

- road resurfacing Bridge Street, Century Road, and intersections at
Manotick Main - Bridge and Rideau Valley – Barnsdale

The Councillor also mentioned that phase 4 of Minto's Mahogany development will be going ahead.

Consent Agenda Approval

1. Minutes of Board meeting December 17, 2025
2. December Treasurers Report
3. November and December President's Reports

4. June, July and August Communications Reports
5. November/December Events Report
6. December Governance Report

Moved: Wayne Parent Seconded: Leeanne Van der Burgt Vote: carried

Updates by committee/subject category

1. Events
Our photo contest will move from a winter event to the spring.
2. Community Outreach
There will be a community consultation on Tuesday February 3 at the Legion to talk about various anniversaries including Ottawa's 200th.
3. Membership
Some questions need resolution re Communal and membership renewals.
4. Wellbeing and Accessibility
There is some hesitation with having drop-in re traffic safety since the one on school bus safety was only attended by 2 parents.
Safety will be worked into the bike rodeo to be held in May. The location and advertisement to come.
A safety reminder re river ice safety is to be included in our Manotick Messenger column.
5. Transportation
We have received a response from one of the two letters sent recently re the truck traffic issue. The city official has responded and we await one from the Councillor.
There is concern that the recent purchase of a landfill property by Ottawa could Landfill increase our truck traffic.
6. Governance
The policy familiarization process for our code of conduct policy will be extended to other core policies.

Other Business

Logo

It was decided we needed both tablecloths and a sign with MVCA name and some of our current pictures in time for Shiverfest. This impacts our budget and a motion to approve an expenditure of up to \$200 was made.

Moved: Bonnie Gray Seconded: Wayne Parent Vote: carried

There was a discussion re changing/updating our logo but it was decided to maintain the status quo.

Annual Meeting Date

It was moved the Board recommend a change in the by-laws to the next Annual Meeting of Members, as follows:

Whereas the current by-laws require the members' Annual Meeting to be held in May, viz . . .

5.5 An Annual Meeting shall be held yearly in the month of May . . .

And whereas the fiscal year of MVCA is the calendar year, which means any newly elected Board of Directors would be almost one half way through the fiscal (budget) year when taking office;

Now therefore the Board of Directors approves the following by-law amendment to be presented to the upcoming Annual Meeting for approval, namely

5.5 An Annual Meeting shall be held yearly no later than March 31 . . .

Moved: Dave Head Seconded: Jenny Murphy Vote: carried

Drone Display

A proposal has been received to have a 15-minute drone display on Canada Day in lieu of fireworks. A number of questions including cost were raised but the idea of again having a nighttime display on Canada Day was attractive. The possibilities will be further investigated.

Motion to Adjourn: 8:35 PM

Moved: Jenny Murphy Seconded: Bonnie Gray

MANOTICK VILLAGE AND COMMUNITY ASSOCIATION

Treasurer's Report

As at Dec 31, 2025

Opening Balance RBC as of 01 Dec 2025 **\$23,188.34**

Revenue

Membership (Communal)	\$	0.00
Memberships from Square	\$	0.00
Membership from e-transfer	\$	15.00
Shiverfest Sponsorship	\$.	1400.00
Investment Revenue	\$	510.00
GIC Maturity	\$	20,000.00
Total Revenue		<u>\$ 21,925.00</u>

Expenses

Square Fee	\$	0.00
Communal Fee	\$	52.50
Communal Membership Refund	\$	10.00
Cheques		
# 920 - MCPRA storage fees	\$	604.10
#921 - Taste of Manotick vendor	\$	354.00
#922 - B Gray - Womens Day Exp	\$	160.86
#923 - LVDB - Sun shelters	\$	519.80
Bank fee	\$	3.75
GIC Reinvestment	\$	20,000.00

Total Expenses **\$ 21,705.01**

Closing Balance RBC as at 31 Dec 2025 **\$23,408.33**

Additional Funding details

Investments

GIC	25,000.00
Closing MVCA balance	<u>\$ 48,408.33</u>

Committed (Cheques Not Cashd Yet in Dec)

# 926 Derby Kart storage (\$400.00)	
# 927 Room Rental (\$ 88.14)	
# 928 MS One Drive Subscription (\$79.14)	
# 929 Wix Website Hosting (\$301.12)	
# 930 Storage Boxes (\$28.67)	
# 931 X-Mas Signage (\$211.19)	
total:	\$(1,108.26)

Cash Boxes

Membership cash box - \$(as of 30 Dec 2025)	\$ 100.00
Events cash box – \$(as of 30 Dec 2025)	\$ 134.00
Total Available Funds (as of 30 Dec 2025)	<u>\$ 47,534.07**</u>

**** Taste of Manotick Funds still need to be donated to Charity (\$10,443.00)**



2025 November President's Report

Participated in Women's Day at the Ladies' Lounge in the Manotick Legion. The purpose was to represent and promote MVCA, connect with residents, promote the Holiday Decorating Contest and remind people to save the date for Shiverfest. At Lounge was busy, especially at the start of the day. Several people registered for the Holiday Decorating Contest. Many were happy to visit about events. Only a few mentioned community concerns.

Attended a joint meeting with the BIA and Manotick Kiwanis to discuss community events and the benefits of collaborations to ensure the growing popularity of events in Manotick. The conversation included identifying strengths of different organizations and how to work together where logistics and volunteers are concerned. For future parades (Parade of Lights and Dickinson Days) the BIA will assist with permits and City related requirements. The Kiwanis will continue to coordinate the parades and manage onsite logistics with assistance from others when needed.

Attended the Watson's Mill Fundraising Committee Meeting. Conversations about the fundraising strategy continue while the agreement for the purchase of the Carriage Shed and Dickinson House are being finalized.

Attended the monthly BIA meeting.

Thank you to Wayne Parent who represented MVCA and laid the wreath at the cenotaph for Remembrance Day.

Supported the team working on the logistics for the Holiday Decorating Contest including the promotion of the event, registration, voting portals, planning for logistics for the maps and addresses of participants and for the judging. Thank you to our new volunteers; Phil Dawes and Laura Dimic for their work on this event.

Met with Monique Fuller with OPS to discuss Manotick community and rural Ottawa needs to support her in her new role.

Village Voice

Content was written and submitted for the November 20th edition. Thank you to Catherine Seaman for writing the submission for December 4.

Newsletter

The newsletter was issued on November 20.



2025 December
President's Report

This month's report is brief due to the time of year.

Attended the monthly BIA meeting.

Helped with the judging of the Holiday Decorating Contest and the distribution of the signs to the winners.

Attended MPP Darouze's Carleton Advisory Board Meeting. A brief presentation was made with some details about Bills 3, 56, 60, 72 and 75.

Village Voice

Content was written and submitted for the December 18th edition.

Note: While the June, July and August Communications reports were distributed in this time period, they can be found on the Board Minutes for those months



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

MVCA Website:

The website was busy in December with traffic interested primarily in the Holiday Decorating Contest. Events remain a primary attraction to the website. It remains evident that development is of interest to those in the community.

MVCA Website

	This Month	Last Month	
Session Starts	749	467	+60.4%
Page Views	897	518	+73.2%
Users	520	339	+53.4%
Avg Session	0:53	0:21	0:32 improved
Avg Pages/User	1.73	1.53	0.2 improved

Acquisition

This Month		Last Month	
Organic	37.9%	Organic	42.0%
Social	37.8%	Direct	34.1%
Direct	16.8%	Referral	13.1%
Referral	7.3%	Social	10.8%
Unassigned	0.2%		

Top 5 Most Visited Pages

This Month	Last Month
Holiday Decorating Contest	Holiday Decorating Contest
Home	Home
Shiverfest	Planning & Development
Planning & Development	Shiverfest
Soap Box Derby	Transportation Master Plan

*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 followed the trend of activity on the website. On both the Facebook Page and Group, the top posts were those for the Holiday Decorating Contest. Some members of the Facebook Group were removed because they either did not meet the criteria for the Group or did not adhere to the stated rules. There was no activity on X to report. Instagram posts were about the Holiday Decorating Contest as well. The followers continue to increase.

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	4	10	-60%
Page Views	16,811	9938	+69.2%
Post Reach	1972	2681	-26.4%
Engagements	85	57	+49.1%

MVCA Group	This Month	Last Month	
Members	2143	2149	-0.3%
Posts	49	100	-51.1%
Comments/Reactions	202	415	-51.3%

X	This Month	Last Month	
Posts/Reposts		-	-
Followers	825	825	-

Instagram	This Month	Last Month	
Posts	3	-	-
Avg Likes/Post	6	-	-
Followers	691	685	+0.9%

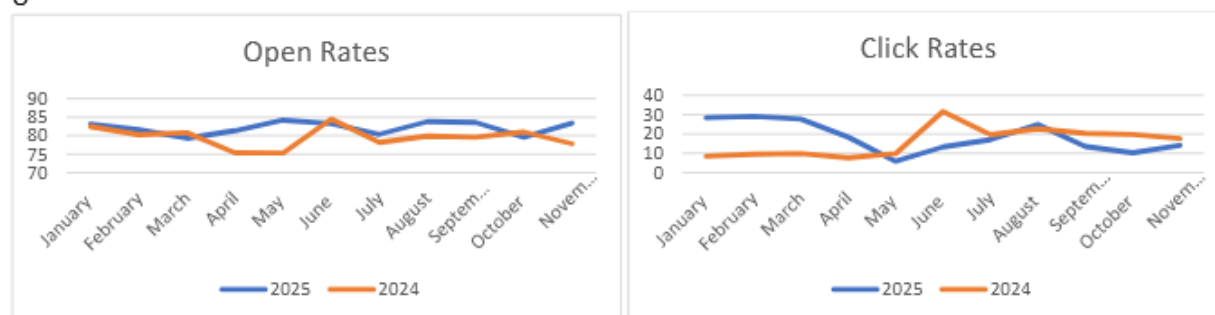
Members Newsletter

2025

Newsletter

	Jan 9	Feb 18	March 19	April 29	May 8	June 2	July 18	Aug 20	Sept 30	Oct 29	Nov 20
Sent	350	361	359	358	357	357	326	326	315	325	326
Open rate	83.1%	81.6%	79.3%	81.4%	84.2%	83.3%	80.4%	83.8%	83.6%	79.6%	83.4%
Clicks	28.4%	29.1%	27.7%	18.3%	5.9%	13.3%	17.1%	24.9%	13.5%	10.3%	14.4%
Bounces	1	3	2	3	3	4	5	5	4	6	6
Unsubscribes	0	0	0	1	0	0	0	0	0	0	1

0



Village Voice

The deadline dates for content to be submitted to the Messenger have been added to the Board Calendar. If there are any suggestions or requests for topics for the column, they can be sent to LeeAnne Van der Burgt at president@manotickvca.org

MVCA Newsletter

The newsletter will be sent the week after the Board meeting. Content suggestions can be sent at any time to president@manotickvca.org



Events Monthly Report November/December, 2025

Shiverfest:

- Participated in the Manotick Parade of Lights with 2 planning committee members carrying a Shiverfest sign and Frosty ([14 year old](#) volunteer) greeting children along the route
- 2 planning committee meetings were held
- Activities and locations confirmed, with 2 new for 2026: Intro to Line Dancing at the community centre and outdoor S'mores at St-Leonard's Church
- Sponsors confirmed and payments received from most
- Messenger ads and postcards prepared

Holiday Decorating Contest:

- 12 homes and 13 businesses participated
- 27 children and 191 adults voted for the People's Choice and Kids' Choice awards
- Manotick Place Retirement Community provided their mini-bus and driver for the official judging
- 12 representatives from the community, including Councillor Brown, participated in the official judging
- Winners were officially announced online on Dec. 18th, and signs delivered to each location on Dec. 21st

Other:

- Attended a Governance Committee meeting
- Moved MVCA equipment into new shared storage space

BOARD OF DIRECTORS COMMITTEE REPORT



From: David Head

Date of Report:
Dec 9, 2025

Subject: Governance Committee Meeting Minutes

Date of Meeting:
Dec 4, 2025

Attendees: Leeanne Van der Burgt, Catherine Seaman, David Head

Regrets: Bonnie Gray

FOR INFORMATION

A number of policies and issues were discussed. These include:

- a) Volunteer Sector Checks logging
- b) Workplan for 2026 and on
- c) Code of Ethics and Professional Conduct familiarization and adherence
- d) Use of Funds Policy
- e) Volunteer policy (manual 5.vii)
- f) Approval of Manual changes: all at once or piecemeal

Rather than retaining Volunteer Sector Check results for each Board Member, it was decided that an Officer would review each result document and log these on a register to be retained by the Secretary. The result documents themselves would not be retained to avoid the need for secure storage, as they contain personal information. A form for this logging purpose was designed and is appended to this report.

A possible workplan for 2026 for the committee was devised by using Imagine Canada's accreditation requirements for an organization of MVCA's size. As the listing is extensive it was decided to review it at a subsequent meeting to determine which items could be priorities and which could be deleted as less important or not pertaining to MVCA.

BOARD OF DIRECTORS COMMITTEE REPORT



Proposed protocols for Board familiarization and adherence to the Code of Conduct were considered (appended). These are to be recommended to a subsequent Board meeting for approval. The protocols may also be applicable to other policies.

A draft policy with respect to the use of MVCA funds was also considered. With minor changes this will be recommended for Board approval at a subsequent meeting and is appended.

Catherine Seaman was asked to examine the existing volunteer policy (manual 5 vii) and inform the committee if modifications are warranted.

There are a significant number of revisions to the Manual and in particular to the policies therein. The committee recommends these should be considered as a whole but in a way that highlights the changes.

FOR DISCUSSION

How to consider the large number of changes to the Manual.

FOR APPROVAL

Code of Ethics and Professional Conduct familiarization and adherence

Use of Funds Policy

Volunteer Sector Check register

Code of Ethics and Professional Conduct Familiarization Process

Steps:

1. Following the Annual Meeting of Members each new Director will be provided with a document package that includes the Code of Conduct, the process to assure adherence to the Code, and a form to sign indicating they have read and agree to abide by the code and process.
2. The form must be completed and submitted to the Secretary before the new Director participates in a Board meeting.
3. At the first Board meeting following the Annual Meeting of Members Directors will be provide with the opportunity to raise any questions or concerns with regard to the Code.

Code of Ethics and Professional Conduct Adherence Process

Steps:

1. Each Director or other person attending and Board Meeting or Board committee meeting may raise a complaint of contravention of the Directors' Code of Conduct.
2. The complaint may initially be verbal but must be submitted in writing to be acted upon.
3. The complaint should be submitted to the President, unless it is about the President, in which case it should be submitted to the Vice President. In the following steps "Vice President" will be assumed if the President is the person about whom the complaint is made.
4. The complaint must indicate:
 - a. Who is perceived to have breached the Code,
 - b. When this occurred (date, time and place),
 - c. The nature of the perceived breach, and
 - d. Any witnesses to the event/conduct.
5. Upon receiving the complaint, the President will within 10 days:
 - a. inform the Director about whom the complaint has been made, and
 - b. appoint two Directors to investigate by interviewing the complainant, the witnesses and the Director alleged to have breached the Code. If there are not two Directors who are uninvolved as complainant or witnesses then two other uninvolved persons will be appointed to undertake the investigation.
6. The two appointed to investigate the perceived breach will make a written report with their conclusions regarding the alleged breach, including their view regarding how serious it may have been. The written report must be submitted to the President with 31 days of receipt of the written complaint.
7. After receipt of the report the President will, before the next regular Board meeting, recommend to the Board what action(s) to take to resolve the complaint, which may include:
 - a. dismissing the complaint,

- b. having mediation between the parties involved to seek a mutually acceptable resolution,
 - c. censure of the offending Director,
 - d. recommending that the Board invoke the approved process for removal of the offending Director, or
 - e. another discipline measure that may be appropriate.
- 8. The complainant and the Director about whom the complaint was made will be informed of the President's recommendation(s).
- 9. Upon receipt of the President's recommendation the Board at its next regular meeting will accept, modify or reject the recommended action.
- 10. If the complainant is not satisfied with the recommendation of the President, they may address the Board to request an alternate resolution.
- 11. The Board should proceed *in camera* when dealing with this issue.

Agreement to the Code of Ethics and Professional Conduct Adherence Process

I _____ have read and understand the Code of
Print Name

Ethics and Professional Conduct for MVCA Directors and the process for assuring
adherence to it and I agree to abide with both of these.

Date _____

Signature _____

Use of Funds Policy

MVCA's funds must be used within the following criteria.

- a) At MVCA's initiative
 - ideally preset item in the budget
 - new items not in budget over \$100 require board motion and approval
 - within MVCA boundaries
 - always with transparency, communication to members (this means by Board minutes, newsletter, website and/or Messenger)
 - I. Awards/prizes
 - a. regular MVCA actions (e.g. awards to high school students, photo contest winners)
 - b. criteria: promotion of MVCA, and/or the community
 - II. donations
 - a. normally only when budget item or event budget item
 - b. communication before and at the fund-raising event to members
 - c. normally for organization(s) within MVCA boundaries
 - d. event committees recommend, Board decides
 - III. give-aways
 - a. budget item
 - b. when useful to promote MVCA
 - c. at events and outreach, e.g. Lip balms at Shiverfest
- b) Requests from others
 - auction items, donations, sponsorships
 - unusual, rational must be extraordinary
 - require board approval (2/3 or unanimous?)
 - must be a community organization or event within MVCA's boundaries
 - communication to members before, including reasons
- c) Required of MVCA
 - example = mural on arena
 - should be budget item, not spur of the moment
 - communicated to members including reasons
- d) Flow Through
 - Examples: Taste of Manotick, memorial plaques
 - when our financial status is effective
 - no cost to MVCA
 - if with or for other organization should have MOA

Volunteer Sector Reference Check Register

Form Approved: [date](#)

Person's Name	MVCA role	VSRC Verified (y/n)	VSRC #	End Date (yyyy/mm/dd)	Verifier's* Initials

* Verifier is Secretary or another Officer of MVCA