



MANOTICK VILLAGE & COMMUNITY ASSOCIATION

Approved Minutes

2023-09-12

7 pm – 9 pm

Manotick Community Centre
5572 Dr Leach Dr, Manotick. ON

In Attendance:

Leeanne Van der Burgt, *VP Communications* (LV)
Theresa Roberts, *VP Events* (TR)
Karen Mcrae, *Secretary* (KM)
Randy Andersson, *Treasurer* (RA)
Bruce Fanjoy, *Traffic and Community Well Being* (BF)

Apologies:

Irene Staron, *President* (IS)
Peggy St. John, *Membership* (PS)
Grace Thrasher, *Past-President* (GT)

Guests:

Councillor D. Brown (DB) attended virtually via Zoom

Minutes recorded by: Karen McRae

Co-chairs:

Leeanne Van der Burgt and Theresa Roberts

Meeting called to order, 7:03 pm

ITEMS

Chair's opening remarks and approval of agendas.

1. Approval of Minutes

- a. **Motion:** to approve the minutes of the June 13, 2023, Board meeting by LA
- b. Discussion: Nil
- c. Seconded by TR
- d. All in favour Carried

2. Approval of Minutes

- a. Corrections were noted from the July 11 draft minutes;
Item 1 – change “Annual General Meeting” to “Board Meeting”
Item 3 – remove “Defer to meeting on August 8, 2023 for approval of report” as the report does not need to be approved
Item 4 – remove “Defer to our next meeting August 8, 2023 for approval of this report” and “motion to approve TR, seconded RA” as there was no motion and this report does not need to be approved.

Item 5 – Replace BF for RA in “LV and RA discussed the Rural Transportation Solutions Committee...” and in “We discussed the Food Bank moving....RA agreed to explore this”. Remove “Motion to Approve LV seconded by TR” as there was no motion and this report does not need to be approved.

Item 6 – Remove “Motion to approve TR, seconded by BF” as there was no motion and this report does not need to be approved.

Item 7 – Remove “Motion to approve PS seconded by B. Fanjoy” as there was no motion and this report does not need to be approved.

- b. **Motion:** to approve the minutes of the July 11, 2023, Board meeting as amended by BF
 - c. Discussion: Nil
 - d. Seconded by RA
 - e. All in favour Carried
3. Review and Update of Action list completed. For further information please reference the September action list.

4. Treasurer’s Report (Appendix A)

RA circulated the report in advance.

Discussion:

The 20K GIC was discussed. RA recommended splitting the total amount of 20K amounts into a 1 year and 30-day certificates.

- a. **Motion** to place 10K in a 30-day cashable account and the remainder into a 10K into a 1 year GIC; presented by RA
- b. Second by TR
- c. All in favour Motion carried.
- d. **Action:** RA to complete GIC transfer

The 2022 year end financial statement and letter from the financial reviewer will be circulated to the Members. Once both are sent, they will be posted on the website by LV.

Action: IS to distribute 2022 Financial statement and the Financial Reviewer’s letter before the next MVCA Board meeting in October 2023.

Action: LV to post the 2022 Financial statement and the Financial Reviewer’s letter on website after the email has been sent.

- a. **Motion** to approve the Treasurer’s Report, presented by BF
- b. Second by TR
- c. All in favour Motion carried.

5. President’s Report (Appendix B)

Report Circulated in August

Discussion: Defer discussion to next meeting

On September 7th, BF and GT presented to Agriculture and Rural Affairs Committee of the City of Ottawa (ARAC). Their presentation focused on the heavy truck traffic concerns of community members. The board discussed this presentation. For further information please see Appendix D.

The MVCA Board members requested that Councillor D. Brown comment on the value of the MVCA presenting, on the truck traffic issue, to the City of Ottawa's Transportation Committee. Councillor D. Brown commented that he did not think that such a presentation would add any additional value to what the MVCA has already presented to the City of Ottawa.

Action: The Board will continue this discussion with Councillor Brown at our next meeting in October 2023.

On September 7th, The Drive for Zero Committee met at Watson's Mill. The Board discussed the value of creating a shared document to list road safety risks in our community. Possible actions related to these risks will also be a part of this document.

Action: BF to create this shared document reporting on the road safety risks and possible solutions.

The Board discussed how further messaging to the community could be achieved. One idea presented was that MVCA Board members could meet with school Principals, Parent Councils, long term care facilities and retirement homes in order to communicate further with the public.

8. Membership Report (Appendix E)
PS circulated the Membership report in advance. No Discussion
9. Communications Report (Appendix F)
LV circulated the report in advance
Discussion: LV noted that the community survey will close on Friday September 15th. Results to be discussed at next meeting.
10. **Action Item:** LV to present the results of survey to the Board.
11. Other Business
 - a. Ratification of TOR for Governance Committee (GC):
TR proposed that a minimum of 3 will constitute quorum for the Governance Committee. Agreed by board members present.
 - b. **Action:** Discuss TOR for GC at the next board meeting.

- c. Insurance for Volunteers:
Action: IS to inquire further regarding insurance coverage from the City of Ottawa for MVCA volunteers. There is a need for to understand the insurance coverage should a volunteer sustain an injury during a MVCA event.

- d. The Board discussed the need to track volunteers and how this could be organized. Investigate the possibility of having a board member co-ordinate volunteers at events.

- e. Movie Streaming Licence for MVCA for Outdoor Movie event.
 Discussion: Do we need a public performance movie license to provide outdoor movie night?
Action: LV to research and present this to the Board.

- f. Christmas Light Contest:
 Discussion: This event was held in the past by the MCVA. Would the MVCA board be interested in holding this event during the Christmas season of 2023.

Action: Defer discussion and decision to next meeting.

- g. Rainbow Crosswalk:
 The Manotick BIA has requested creating a rainbow crosswalk in the Village of Manotick.

Action: Defer discussion and decision to our next meeting.

- h. Councillor D. Brown's Report:
 Verbal report:
 Councillor D. Brown spoke about the need to extend Earl Armstrong to Bank Street in order to ultimately, in the long term, improve the truck traffic issues in Manotick. The City of Ottawa is not currently exploring this option.

 Councillor D. Brown reported that there has been no action from the City of Ottawa to remove Manotick from the approved truck routes in Ottawa. Councillor Brown will continue to provide feedback from the City of Ottawa regarding MCVA concerns. He will, going forward, be added to our MVCA Board meeting agenda.

Action: KM will add Councillor D. Brown's report to our MVCA Board meeting agendas in the future.

12. Motion to Adjourn

Motion to adjourn the MVCA Board meeting by LA

Second by TR

All in favour Motion carried.

Meeting adjourned at 9:02 pm.

NEXT MEETING: October 10th, 2023

Minutes Approved:

A handwritten signature in purple ink, consisting of several loops and a long horizontal stroke.

Irene Staron; President

Date: October 10, 2023

Appendix A: Treasurers Report

MANOTICK VILLAGE AND COMMUNITY ASSOCIATION

Treasurer's Report

As at Aug 31, 2023

Opening Balance RBC as of 01 Aug 2023 \$36,114.84

Revenue

Membership	\$ 20.00
Square Deposit from Previous month`	\$ 0.00
Donations	\$ 2200.00
Events Box	\$ 325.50
Event Revenue	\$ 25.00
Total Revenue	<u>\$ 2,570.50</u>

Expenses

Association Expenses	\$ 374.12
Event Expenses	\$ 2,222.17
Bank fee	<u>\$ 8.23</u>
Total Expenses	<u>\$ 2,604.52</u>

Closing Balance RBC as at 31 Aug 2023 \$36,080.82

Additional Funding details

Closing MVCA balance \$ 34,825.95

Membership - Square Acct \$ 0.00

SQUARE account Balance (as of Aug 30 2023) - \$ 0.00

Committed (Cheques Not Cashd Yet in AUG)

#742 - \$140.00

#745 - \$395.00

#747 - \$394.37

Cash Boxes

Membership cash box - \$(as of 30 Jun 2023) \$ 290.00

Events cash box – \$(as of 31 Aug 2023) \$ 191.50

Total Available Funds (as of 31 Jul 2023) \$ 35,306.50

Appendix B: Presidents Report

Participated in picnic committee and recorded minutes.

Responded to resident inquiries re Hawkins Properties re-zoning application to expand car wash with drive-thru Starbucks.

Compiled list of resident concerns

Attended Hawkins Properties in-person public consultation at arena and spoke w/FOTENN transportation planner, site planner, and landscape planner sharing concerns re development impact on traffic and pedestrian safety (congestion) , waste water management (septic & pollution), source water (contamination), environment

Drafted and sent MVCA resident letter re Hawkins Properties to City's Lead Planner (Sean Harrigan)

Received and replied to email invitation from Councillors office to meet with Mayor on Aug 25 Spoke w/ Director Transportation & Community Well Being Re itinerary, suggesting we request modification to itinerary to start at Bridge & Main then walk to Legion rather than reverse as presented.

Emailed itinerary change request to Councillors office and received approval.

Arranged conference call w/Councillor's office and Director of Transportation & Community-Well Being to strategize MVCA's role in our meeting w/the Mayor (advocacy), discuss content, (Aug 14-22 truck traffic study), confirm expected attendees (President, Director Transportation & Community Well Being, subject matter expert & report author), request additional Board member

Received approval from Councillors office for additional Board member.

Participated in truck traffic study at both Vimy Bridge and Manotick Main

Sent MVCA's emergency preparedness guidelines toto share w/Ward 21 Council
Corresponded w/President of Munster

Met w/Mayor and Councillor Brown with BF, LVB and J.Sproule

Presented opening welcome remarks at Derby.

Volunteered at Picnic popping corn.

Met Mayor at Picnic, introduced him to available Board members, volunteers.

Responded to resident inquiries re Uniform subdivision development.

Attended Uniform subdivision development zoom public consultation.

Appendix C: Events Reports

Theresa noted that she had attended 2 Picnic meetings and 2 Derby meetings in order to continue with the planning for the Derby and Picnic which was held on August 27th. The Derby was successful with over 30 participants taking part in it. She stated that the Kiwanis did an amazing job volunteering at barricades and helping at the top of the hill. The Derby ran smoothly and was done before noon as hoped. The Picnic was extremely well attended which was in part as Minto advertised it as well as the MVCA. The Mayor made an appearance at it as well. The food was all gone by 12:30 and did not last to the 1:30 end time. There were people who did not get food which was not the case last year when we had food left over. The Picnic committee will decide on different ways to prevent this next year. i.e. charging, etc. Overall, a very successful event and Theresa has submitted the final budget.

Leeanne sent Theresa the form to apply to enter A Taste of Manotick. Theresa has filled it out and it has been decided between them that we will be giving out popcorn to people. Theresa will go out and buy a box of popcorn packages to have in case what we have is not enough. The Board agreed to this expenditure. Theresa will send around a request for volunteers on the day to help at the booth for the event.

2022 and 2023		Derby and Picnic budget			2023			2023		
		2022 final	proposed	2023 final				2022 final	proposed	2023 final
Revenue					Derby Expenses					
Total sponsorships		\$ 4,470.00	\$ 6,000.00	\$ 5,500.00	Porta potties		\$ 440.90	\$ 460.00	221.61	
Derby Registrations		\$ 575.00	\$ 600.00	\$ 575.00	100 hats	50 hats - 2023	\$ 531.10	\$ 1,500.00	827.00	
Sale of Popcorn		\$ 200.00	\$ 200.00	\$ 258.50	Frames for certif.		\$ 76.28	\$ 100.00	16.95	
City of Ottawa grant		\$ 1,982.00	\$ -	\$ -	Tim Hortons coffee		\$ 157.00	\$ 175.00	0.00	donated
Donation box at BBQ		\$ 127.29	\$ 50.00	\$ 27.00	cart repairs		\$ 188.15	\$ 200.00	30.32	
Total Revenue		\$ 7,354.29	\$ 6,850.00	\$ 6,360.50	trophies and engraving		\$ 194.24	\$ 200.00	160.00	
					Signs		\$ 737.62	\$ 800.00	234.85	
					Sound system rental		\$ 400.00	\$ 425.00	493.24	
					Announcer		\$ 84.18	\$ 100.00	93.84	
					Photos				200.00	
					Total Derby Expenses		\$ 2,809.47	\$ 3,960.00	2,277.81	
					Picnic Expenses					
Total Revenue		\$ 7,354.29	\$ 6,850.00	\$ 6,360.50	Entertain. - Balloon Man		\$ 180.00	\$ 200.00	0.00	
Total Expenses		\$ 6,791.16	\$ 8,295.00	\$ 5,501.07	Corn		\$ 150.00	\$ 175.00	140.00	
Net profit/loss		\$ 563.13	-\$ 1,445.00	\$ 859.43	Butter		\$ 8.98	\$ 10.00	10.00	
					BBQ costs		\$ 1,727.45	\$ 1,750.00	1,253.64	
					Craft supplies		\$ -	\$ 100.00	0.00	
					Soft drinks		\$ 202.78	\$ 230.00	228.98	
					face painters		\$ 55.14	\$ 100.00	200.00	
					Ice for drinks		\$ 70.00	\$ 85.00	15.00	
					Plates, condiments, tickets		\$ 151.44	\$ 100.00	256.03	
					Tent Rental		\$ 150.00	\$ 160.00	0.00	
					Total Picnic Expenses		\$ 2,695.79	\$ 2,910.00	2,103.65	
					Joint expenses					
					Messenger ads		\$ 565.00	\$ 625.00	452.00	
					Post Cards		\$ 112.95	\$ 125.00	159.52	
					Manotick Brass		\$ 395.00	\$ 450.00	395.00	
					Misc		\$ 100.00	\$ 100.00	113.09	
					Total Joint expenses		\$ 1,172.95	\$ 1,300.00	1,119.61	
					Total expenses		\$ 6,678.21	\$ 8,170.00	5,501.07	

Appendix : Transportation Report

MVCA Transportation Report

Sept 12, 2023

Submitted by: Bruce Fanjoy

With the assistance of Councillor David Brown, we made a significant improvement to pedestrian safety on Century Road. There is a stretch of Century Road where an adjacent multi-use path veered onto the shoulder of Century Road in order to cross a wetland area. This exposed community members using the path to undue risk. To address this risk, the city added hi-visibility flex posts to define and separate the space for users of the path.

Between August 8-23, 2023, MVCA volunteers collected a total 100 hours of data on heavy truck traffic in Manotick and Vimy Bridge. The preliminary results of this work are currently available on the MVCA website.

On August 25, Irene Staron, Bruce Fanjoy (BF), and Dr. Jim Sproule met in Manotick with Mayor Mark Sutcliffe, Councillor David Brown, and members of their staff to discuss the August 2023 Truck Study and solutions to the longstanding public safety issue of heavy truck traffic passing through Manotick. The Mayor acknowledges the problem and most of the meeting was spent discussing solutions.

On August 31, BF distributed draft Terms of Reference document for the Drive for Zero committee to the MVCA board. Discussion and finalization is a work-in-progress. The committee will continue its work in the meantime, awaiting final approval of the TOR.

On September 7, BF and Grace Thrasher presented to the Agriculture and Rural Affairs Committee of the City of Ottawa on the Heavy Truck issue. Councillor George Darouze chaired the meeting, with Councillors David Brown, Catherine Kitts, and Matthew Luloff also present and engaged in the discussion.

Also on September 7, the Drive for Zero Committee met at Watson's Mill. BF (Chair), Jim Sproule and Andrea Doyle were present. Minutes of the meeting to follow. The discussion centred on the Drive for Zero vision of zero fatalities and zero life-changing injuries on our streets, on how the committee will work together as a team and as part of the MVCA. We discussed:

- Creation of a shared document of road safety risks in the community and action plan
- Messaging to the community (link to Communications)
- Meeting with partners like Manotick and St Leonard Schools, and the retirement homes
- Century Road win

Appendix E: Membership Report
MANOTICK VILLAGE AND COMMUNITY ASSOCIATION

MEMBERSHIP REPORT - AUGUST 2023

New Single Memberships	New Family Memberships	Renewed Single Membership	Renewed Family Memberships
1	3	4	4

- Renewal notices sent out
- Updating renewal and reminder letters
- Format newsletter
- Participate on Picnic in Park committee

Appendix F: Communications Report:



MVCA Communications Report
To: MVCA Board of Directors
Data for: August 2023

The MVCA Community Survey closes Friday, September 15. Results will be shared with the Board and discussed at the next Board meeting.

With the changes to the Google Analytics platform, there are some changes to the Acquisition categories (below). They provide more insight into user acquisition. There is no update on the app for the Twitter feed to appear on the website. The Board agreed to the removal of the Twitter feed space for the time being. The Home Page of the website has been adjusted. Bruce provided content for the Traffic and Well Being page. As always, website updates are done regularly, and additional ones completed as required.

Visits to the MVCA website spiked in August with more than half of the activity going to the SoapBox Derby and Picnic in the Park page. The Planning & Development page is viewed frequently as well, which can be explained by the recent applications and public information sessions.

MVCA Website

	This Month	Last Month	
Sessions	1687	793	X2.12
Page Views	2319	1234	+87.9%
Users	1148	616	+86.4%
Avg Session	0:46	0:32	0:14 improved
Avg Pages/Visit	2.02	2.0	-

Acquisition

This Month		Last Month	
Organic	42.0%	Organic	33.6%
Direct	25.9%	Social	32.4%
Social	19.0%	Direct	29.5%
Email	9.0%	Referrals	2.7%
Referral	3.5%	Other	1.8%
Unassigned	0.6%		

Top 5 Most Visited Pages

This Month	Last Month
SoapBox Derby/Picnic	Home
Home	Soap Box Derby/Picnic
Planning & Development	Planning & Development
Current Issues	Membership
Membership	Current Issues

*Definitions

Sessions - the number of visits to the website

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

Activity on the MVCA Facebook page spiked in August. The top posts were the reminders about the public information session for the Uniform development. The Facebook Group membership continues to increase moderately. The top post was a thank you from Live Pilates 4 U opening and the reminder from MVCA regarding the Uniform development.

Facebook

MVCA has a public Facebook page and one Group.

MVCA Group is a Private Group for local residents.

Manotick Neighbours Helping Neighbours Groups are public and hosted separate from MVCA

MVCA Page	This Month	Last Month	
Posts	20	39	-48.7%
Page Visits	813	399	X2.04
Post Reach	9085	3360	X2.70
Engagements	534	1238	-56.9%

MVCA Group

	This Month	Last Month	
Members	1509	1470	+2.6%
Posts	42	34	+23.5%
Comments/Reactions	198	62	X3.19

Manotick Neighbours	This Month	Last Month	
Members	6153	5873	+4.8%
Posts	840	856	-1.8%
Comments/Reactions	13,079	16,374	-20.1%

August 2023

Twitter

	This Month	Last Month
Tweets	2	2
Impressions	1247	627
Profile Visits	0	47
Mentions	0	0
Followers	845	838

Instagram

	This Month	Last Month
Posts	6	3
Followers	521	515

Members Newsletter - August Insights

Top 3 Clicks per Newsletter

	#1	#2	#3
Aug 8	MVCA Website	City of Ottawa Dev Apps	MVCA Community Survey
Aug 23	City of Ottawa Dev Apps (Antochi)	City of Ottawa Dev Apps (Uniform Subdivision)	City of Ottawa Dev Apps (Dr Leach)

2023 Q3 Newsletter

	July 25	Aug 8	Aug 23
Sent	374	374	373
Open rate	82%	79.3%	82.5%
Clicks	17%	16.7%	27.0%
Bounces	2	2	2
Unsubscribes	0	1	0

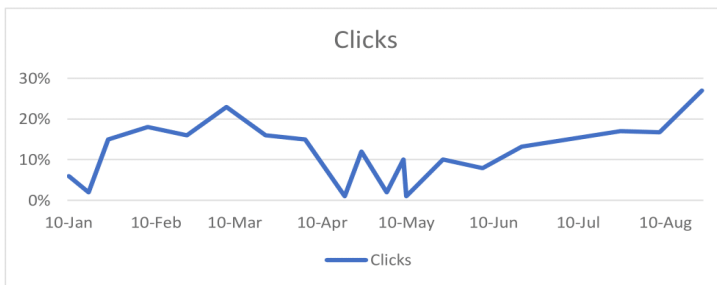
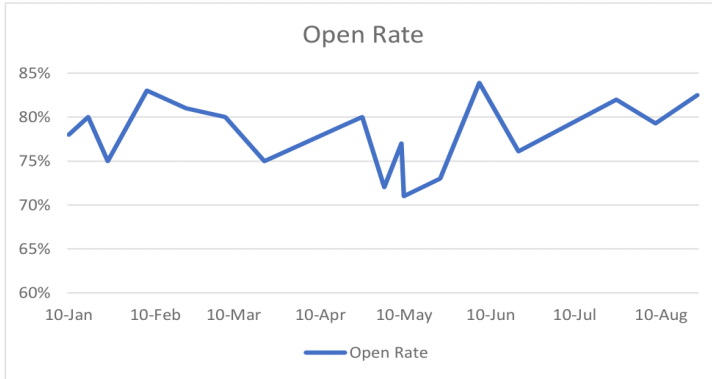
2023 Q2 Newsletter

	April 4	April 18	April 25	May 3	May 9	May 10	May 23	June 6	June 20
Sent	367	368	368	368	368	368	368	368	366
Open rate	77%	79%	80%	72%	77%	71%	73%	83.9%	76.1%
Clicks	15%	1%	12%	2%	10%	1%	10%	7.9%	13.2%
Bounces	1	2	1	2	4	4	3	2	2
Unsubscribes	0	0	0	0	0	0	1	2	1

2023 Q1 Newsletter

	Jan 10	Jan 17	Jan 24	Feb 7	Feb 21	Mar 7	Mar 21
Sent	371	377	366	368	370	370	366
Open rate	78%	80%	75%	83%	81%	80%	75%
Clicks	6%	2%	15%	18%	16%	23%	16%
Bounces	0	0	0	0	2	2	1
Unsubscribes	0	0	0	0	0	0	0

Member Newsletter Open Rate and Clicks Trends YTD



End of Minutes Rev72