



Board of Directors Meeting Agenda V2
February 11, 2026
7:00 pm
Manotick Arena

Call to order: 7:09 pm

Present: Leeanne Van der Burgt, Bonnie Gray, Catherine Seaman,
Jenny Murphy, Wayne Parent and David Head

Regrets: Randy Andersson

Approval of the Agenda:

Moved: Wayne Seconded: Catherine Vote: carried

Consent Agenda:

Concurrence with the following items:

1. Minutes of Board meeting January 14, 2026 (circ'd)
2. Financial Report (circ'd)
3. President's Report (report circ'd)
4. Communications Report (report circ'd)
5. Events Report (report circ'd)

Moved: Jenny Seconded: Leeanne Vote: carried

Updates by committee/subject category:

1. Finance

The financial review committee will consist of David Head plus 2 MVCA members to be confirmed by email.

2. President

No update

3. Communications

Whether the software underlying the website should be WIX or Wordpress was discussed. Presently WIX is used although the person who volunteered to rework the website is more familiar with Wordpress. As expertise exists within MVCA with WIX it was decided to remain with that software.

4. Events

First impressions are that S form 7-hiverfest was a good success although numbers were reduced a bit due to the exceptional cold temperatures. There was good help from volunteers; comments were received that the scavenger hunt was a great family event; and the chili cook-off worked well in its basement

location with roughly \$3000 raised. The Creekside location was good for the trivia contest. The Mayor, our MPP, our Councillor and our MP all attended.

5. Community Outreach

Report to come on the shared drive.

There appears to be Interest with other organizations to share storage space.

6. Membership

Board members password reset update (pdf circ'd)

Several board members have set up their password to sign into the membership website, while others remain to do so.

Communal Website dashboard (pdf circ'd)

Wayne asked board members to go into Communal and verify their personal information.

7. Wellbeing and Accessibility

Bill C15 (recommendations and report circ'd)

The high-speed train being set up as part of the omnibus Bill C15 is a federal project. The project needs land for its right-of-way and may proceed by expropriation or by stopping development for 4 years on land that might be required Consultations with communities by Alto, the corporation set up to run the project, is already ongoing.

Jenny will draft letter to MP Bruce Fanjoy about the project and our recommendations re potential impacts on Manotick. She will also research on the 4-year development ban as this seems to be unusual.

8. Transportation

No report as the committee has not met.

9. Governance

TOR Financial Review Committee (circ'd)

Motion to approval of these Terms of Reference.

Moved: Wayne Seconded: Catherine Vote: carried

Other Business

1. BIA Dickinson Day tent request

The BIA is going to reinstate the beer tent on the Saturday night. They have asked that MVCA look after collecting the cover charge from 7-11 PM. A motion

was made to accept on the condition that MVCA would get an administration fee of a larger sponsorship from the BIA.

Moved: LEEANNE Seconded: BONNIE Vote: carried

2. Dickinson Day Booths

It was confirmed that we want to have 2 booths at Dickinson Days, one as per usual and one for derby card. Bonnie is to book these.

3. Fundraising request

Bruce Lindsey (Manotick Legion) requested that MVCA do a fundraising event for the Legion. It was noted that fundraising was not in our normal mandate with the exception of the specifically designated amount raised during Shiverfest. It was agreed that the Legion would be added to the list of organizations that might be designated, and further to leave it to the Shiverfest committee to determine which organization would be designated each year.

4. Banners

The need for generic MVCA banners, tablecloths and flag for events featuring some of our community pictures was discussed. The \$200 previously approved is insufficient and Bonnie will bring a more fulsome budget for consideration at an upcoming board meeting.

5. Mayoral Candidate

MVCA has received a request from mayoral candidate to meet with us to for him to gain a better understanding of issues important to our community. It was agreed to have a specific meeting for this on the understanding that MVBA will be endorsing ant candidate.

6. Board positions

There are now 2 vacancies that will need to be filled. Directors should ensure that friends and acquaintances are aware of this.

Motion to Adjourn (8:49PM)

Moved: JENNY Seconded: WAYNE

MANOTICK VILLAGE AND COMMUNITY ASSOCIATION

Treasurer's Report

As at Jan 31, 2026

Opening Balance RBC as of 01 Jan 2026 **\$23,408.33**

Revenue

Membership (Communal)	\$	0.00
Memberships from Square	\$	0.00
Membership from e-transfer	\$	135.00
Shiverfest Sponsorship	\$.	200.00
Donation	\$	100.00
Total Revenue		<u>\$ 435.00</u>

Expenses

Square Fee	\$	0.00
Communal Fee	\$	0.00
Cheques		
#926 - Kart storage	\$	400.00
#927 - Room rental	\$	88.14
#928 - MS One drive subscription	\$	79.14
#929 - WIX Website hosting	\$	301.12
#930 - Store Containers	\$	28.67
#931 - X-Mas decor signage	\$	211.19
#932 - Shiverfest Expenses	\$	96.89
#934 - Poppy Fund	\$	65.00
#935 - PO Box	\$	216.96
#936 - ROSSS (TofM Charity)	\$.	5221.72
Bank fee	\$	6.15

Total Expenses **\$ 6,714.98**

Closing Balance RBC as at 31 Jan 2026 **\$17,128.35**

Additional Funding details

Investments

GIC	25,000.00
Closing MVCA balance	<u>\$ 42,128.35</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
#938 - YOMA (Taste of Manotick Proceeds donation)	\$ 2,610.86
#939 - City of Ottawa (Deposit for Park use Shiverfest)	\$ 250.00
#940 - Community Voice Newspaper (Ad for Shiverfest)	\$ 452.00
#941 - Bonnie Gray (supplies for Community Collaboration)	\$ 61.29
total:	\$(6,037.51)

Cash Boxes

Membership cash box - \$(as of 31 Jan 2026)	\$ 100.00
Events cash box – \$(as of 31 Jan 2026)	\$ 134.00
Total Available Funds (as of 31 Jan 2026)	<u>\$ 36,324.84</u>



2026 January
President's Report

Met with Councillor Brown to discuss topics of concern in the community. Topics included large truck volumes in the village, the truck study that is underway and the projects planned for the village and surrounding area in 2026 through the City budget.

Attended the Watson's Mill Fundraising Committee meeting. Planning is underway for additional events in 2026 to assist with the capital needs pending the anticipated purchase of Dickinson House and Carriage Shed.

Chaired a meeting with Board and MVCA Members to discuss changes to the MVCA website.

Was scheduled to attend the OPS Rural Consultation but the session was cancelled due to the weather.

Attended the Dickinson Days planning meeting. 2026 is the 50th Anniversary of the Kiwanis' event. Branding will change slightly for this year and plans will be elevated to celebrate the milestone. There are some new events being added.

Attended the BIA's Annual General Meeting. In addition to the standard agenda, the BIA presented several Legacy Awards to longstanding businesses in the community.

Worked with two new volunteers to assist the Shiverfest Committee with website updates and social media posts in advance of the February event.

Village Voice

Content was written and submitted for the January 15th and 29th editions.



MVCA Communications Report
To: MVCA Board of Directors
Data for: January 2026

MVCA Website:

The website traffic increased as expected in January as Shiverfest approached. The Shiverfest page was the most visited one on the site followed by the Home page. Many who started at the Home page continued on to the Shiverfest page. It is nice to see that there is already interest in the Soapbox Derby. The Planning & Development page continues to be in the top 5 most visited pages.

MVCA Website

	This Month	Last Month	
Session Starts	1388	749	+85.3%
Page Views	1649	897	+83.8%
Users	980	520	+88.5%
Avg Session	0:43	0:53	0:10 decline
Avg Pages/User	1.68	1.73	0.05 decline

Acquisition

This Month		Last Month	
Organic	49.6%	Organic	37.9%
Direct	22.9%	Social	37.8%
Referral	13.3%	Direct	16.8%
Social	12.9%	Referral	7.3%
Email	1.3%	Unassigned	0.2%

Top 5 Most Visited Pages

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

*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 spiked as expected. Shiverfest was heavily promoted on all of the platforms and the response reflects that effort. On the Facebook Group there was a noticeable decline in Comments. Still the website activity would suggest that the publicity for Shiverfest motivated users to the website.

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	13	4	x3.3
Page Views	33,282	16,811	+98.0%
Post Reach	5371	1972	x2.7
Engagements	305	85	x3.6

MVCA Group	This Month	Last Month	
Members	2155	2143	+0.6%
Posts	46	49	-6.1%
Comments/Reactions	46	202	-77.2%

X	This Month	Last Month	
Posts/Reposts	4	0	X4
Followers	824	825	-0.1%

Instagram	This Month	Last Month	
Posts	6	3	X2
Avg Likes/Post	4	6	-33.3%
Followers	706	691	+2.1%

Members Newsletter

2026 Newsletter

	Jan
Sent	324
Open rate	80.2%
Clicks	17.9%
Bounces	6
Unsubscribes	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 January 2026

Shiverfest:

- 2 planning committee meetings held
- Promotional signs put up at the 4 entrances to the village
- Open-air fire permit acquired for the Friday night bonfire
- Numerous donations received from local businesses and the library to use as prizes for Chili Cookoff and Trivia, as well as for the fundraising raffles at Bingo and Trivia
- Postcards delivered to local businesses and organizations, and posters put up around the village
- Postcards handed out to customers at the Independent on Friday, Jan.23, late afternoon and Saturday, Jan.31, late morning/early afternoon
- Events promoted in the Manotick Messenger, and in various community newsletters
- Social media posts created by Laura and website updated by Phil... Great work by our new volunteers!!

Derby/Picnic in the Park:

- Park rental agreement for Picnic in the Park signed and returned



What's New

Help Center Membership Director ▾

Welcome back, Membership

Today's date is Saturday, February 07

Here's what's happening with your community today



ACTIVE MEMBERS

187 ^ 5%
vs last month

NEW THIS WEEK

10 ^ 63%
vs last week

REVENUE TODAY

\$0 ^ 0%
vs yesterday

PROGRAMS ACTIVE

**Locked**

Enable programs to view this metric



TOTAL REVENUE

\$0
this month

Revenue trends over the past 7 days

Revenue

Wellness and Accessibility (or any other designation!!)

REVIEW OF BILL C-15 "HIGH SPEED RAIL NETWORK ACT 'HSRNA'" AND OF
ALTO'S PROPOSAL FOR IMPLEMENTATION OF HIGH SPEED RAIL CORRIDOR
TORONTO TO OTTAWA TO MONTREAL

The attachment (circ'd) summarizes the federal government's proposal for the
HSRNA. ALTO's plans for environmental assessment and implementation, and
consultation opportunities for residents.

Recommendations:

- 1 Request MP Bruce Fanjoy's Office to inform us of his views on C-51: including timeline for work to begin, proposed route near Ottawa, and possible impact on his constituents of land expropriation and "prohibition of work" order on other lands that may be required
- 2 Prepare a document for Manotick Messenger describing how residents can comment on Alto's deliberations on the High-Speed Rail corridor from Montreal to Toronto

TERMS OF REFERENCE

MVCA – Financial Review Committee



General

1. The financial review committee is an ad hoc committee of the MVCA Board of Directors.
2. The committee shall have 3-4 volunteers each of whom is a paid-up member of MVCA.
3. A member of the MVCA Board of Directors may serve on this committee, providing there are two (2) or more MVCA members who are not Directors also appointed.
4. The committee has a 6-month term which encompasses the Annual Meeting of Members.

Mandate

1. The role of the committee is to review the financial accounts of MVCA for the preceding year with a view to determine their correctness.
2. The committee will interact with the Treasurer to obtain the necessary financial information re the financial accounts and year-end statements.
3. The committee will make a formal written report to the members at the Annual Meeting of Members as to the correctness of the financial accounts and the year-end statements.