



Board of Directors Meeting Agenda V2
February 11, 2026
7:00 pm
Hosted online via Zoom

Call to order: 7:09 pm

Present: Leeanne Van der Burgt, Bonnie Gray, Catherine Seaman, Randy Andersson, Jenny Murphy, Wayne Parent

Regrets: David Head

Approval of the Agenda:

Moved: Randy Seconded: Bonnie Vote: carried

Consent Agenda:

Concurrence with the following items:

1. Minutes of Board meeting February 11, 2026 (circulated in advance)
2. February Financial Report (circulated in advance)
3. President's Report (circulated in advance)
4. Communications Report (circulated in advance)
5. Events Report (circulated in advance)

Moved: Wayne Seconded: Leeanne One Abstention Vote: carried

Updates by committee/subject category:

1. Finance

There was a small reminder about details in the information line on cheques if assisting the Treasurer.

2. President

There were more details shared about the Ward 20 consultation on the new Economic Development Rural Plan. All Directors were encouraged to read the information on Engage Ottawa and share feedback there or with Leeanne and David.

3. Communications - Nil

4. Events

Shiverfest was a success. There were fewer numbers noted but that is most likely due to weather. More funds were raised than expected at the events. Motion: to donate \$3000 to Watson's Mill from the 2026 Shiverfest proceeds.

Moved: Catherine Seconded: Jenny Vote: Carried

The next photo contest will launch during Spring Fling in April with the deadline to be announced. The intent will be to announce the winners at Dickinson Days.

The Community Garage Sale will be on Saturday, June 13 from 8 am – 1 pm. Soapbox Derby workshops will be held in May and June. Dates will be announced soon. Inquiries can be sent to events@manotickvca.org

5. Community Outreach

The Community Collaboration was a success with some new participants. The notes and survey will be sent shortly to those who attended. The feedback so far has been positive so another is likely to be planned.

Two Dickinson Days spots and two tables have been booked for MVCA. They will be in the same location as last year. Bonnie will seek permission from Watson's Mill for power for the popcorn and cotton candy machines.

6. Membership

Wayne feels confident in converting the process to the Communal portal. A notice will go out tomorrow to encourage Members to set their passwords. The link to Communal will replace the current one on the website.

7. Wellbeing and Accessibility

An account has been set up through OCDSB to request to rent the parking lot at Manotick Public School for the Bike Rodeo in May. The cost will be \$68. An insurance certificate will be required. Jenny will present the details and proposed budget at the next meeting. Promotional materials will need to be developed as soon as the date is confirmed by the City.

Action: Leeanne will request an insurance certificate

8. Transportation - Nil

9. Governance

Leeanne will take information to the next Governance meeting acquired at a recent webinar on the topic of policies for volunteers.

Other Business

Canada Day Community Event

The proposed sponsorship package was reviewed and the draft budget. There are two sponsors confirmed now and information has been shared with others. It will be easier to plan once the outcome of the funding application is known at the end of the month.

MVCA Position Statement and Letters regarding the cricket pitch proposal for Beryl Gaffney Park

The position statement and letters were managed by the Board through online communication prior to the meeting because of the short time frame for input. Letters were sent to Councillor Brown, Mayor Sutcliffe and the Parks Planner for the project. MVCA Members were provided with information through the newsletter and the public notified through the Village Voice and social media. The position statement has been added to the MVCA website.

Letter to MP Fanjoy regarding High Speed Rail project and Bill C-15

The content of the letter was managed by the Board through online communication prior to the meeting. The letter has been sent to MP Fanjoy and added to the MVCA website. LeeAnne and Jenny both attended online consultations for HSR hosted by ALTO, the company designated to manage the project. This is in the early stages so there were not a lot of details yet.

FCA Meeting in April

MVCA is a member of Federation of Citizens' Associations of Ottawa. The April General Meeting will be held in person in Greely.

Motion to Adjourn (8:19 pm)

Moved: Catherine

Seconded: Jenny

Next meeting: Wednesday, April 11, 2026

MANOTICK VILLAGE AND COMMUNITY ASSOCIATION

Treasurer's Report

As at Feb 28, 2026

Opening Balance RBC as of 01 Feb 2026 **\$17,128.35**

Revenue

Membership (Communal)	\$	9.18
Memberships from Square	\$	360.00
Membership from e-transfer	\$	55.00
Shiverfest Sponsorship	\$.	200.00
Shiverfest Sponsorship (square)	\$	200.00
Shiverfest deposits (unknown source)	\$	2898.00
Total Revenue		<u>\$ 3,722.18</u>

Expenses

Square Fee	\$	21.68
Communal Fee	\$	0.00
Cheques		
#938 - YOMA (Taste of Manotick Proceeds donation)	\$	2,610.86
#940 - Community Voice Newspaper (Ad for Shiverfest)	\$	452.00
#941 - Bonnie Gray (supplies for Community Collaboration	\$.	61.29
#943 - Chris Pilworth Productions (shiverfest - Kids Show)	\$	325.00
#944 - Christina Kuryłowicz - Shiverfest	\$	200.00
#946 - Mae Issa - shiverfest	\$	200.00
#948 - Doug Scharf - Shiverfest - sleigh rides	\$	875.00
#949 - Michelle Lloyd-Jones - Shiverfest	\$	200.00
Bank fee	\$	5.55

Total Expenses **\$ 4,951.38**

Closing Balance RBC as at 28 Feb 2026 **\$15,899.15**

Additional Funding details

Investments

GIC	25,000.00
Closing MVCA balance	<u>\$ 40,899.15</u>

Committed (Cheques Not Cashed Yet in Jan)

#933 - Communal monthly fee	\$ 52.50
#937 - St Mark HS (Taste of Manotick Proceeds donation)	\$ 2,610.86
#939 - City of Ottawa (Deposit for Park use Shiverfest)	\$ 250.00
total:	\$(2,913.36)

Cash Boxes

Membership cash box - \$(as of 28 Feb 2026)	\$ 100.00
Events cash box – \$(as of 28 Feb 2026)	\$ 134.00
Total Available Funds (as of 28 Feb 2026)	<u>\$ 38,219.79</u>



MVCA Website:

The website traffic remained strong in February because of Shiverfest. The data for average session and pages supports the conclusion that visitors went to the site for a single purpose, seemingly Shiverfest. The appearance of Beryl Gaffney Park reflects the community's interest in this topic. The Planning & Development page continues to be in the top 5 most visited pages.

MVCA Website

	This Month	Last Month	
Session Starts	2348	1388	+69.1%
Page Views	2552	1649	+54.8%
Users	1606	980	+63.9%
Avg Session	0:26	0:43	0:17 decline
Avg Pages/User	1.66	1.68	0.02 decline

Acquisition

This Month		Last Month	
Organic	50.4%	Organic	49.6%
Direct	20.4%	Direct	22.9%
Social	14.3%	Referral	13.3%
Referral	13.8%	Social	12.9%
Unassigned	1.1%	Email	1.3%

Top 5 Most Visited Pages

This Month	Last Month
Shiverfest	Shiverfest
Home	Home
Soapbox Derby	Soapbox Derby
Planning & Development	Planning & Development
Beryl Gaffney Park	Holiday Decorating Contest

*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:

While the number of posts and reactions for Shiverfest were high, a post about the Community Collaboration had the most views on the Facebook page. A winter photo of Mud Creek posted on the Facebook Group was the most popular. It was Shiverfest that drew the most reactions on Instagram

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	14	13	+7.7%
Page Views	50,514	33,282	+51.8%
Post Reach	4857	5371	-9.6%
Engagements	347	305	+14.8%

MVCA Group	This Month	Last Month	
Members	2159	2155	+0.2%
Posts	52	46	+13.0%
Comments/Reactions	100	46	X2.2

X	This Month	Last Month	
Posts/Reposts	1	4	-75.0%
Followers	825	824	+0.1%

Instagram	This Month	Last Month	
Posts	6	6	-
Avg Likes/Post	2.5	4	-37.5%
Followers	715	706	+1.3%

Members Newsletter – February insights

Top 3 Clicks per Newsletter

	#1	#2	#3
February	Poll in the newsletter	Engage Ottawa – Beryl Gaffney Park	Spring Fin

2026

Newsletter

	Jan	Feb
Sent	324	324
Open rate	80.2%	81.2
Clicks	17.9%	23.0%
Bounces	6	5
Unsubscribes	0	0



2026 February

President's Report

Assisted with the Community Collaboration, hosted by MVCA. The event was well attended with some new participants. The guest speaker, Patrick Villemare presented tips about effective websites and design. His son was a welcome last minute presenter, sharing his own authored book. Individual feedback on the morning has been positive. A survey will be conducted to evaluate success, determine if another is desired and what a possible topic may be.

Volunteered at different events during Shiverfest.

Met with Councillor Brown to discuss topics of concern in the community.

Collected historical information regarding Beryl Gaffney Park following the announcement of the proposed cricket pitch installation. Worked with the MVCA Board to prepare a public position statement and letters to Councillors, Mayor Sutcliffe and the Parks Planner for the project.

Participated with MVCA Director David Head in a consultation in Ward 20, hosted by Councillor Skalski and her team. The attendees were representatives from a number of community groups in the Ward and City of Ottawa's Economic Development department on the topic of the Economic Development Rural Plan. The draft of the plan will be available soon for public comment.

Attended an ALTO public consultation on the topic of the High Speed Rail project planned to link Quebec City to Toronto with other stops on the route including Ottawa. As this is early stages of the project, the presentation was high level with no details as yet about the impact on this area.

Worked with the MVCA Board to research and prepare a letter to MP Fanjoy regarding the section of Bill C-15 as it pertains to the High Speed Rail project and land expropriation. Special thanks to MVCA Director Jenny Murphy for her exceptional research. The intent of the letter is to advocate for appropriate safeguards, transparency, and fair compensation mechanisms to be in place to protect landowners, agricultural operations, rural infrastructure and the environment. A response was requested to understand the MP's position on this matter and any actions he may intend to take to ensure balanced and reasonable government action as this project moves forward

Attended a webinar hosted by Charity Village on Essential HR Policies. While MVCA does not have employees, the seminar included topics pertaining to volunteers and policies related to volunteers that can protect an organization.

Attended a Town Hall meeting hosted by Councillor Skalski in Ward 20. The presentation discussed city-wide and Ward specific topics and issues of concern.

Communicated with Members and the public when the Engage Ottawa project opened seeking public input on the proposed cricket pitch in Beryl Gaffney Park.

Responded to numerous emails from residents on the topic of the cricket pitch.

Wrote and submitted a grant application for Ottawa 200 funding for a potential new MVCA event in 2026

Village Voice

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

Newsletter

The e-newsletter was delayed until the position statement on the cricket pitch and the letter to the MP were completed.



Events Monthly Report February 2026

Shiverfest:

- 2 planning committee meetings held, including post-mortem
- Shiverfest held on Friday, Feb.6 and Saturday, Feb.7. Please see notes from the post-mortem meeting for details. Some highlights were the puck drop by Councillor Brown and former Sens captain Laurie Boschman at the Timbits game, and a visit from Mayor Sutcliffe at the pancake breakfast.
- Promotional signs at the 4 entrances to the village taken down. Many thanks to Leeanne for finding help to remove the signs.
- Thank you cards/emails sent to sponsors, donors and volunteers.

Other:

- Assisted with set-up and facilitating of the MVCA Community Forum on Feb.3.