



MANOTICK VILLAGE & COMMUNITY ASSOCIATION

Approved Minutes

Tuesday, January 12th. 2021

7 pm – 9 pm

Online Zoom Meeting

In Attendance: Grace Thrasher, *President* (GT); Nancy Horne, *Treasurer* (NH); John Harrison, *Director of Road Safety* (JH); Bonnie Gray, *Director of Membership* (BG), Theresa Roberts, *VP Events* (TR); Leeanne Van der Burgt, *Director Communications* (LV); Doug Valerio, *Secretary* (DV); Councillor Scott Moffatt (SM)

Apologies: Allan Smith, *Director at Large* (AS)

Meeting called to order, 7:07 pm

ITEMS

1. Approval of Minutes of Last Meeting & action items updates.
 - a. Motion to approve the minutes of last meeting: TR ,LV , All in favour
2. Treasurer's Report (See Appendix A).
 - a. Motion to approve the Treasurer's Report: TR, BG. All in Favour.
 - b. With the effects of Covid and public events being cancelled, schools being shut down etc. this has adversely affected revenue for this year and it will affect the 2021 budget. There was discussion around revising budgeted donations such as school awards. Should that money be donated to a needy school family or some other criteria? After some debate on the school awards, it was decided to keep the criteria as it is. The rationale being that the school award is given to students that volunteer in the community. As a volunteer organization this is in keeping with our values and mission. Other budgeted donation amounts will stay the same in anticipation of possible future fundraising events.
 - c. More modest amounts were put in for the picnic and the derby reflecting restrictions on events.
 - d. The 2021 budget will be approved next meeting.
3. President's Report.
 - a. Attended the Winter Maintenance Quality Standards consultation. A survey will be going up on Engage Ottawa. <https://engage.ottawa.ca/wmq> People are getting confused between maintenance standards and operational issues. GT will circulate information about the consultations, please sign up and join a workshop and do the survey. https://engage.ottawa.ca/wmq?tool=survey_tool#tool_tab We will promote in newsletter and on social media
4. Events Report.
 - a. Shiverfest Update – City has said we could hold an event with precautions in place. With the new lockdown in place, the committee has decided to go ahead with the snowman building contest only. Rules will be posted on the website once final and when we have snow.

5. Membership Report (See Appendix B).
 - a. 37 notices sent out for renewals. Thanks to LV and NH for sorting out the forms and payment system.
6. Communications Report (See Appendix C).
 - a. Resources for Residents tab has been added to the website.
7. Councillor Update (this should be the first item before approval of minutes).
 - a. Opening Remarks; A special meeting of Council to approve infrastructure projects just before Christmas mentioned a sidewalk on Main Street between Century Rd E and Bridgeport being approved for this year. This has been revised as a sidewalk cannot be built there so they are looking at multiuse pathway which could not have been completed within the timeframe required to access the funding. Instead, the sidewalk from Currier to Mahogany Landing will be redone.
 - b. Discussion about the multi-use pathway along Main Street was in the development application. The project being 10 years old now and still no pathway. Will Minto be providing funds for this?
 - i. Still dealing with Minto on that and trying to get City staff to get a response as to what they will do. It is a complex issue because Minto is only contributing to the pathway which is the City's jurisdiction, it is not on Minto land.
 - c. Truck Traffic continues to be an issue. Can you give us an update on the pilot project?
 - i. Data is being worked through toward the pilot project. Will get an update from Chris Gordon. Councillor Moffatt will also make some enquiries about truck routes used by Rosedale (distribution center at Boundary and Mitch Owens).
 - d. Please update on property developments in the village.
 - i. Highcroft development will be going to Agriculture and Rural Affairs Committee in February. (A concern was raised from the floor that there has been no public consultation on this development which requires an amendment to the Secondary Plan.)
 - ii. Commercial project at corner of Main and Highcroft has been redesigned more in keeping with the village.
 - iii. No definitive plans for properties on east side of Main Street, north of RBC. City is keeping an eye on.
 - iv. Nothing further in Main St. developments. Any property updates get sent to GT.
 - v. Owner changes to lot at corner of Main and Currier were found to be illegal. Charges have been laid. Essentially the legal issues are between two property owners and not directly with the City.
 - e. There has been a request to close down the sidewalk on Beaverwood outside the Legion. People do use that sidewalk.
 - i. The email was the first time Scott has heard it was an issue.
 - f. Property at corner of Main and Highcroft looks unkempt. Can anything be done about it?
 - i. The site is looking to be developed. Councillor Moffatt will follow up with developer.
 - g. Will there be a sidewalk for McLean Cres. when resurfacing is done after the water main works in Bartlett Park and Barnsdale Rd?
 - i. Water main project at David Bartlett Park is scheduled for completion 2021. The road will be resurfaced but there is no plan for a paved sidewalk along McLean Cres. Councillor Moffatt to follow up about paved shoulder.

8. Archiving Documents – Would we consider purchasing a backup hard drive to keep everything in one place? It was suggested we use the cloud. LV will look into what is available online and report back next meeting.
9. I move that the Board of Directors accept the “Manotick Village and Community Association Anti-Harassment Policy and Procedures Policy Statement” as distributed as “Final Draft for Approval Jan 2021”. BG, TR All in favour.
10. Other Business and Adjournment.
 - a. There was some discussion over approach to Beryl Gaffney Park, whether we should use the original master plan as a starting point for future discussions or start from scratch and focus on the basics with a connecting path Barrhaven and a bridge connection to David Bartlett Park. This discussion to be put on the agenda for next time. GT to follow up with Anne Robinson.
 - b. Motion to adjourn the meeting: BG, NH. All in favour.

Meeting Adjourned, 9:09 pm

NEXT MEETING: February 9th, 2021

Minutes Approved:

A handwritten signature in cursive script that reads "Grace Thrasher".

Grace Thrasher; President

Date: 2021-02-09

Appendix A. – Treasurer’s Report.

Manotick Village and Community Association

2020 Annual Statement

Opening Balance **\$8,903.81**

Revenue

Membership \$2,835.10

Shiverfest Event \$4,917.50

Derby Event \$0.00

Picnic Event \$0.00

GIC Interest \$547.68

Donations \$50.00

Total Revenue **\$8,350.28**

Expenses

Bank fees \$238.95

Other association items \$463.69

Marketing/Communication \$669.11

Shiverfest \$3,300.27

Derby \$0.00

Awards \$1,000.00

Donations \$2,770.60

Community support \$482.98

Total Expenses **\$8,925.60**

Income/Loss **-\$575.32**

Transfer in from GIC account **\$3,000.00**

Closing Balance **\$11,328.49**

	2019	2020 Budget	2020 Actual	2021 Budget A	2021 Budget B
Revenue					
Membership	\$2,800	\$2,800	\$2,835	\$2,800	\$2,800
Shiverfest	\$4,830	\$4,600	\$4,918	\$0	\$0
Derby	\$6,239	\$6,200	\$0	\$0	\$5,000
Picnic in park	\$231	\$1,100	\$0	\$0	\$1,000
Garage Sale	\$0	\$0	\$0	\$0	\$0
Dickenson Days	\$680	\$700	\$0	\$0	\$0
Grants	\$2,762	\$0	\$0	\$0	\$0
Donations	\$205	\$0	\$50	\$0	\$0
Investment int.	\$273	\$547	\$548	\$25	\$25
Total revenue	\$18,020	\$15,947	\$8,350	\$2,825	\$8,825
Expense					
Shiverfest	\$3,119	\$3,064	\$3,300	\$0	\$0
Derby	\$5,410	\$5,000	\$0	\$0	\$4,000
Picnic in park	\$3,201	\$2,400	\$0	\$0	\$2,400
Garage Sale	\$0	\$100	\$0	\$0	\$0
Donations	\$2,335	\$1,500	\$2,771	\$1,500	\$1,500
Awards	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Association	\$898	\$900	\$1,186	\$500	\$500
Marketing	\$0	\$300	\$0	\$300	\$300
Communication	\$381	\$500	\$669	\$670	\$670
Community support				\$600	\$600
Total Expense	\$16,344	\$14,764	\$8,926	\$4,570	\$10,970
Net Profit/Loss	\$1,676	\$1,183	-\$575	-\$1,745	-\$2,145

Manotick Village and Community Association

Treasurer's Report

Dec. 2020	Opening balance	\$11,501.95
	<u>Revenue</u>	
	Membership	\$205.14
	Total Revenue	\$205.14
	<u>Expenses</u>	
	Association	-\$228.15 Remembr. wreath & ad
	Wix renewal	-\$150.45
	Total Expenses	-\$378.60
	Dec. 30 balance	\$11,328.49
	<u>Liabilities</u>	
	Uncleared cheques	\$100.00 Tree lighting
	Available balance	\$11,228.49
	Membership Cash Box	\$100.00
	Events Cash Box	\$229.50
	GIC	\$20,000.00
	Reserved Funds	
	Derby reserve	\$4,000.00

Appendix B. – Membership Report.

Board of Directors MVCA Membership Report January 2021

December 2020

New Single Memberships	New Family Memberships	Renewal Notices Sent Out	Single Renewals	Family Renewals
3	2		3	7
<ul style="list-style-type: none">• Paid Up Members as of December 31 = 340 Some of these are Family Memberships but only one name on our list.				

Notes:

- 9 - Final Notices sent out Dec 6
- Removed 14 Non-Renewals from July-Oct 2020 to the inactive list on Dec 31, 2020
- 7 - 1st Renewals sent out Dec 6
- 21 - 2nd Renewals sent out Dec 6
- Processed new memberships/renewals
- Final revisions to draft of the Harassment Policy done and sent out to Board for approval at January 2021 Board Meeting
- In the process of developing a standardized form for reporting Harassment.

Respectfully submitted



Bonnie Gray
Director of Membership, MVCA
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Appendix C. – Communications Report.



MVCA Communications Report
To: MVCA Board of Directors
Data for: December 2020

The MVCA website was used more in December than in the previous month. The sessions, page views and number of users increased. Looking at the most visited pages might suggest that visitors were seeking information about things to do since Shiverfest and In the Community were both in the top five.

The MVCA Facebook page reflects fewer views while the reach and engagement increases suggest the posts were shared. MVCA Group membership continues to increase while activity on this page showed a decline. Manotick Neighbours Helping Neighbours Group membership also continues to rise. Activity on the page was lower this month. It could be suggested that there was less to report and residents were focused on the holidays. Twitter activity appears to be slower in December though last month's anomalous activity skews a month over month analysis. Followers on Instagram continue to rise.

MVCA Website

	This Month	Last Month	
Sessions	238	169	+41%
Page Views	489	477	+2.5%
Users	206	169	+21.9%
Avg Session	1:16	1:51	-35 secs
Bounce Rate	68.91%	54.63%	26% decline

Acquisition

	This Month	Last Month	
Direct	60.1	Organic	65.1
Organic	37.5	Direct	27.3
Social	1.9	Referral	4.1
Referral	0.5	Social	3.5
Other	0	Other	0

Top 5 Most Visited Pages

This Month	Last Month
Home	Home
Membership	Membership
Shiverfest	Beryl Gaffney Park
Beryl Gaffney Park	Contact Us
In the Community	Emergency Preparedness

*Definitions

Sessions - the number of visits to the website

Bounce rate - the percentage of visitors who enter the site and leave without viewing other pages. 41-55% is considered an average bounce rate.

Organic Searches - visitors arrive at the site through a search engine rather than a referral

Facebook

MVCA Page	This Month	Last Month	
Posts	31	25	+24%
Page Views	71	121	-41%
Post Reach	1485	1243	+19.4%
Engagements	353	222	+59%

MVCA Group

	This Month	Last Month	
Members	721	680	+6%
Posts & Reactions	196	785	-75%

Manotick Neighbours

	This Month	Last Month	
Members	1293	1215	+6.4%
Posts & Reactions	3028	4115	-26.4%

Twitter

	This Month	Last Month	
Tweets	2	16	-88%
Impressions	1025	11,600	-91%
Profile Visits	29	79	-63%
Mentions	1	4	-75%
Followers	727	723	+1%

Instagram

	This Month	Last Month	
Posts (41)	1	0	-
Followers	226	216	+4.6%

December 2020