



MANOTICK VILLAGE & COMMUNITY ASSOCIATION

Approved Minutes
Tuesday, February 8th. 2022
7 pm – 9 pm
Online Zoom Meeting

Attendance: Grace Thrasher, *President* (GT); Bonnie Gray, *Director of Membership* (BG), Theresa Roberts, *VP Events* (TR); Steve Levecque (SL). Irene Staron (IS); LEEANNE Van der Burgt, *Director Communications* (LV); Nancy Horne, *Treasurer* (NH)

Guests: Anthony Niccolini (Owner), Ryan Coolwine (Lead Project Architect), Murray Chown (Lead Planner on file), Taylor West (Fotenn), Lori Gadzala, Manotick Tennis Club.

Apologies: Doug Valerio, *Secretary* (DV)

Meeting called to order, 7:00 pm

ITEMS

1. 1185 BEAVERWOOD – SCHARFIELD DEVELOPMENT 7:05-8:00pm

The Board received a presentation for a three-storey, 27-unit apartment building on the corner of Beaverwood and Scharfield and raised questions about height, parking, fit with the surrounding homes and exterior design. At some point, the developer and his team will be presenting this publicly for comment.

2. Pickleball Presentation, Lori Gadzala, Manotick Tennis Club (MTC) 8:00– 8:35pm

Lori Gadzala advised that the grant has been received to expand current MTC outdoor tennis facilities with 6 new outdoor pickleball courts. As the MTC is early in the planning process, Lori stated that her organization is looking for support from the MVCA to share information about this project with the community at large. She presented the location of the proposed pickleball courts on the south-east corner of Whitewood Ave. and Dr. Leach Dr., explaining that facility will be shared by the MTC (community) and the City of Ottawa. TIMELINES – MTC will be engaging in consultations end of February. Feedback will be requested from community, park users & neighbours using 1) WEBINAR format and 2) FEEDBACK forms on the MTC website. NOTE: MTC is still working on how to allocate the use of the tennis/pickleball courts. Discussion then ensued where Board members raised several concerns.

CONCERNS

- a. **PARKING** – Lori explained that there is gravel area adjacent to existing arena parking lot that could be used for parking. Concerns were raised that, given the high-volume of activities at the arena and soccer field year-round, scheduling conflicts do occur creating increased parking demands. Lori advised that although pickleball is normally played May to October and mostly during morning hours her organization will look at other peak times. She added that many community members cycle to activities and will investigate the possibility of adding a 2nd bike rack.

- b. LIGHT POLLUTION – The new courts will have night lighting and concerns were raised that these can be invasive to surrounding residents depending on their hours of operation. Lori explained that the new light standards will be lower to adhere to City bylaws (18-20ft high) thereby not as invasive as the taller lights. Re hours of operation, tennis is currently played until 11pm but Lori added that there are few evening players and suggested that players could adjust to a 10pm 'lights-out' to reduce light pollution for surrounding residents.
- c. NOISE POLLUTION – Concerns were raised as to the extent to which the 'batting' sounds during pickleball games carry into far reaching neighbourhoods (as far north as Highcroft Dr. and south to Potter Dr.) Lori explained that consultations will be taken to Highfield Place, Village Walk and immediate neighbours and that noise abatement will be provided through effective landscaping.

Lori concluded her presentation by requesting a Letter of Support from the MVCA to move their project forward. It was unanimously agreed that the MVCA will provide a Letter of Support on the condition that the parking and noise concerns are addressed. Lori thanked the Board for their time and left the meeting.

ACTIONS

- 1. MVCA will require Lori's info by Feb.17 to include in our March Newsletter.
- 2. Parking continues to be an issue in Manotick. Leanne commented that the City has to help us with parking, particularly with the MTC project. It was concluded that MVCA should bring up the parking issue with the City.
- 3. Approval of Minutes for the Last Meeting: Moved: Theresa R. Seconded: Steve L. All in favour.
- 4. Treasurer's Report for January (See Appendix A).
 - a. Nancy H. advised that a note of explanation will be required regarding the \$14K deposit made to the MVCA from the City in payment to go to the Manotick Fire Station for their newly installed digital sign. GT is to follow up with Rick Piironen regarding this item.
 - b. It was agreed that motions made and approved should be documented for municipal grants.
 - c. Budget changes – additional costs are shown for OneDrive and Garage Sale
 - d. Picnic in the Park – revenue has been scaled back due to 'unknown circumstances' (covid) Motion was made to approve the budget pending circumstances of Covid Lockdown. All in favour.
- 5. President's Report. (See Appendix B)
- 6. Events Report. (See Appendix B) Picnic in the Park – the park has been booked. A \$99 fee was included for insurance. However, once new insurance form for 2022 is forwarded, fee will be waived.
- 7. Membership (See Appendix C).

8. Communications Report. (See Appendix D)

9. Transportation Report.

NOTE: Issue was raised that cars parked on sidewalk at Pucci Parlour are restricting pedestrian traffic. The business owner is aware but unable to address given the demands of the ir business and lack of staff due to covid. This is an issue of the broader parking question.

10. Policy and Procedure Manual, Draft Review.

Bonnie G. reviewed the sections of the Organizational Overview Manual requiring Board approval and considerations. These included the following.

1. Code of Ethics
2. Policy for Miscellaneous Project Requests
3. Communications Policy (will be revised by Leanne)
4. Financial Expense Claims Policy
5. Job Descriptions – Secretary’s role description requires review
6. Directors Liability Insurance Document – needs to be added (Section 6)
7. Finance (Section 9) – needs to be reviewed

BG. requested that any other suggestions for policies/procedures be sent to her and GT. who suggested that once these were received, they would be circulated to the Board for their determination of necessity in the Manual. GT also requested the policies be provided in a separate document for ease of review and comment. BG. will do so and circulate for policies to be passed in next meeting.

11. Other Business – to be included in agenda for March 8 meeting.

- a. Set date for AGM
- b. UNIFORM PRESENTATION – for development on north-east corner of Bankfield & Rideau Valley Drive
- c. Scott Moffatt to attend
- d. All candidates meeting (provincial)

12. Motion to adjourn the Meeting: Moved: TR, SL. All in Favour.

Meeting Adjourned, 9:10 pm

NEXT MEETING: March 8th

Minutes Approved:



Grace Thrasher; President

Date: March 8th, 2022

Appendix A. – Treasurer’s Report.

Manotick Village and Community Association

Treasurer’s Report

Jan 2022	Opening Balance	\$24,443.33	
	Revenue		
	Membership	\$404.43	
	City of Ottawa	\$1,005.00	Fire Station Digital Sign
	Total Revenue	\$1,409.43	
	Expenses		
	Association Expenses	-\$12,999.35	Bank Fees, Digital Sign
	Total Expenses	-\$12,999.35	
	Jan. 30 Balance	\$12,853.41	
	Liabilities		
	Uncleared cheques	-\$235.01	Post office box fees & FCA
	Total Liabilities	-\$235.01	\$12,618.40 Available Balance
	GIC	\$20,000.00	
	Membership Cash Box	\$145.00	\$155 @ \$10 for stamps
	Events Cash Box	\$239.50	
	Derby Reserve	\$3,229.50	

MVCA 2022 Budget

		2020	2021 Budget	2021 Actual	No Events 2022 Budget A	Events 2022 Budget B
Revenue						
Membership		\$2,800	\$2,800	\$3,337	\$2,900	\$2,900
Shiverfest		\$4,600	\$0	\$0		
Derby		\$6,200	\$0	\$0		\$5,000
Picnic in Park		\$1,100	\$0	\$0		\$700
Garage Sale		\$0	\$0	\$0		
Dickinson Days		\$700	\$0	\$0		\$500
Grants		\$0	\$0	\$0		
Donations		\$0	\$0	\$0		
Investment Int.		\$547	\$25	\$15	\$80	\$80
Total Revenue		\$15,947	\$2,825	\$3,352	\$2,980	\$9,180
Expense						
Snowman Contest			\$0	\$325	\$0	\$0
Shiverfest		\$3,064	\$0	\$35		\$0
Derby		\$5,000	\$0	\$375	\$390	\$4,000
Picnic in Park		\$2,400	\$0			\$2,400
Garage Sale		\$100	\$0		\$200	\$200
Donations		\$1,500	\$1,500	\$0		\$0
Awards		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Association		\$900	\$500	\$554	\$590	\$590
Insurance				\$150	\$2,700	\$2,700
Marketing		\$300	\$300	\$0	\$300	\$300
Communication		\$500	\$670	\$643	\$670	\$670
Community Support			\$600	\$150	\$200	\$200
Total Expense		\$14,764	\$4,570	\$3,232	\$6,050	\$12,060
Net Profit/Loss		\$1,183	\$1,745	\$120	-\$3,070	-\$2,880

Appendix B. – President’s Report.

President’s Report –February 2022

Since our last meeting, I have completed the following activities:

- Attended the Annual General Meeting of the Manotick Culture, Parks and Recreation Association on February 1
- Attended the Agriculture and Rural Affairs Committee hearings on February 3 where a number of area zoning amendments were approved.
- Met with MCPRA president to share updates.
- Drafted letters of support for Manotick United Church for a new sign and for Manotick BIA for a grant to help with costs of Taste of Manotick 2022.

Appendix C. – Membership Report.

Board of Directors MVCA Membership Report February 2022 January 2022

New Single Memberships	New Family Memberships	Renewal Notices Sent Out	Single Renewals	Family Renewals
2	3	13	6	5
<ul style="list-style-type: none">• Paid Up Members as of the end of Jan 400• Some of these are Family Memberships but only one name on our list.				

Notes:

- Jan 21, Nine (9) 2nd renewal membership letters sent (Jan/Feb 2022)
- Jan 21, Four (4) 3rd renewal membership letters sent (Nov/Dec 2021)
- Processed new memberships/renewals on Excel & Constant Contact databases
- Contacted members with problems (like renewing twice, early, nonpayment etc.)
- Continued working on Orientation Manual Draft #2 & 3 Sent out to Board. (Formerly Policy, Procedure & Operational binder)
- Attend ZOOM FCA Meeting re the new Incorporation rules

Respectfully submitted,



Bonnie Gray
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Appendix D. – Communications Report.



MVCA Communications Report
 To: MVCA Board of Directors
 Data for: January 2022

Activity on the MVCA website declined in January. Under normal circumstances there would have been more activity due to Shiverfest and there were no significant topics to raise. The second most visited page remains Membership. There is obvious interest in community events and resources so renewed energy will be put on those pages.

The Facebook page and groups were active, primarily because of the incident with the car in the river. Twitter profile visits increased as did Followers. On Instagram, the Followers continue to increase. Perhaps pre-planning information themes for each month would be a relevant experiment. It would provide reason for posts in months where there is less material to share.

MVCA Website

	This Month	Last Month	
Sessions	178	188	-5.3%
Page Views	331	340	-2.6%
Users	148	160	-7.5%
Avg Session	0:56	1:30	0:34 sec decline
Bounce Rate	64.61%	62.2%	2.41% decline

Acquisition

This Month		Last Month	
Organic	44.7%	Organic	52.1%
Direct	39.0%	Direct	38.0%
Social	13.2%	Referral	5.5%
Referral	3.1%	Social	4.3%
Other	0	Other	0

Top 5 Most Visited Pages

This Month	Last Month
Home	Home
Membership	Membership
Shiverfest	Shiverfest
In the Community	In the Community
Events	Board

*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 has a public Facebook page and two Groups

MVCA Group is Private Group for local residents

Manotick Neighbours Helping Neighbours Group is public

MVCA Page	This Month	Last Month	
Posts	6	2	X3
Page Views	153	165	-7.3%
Post Reach	4616	782	X5
Engagements	2265	24	X94

MVCA Group

	This Month	Last Month	
Members	1018	1000	+1.8%
Posts	27	17	58.8%
Comments/Reactions	158	147	+7.5%

Manotick Neighbours	This Month	Last Month	
Members	3100	2527	22.7%
Posts	344	401	14.2%
Comments/Reactions	13.171	2778	X4

Twitter

	This Month	Last Month	
Tweets	7	9	-47.3%
Impressions	2376	3523	-32.6%
Profile Visits	436	418	+4.3%
Mentions	2	2	-
Followers	802	792	+1.3%

Instagram

	This Month	Last Month	
Posts	2	1	X2
Followers	360	351	+2.6%

January 2022