

Minutes of Board Meeting

Date: Wednesday, December 14, 2023

Location: MS Teams



Board Members in attendance: Jeff Blattman; Craig Cormier; Heather Dunlop; Ron Ridley; Kris Nanda; Carol McQueen; Lorella Piirik, Jon Lemieux, Stephanie Lines, Bryan Orendorff (*Ex-officio*)

Guests: Marty Carr

Regrets: Wanda Raymond

Topic	Discussion	Action Item
Call to Order	Meeting called to order at 6:54 PM <i>No Conflicts of interest</i>	
Agenda Approval	<i>Motion: Approval of Agenda (see Annex A)</i> First moved: Carol Seconded: Craig Approved by: All New Business Items added to the agenda <ul style="list-style-type: none">● Hosting a new Repair Café● Review document “Why to become a member of RPCA”● GoatScaping	
Approval of Minutes from Last Meeting	<i>Motion: Approval of minutes of October 11, 2023, meeting</i> First moved: Stephanie Seconded: Kris Approved by: All	
Welcome Guests	<i>No Guests on the Call</i>	
Councillor Marty Carr's update	Councillor Carr joined and provided update on numerous issues, including: <ul style="list-style-type: none">● The City's 2024 Budget was passed by council last week. Much of the work to develop the budget is done in advance of tabling. Few amendments are made after the budget is tabled.● City is optimistic news on the Housing Accelerator Fund will come soon. Some projects in Alta Vista are expected to be supported by the fund.● City looking to buy new properties to serve as emergency housing so centres like Heron Road will no longer be used for this purpose.● Affordable housing is the No 1 issue under discussion at this time● Not a lot for planning and development for our ward. Projects in Train Yards and Eastway Gardens are proceeding. Bank and	

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	<p>Riverside site still in discussion - flooding at the site a big issue. There will be another consultation in January on this project.</p> <ul style="list-style-type: none">▪ The proximity of Alta Vista Ridges development (behind the fire services training centre on Industrial) affects ability to use the training centre. Fire department is looking for a new location.▪ Elmvale Acres new towers. Marty is meeting with the proponent.▪ Sewer project in front of Caterbuy to commence next year.● Goatscaping: using goats to help control invasive species. City staff spoke to OPG. They found the goats ate trees and damaged the landscape. Marty is going to meet with someone who has more information before going back to City staff on this● \$5 million for climate change fund (building retrofit, tree planting strategy etc.) New staff were added to build urban forest canopy.● Consultation on temporary traffic calming measures have been undertaken. Looking at what permanent measures can be implemented● Community Partners Insurance Program (CPIP)<ul style="list-style-type: none">▪ No feedback from the City staff yet who were sent back to do more work on the proposal▪ Staff did note Ottawa was the only city that provided insurance for associations▪ Marty acknowledged a lack of insurance will reduce the amount of work done by volunteers● 400 Industrial (demolition sign between Metro and Figure 8) Marty will follow-up to see who the proponent is.● Connection Train yards and Tremblay station. Talking to VIA rail. March - May public consultation. Fall 2024 decision● Status of Schlegel Village – starting to take down trees and will do MUP first, then building a wall for the rail line.● 1867 Alta Vista. no feedback from proponent yet.● Othello Road and gas station realignment. Marty is expecting an update imminently.● Alta Vista mall. Marty has received the complaints about garbage on this private property● Tree planting: Focus now is on areas damaged in the derecho. A strategy to improve areas with poor tree canopy coverage is under development. Compared to some areas, Riverview Park has good tree cover.	

Minutes of Board Meeting

Date: Wednesday, December 14, 2023

Location: MS Teams



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Treasurer's Report	<p>Budget and Financial Statements (See Annex B)</p> <p>Directors and officers liability insurance.</p> <ul style="list-style-type: none">• Jeff is looking for a company to quote for coverage less than \$ 1M and \$2M to reduce our costs. One insurance provider showed possible interest. Jeff answered their questions and is hoping we get a quote soon. <p>2023/24 Budget Discussion</p> <ul style="list-style-type: none">• Treasurer confirmed that items can be added to the budget during the year as per our bylaws• Discussed whether expenses can be paid with credit cards and reimbursed. Treasurer confirmed that with prior approval and receipts, expenses can be reimbursed. However, the treasurer's preference is to pay with cheque from the association's bank account when possible. <p><i>Motion: Approval of 2023/2024 Budget</i> First moved: Craig Seconded: Stephanie Approved by: All</p>	<p>Treasurer will continue to follow-up regarding D&O insurance.</p> <p>Treasurer will create a budget summary which can be posted with the minutes on the web site.</p>
Special Reports	<p>Communications (See Annex C)</p> <ul style="list-style-type: none">• Two newsletters went out to 379 subscribers• March and October minutes need to be completed	<p>Board members who did the March and October 2023 minutes to send them to Communication lead</p>
	<p>Planning and Development (See Annex D)</p> <ul style="list-style-type: none">• Shoppers Drug Mart has extended their lease to May 2025.• Do not block signs at Tim Hortons have no impact (face the wrong direction).• Attended CAFEs Strategy session and social last week. Presentation slide deck circulated• Garbage is piling up at the Alta Vista Mall and getting unsightly. Mall owner is willing to accept our feedback on how to improve.	

Minutes of Board Meeting

Date: Wednesday, December 14, 2023

Location: MS Teams



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	Green Spaces <ul style="list-style-type: none">A team has been working regularly on hospital link road to remove buckthorn.Our pollinator garden has been added to a list of gardens (with GPS coordinates provided)Community members have volunteered to grow seedlings over the winter for spring plating.No outstanding city requests at this time.Ornament path in hydro right-of-way is up with feedersWorking on invasives report for the Jan 31st deadline	<p>Complete plan for spending remaining Healthy Communities money</p> <p>Complete the invasives report for the Jan 31st deadline</p>
	Social Committee <p>Committee considering cutest dog and cat contest. We would put something in the paper in January. 50/50 RPCA/Humane society. no charge to vote, but could make a donation. \$10 to enter a pet. Pet Value would put together a small package for dogs and one for cats. Event at 67s game. Tickets for \$25. March 1st Sunday. People June 8th Alta Vista garage sale Kris has told Riverview school in case they wish to tag on</p>	<p>Social Committee to come back to board with a full proposal with costs.</p>
	Membership <p>Working on membership cards and welcome message</p>	<p>President working on membership cards and welcome message</p>
President's Report	All president's updates provided in other reports; no additional information to provide. It was noted President had written a great article in the paper	
New & Ongoing Business	<p>a. Christmas Carol date set for December 15</p> <ul style="list-style-type: none">Everything coordinated with Blair CourtMarty is bringing the hot chocolate. MP McGuinty contributed \$100 to help defray costs. All volunteers coordinated. <p>b. Winter Carnival date set for February 11</p> <ul style="list-style-type: none">update on planning provided.	<p>Social Committee to continue event planning.</p>

Minutes of Board Meeting

Date: Wednesday, December 14, 2023

Location: MS Teams



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	<ul style="list-style-type: none">• Lorella has prepared a list of activities for volunteers. Stephanie, Lorella and France will continue to work on planning.• Sonja Payette will place a poster in the Field House advertising the shooting accuracy game. She was to have provided the poster Dec 7th. She is looking for sponsors for prizes• We will use Craig's PA for her event <p><i>Motion: Approval to spend \$170 to advertise in Riverview Review</i> First moved: Craig Seconded: Heather Approved by: All</p> <p>Repair Cafe with Alta Vista community association. People from the tool library will be there to assist people. Had one at city hall that was very successful. Board supports working with AVC on this event.</p> <p>Document "why to be a member of the RPCA?" A shorter, crisper version will be created so we have products to meet various communications needs.</p> <p>Goatscaping: discussed during Councilor Carr's Report</p>	<p>Carole will draft revised communications products</p> <p>Heather to follow up with Debrah Low</p>
Approval to Adjourn Meeting	<p><i>Motion:</i> Adjournment of Meeting First moved: Kris Seconded: Heather Approved by: All</p>	

Next Meeting: January 10th at Maplewood.

Minutes of Board Meeting

Date: Wednesday, December 14, 2023

Location: MS Teams



Annex A

AGENDA

1. Call to Order and Declarations of Conflict of Interest (5 mins)
2. Agenda Approval (5 mins)
3. Approval of Minutes from Last Meeting (November 8th , 2023) (5 min)
4. Welcome to any guests on the call
5. Councilor's Update (TBC)
 - a. Marty's Update (15 minutes)
 - b. Update on City plans for Community Partners Insurance Program (CPIP)
 - c. Questions (public & upcoming priorities (15 minutes)
6. Monthly & Special Reports (25 minutes)
 - a. Treasurer's Report
 - b. Communications
 - c. Planning and Development
 - d. Green Spaces
 - e. Social committee report
 - f. Membership
7. President's Report (5 min)
8. New & Ongoing Business (10 min)
 - a. Dates for upcoming social activities
 - i. Christmas Carol Sing – planned for Friday Dec. 15 at Balena Park
 1. Brief update on event planning
 - ii. Winter carnival – Need to set date ASAP to get City equipment
 - b. Hosting a Repair Cafe with Alta Vista CA in Riverview Park
9. Recap of Action Items and Adjournment (5 min)

Minutes of Board Meeting

Date: Wednesday, December 14, 2023

Location: MS Teams



Annex B

TREASURER'S REPORT

11 OCTOBER 2023

The Treasurer's Report is as follows:

- Attached is a copy of the RPCA's November bank account statement from Alterna Savings;
- Also attached is an updated working draft of our financial statements, now reflecting the results for the two months ended 30 November 2023.
- Additional notes/comments include the following:

Membership:

- we collected 12 more memberships during November (including a few at the Fall Social event)

Fall Social Fundraising Activity:

- we raised proceeds of \$5,200, net of the food costs, and shared half of this amount (\$2,600) with our charity partner Matthew House Ottawa.
- the food costs, \$2,450, have been fully paid to O'Brien's (cheque was issued on Nov. 4th and cashed on Nov. 7th); the \$2,600 donation to Matthew House Ottawa was issued on Nov. 15th and cashed last week.
- The RPCA's share of the fundraising event's net proceeds was \$2,600

Cheques for payments for the annual renewals of our "riverparkca.com" domain name and our website hosting services (provided by Canadian Web Hosting) were issued during November and are expected to be cashed any day now. We've activated 'auto-renewal' so that the invoices will be sent in advance of each annual billing cycle (rather than only at the end of the annual period)...going forward this should give us advance notice to remit payment prior to the end of each annual subscription period.

Grant Activity:

- In partnership with OSEAN, the RPCA was approved for a \$2,933 grant under the City of Ottawa's Community Environmental Projects Grant Program ("CEPGP") regarding a project entitled "Improving Biodiversity and Pollinator Habitat in Ottawa South". The totality of the funds must be spent on 30 Sep 2024 on eligible expenses (as described in the project agreement). OSEAN will be leading the project management and associated reporting, pursuant to a partnership agreement signed with the RPCA. Unused proceeds are subject to return.
- The RPCA also received a \$2,000 grant earlier this Summer from the Invasive Species Centre's "Invasive Species Action Fund", which proceeds are to be spent on eligible expenses

Minutes of Board Meeting

Date: Wednesday, December 14, 2023

Location: MS Teams



no later than 31 January 2024. Ron is leading this project. Unused grant proceeds are subject to return.

D&O Liability Insurance update:

- Earlier this Summer the City's broker, Marsh, solicited quotes for D&O coverage on behalf of CPIP members (the D&O Liability coverage would be optional and have to be paid for by each community association....whereas CLG insurance was covered for the RPCA by the City under its CPIP program....for now). The D&O coverage quoted by the insurer was ~\$700/yr for \$1M liability coverage, and ~\$800/yr for \$2M liability coverage.

- I reached Marsh in October asking if they would explore whether coverage was available in the market at a lower liability limit, hoping this might save the RPCA some money and noting that \$1M-\$2M seemed excessive based on the size and scope of operations of our association. - Marsh came back to me just this week indicating that one insurer has expressed interest in quoting D&O Liability cover for us at a lower limit. They had a couple of straight forward questions, which I promptly answered, and now I await their further response/quote.

- In any case, it remains my view that we should purchase D&O liability insurance to protect the officers and directors personally from the risks of litigation and/or liability. I have currently included this as an expense item in the proposed 2023/24 Budget.

- We are not presently carrying any D&O Liability insurance coverage.

- The Alta Vista CA recently shared with us the following insights, which offers some additional food for thought:

"From my discussions with friends who know the issue well, the adoption of D&O insurance is a cost of doing business for almost every not for profit Board in almost any area. It is increasingly becoming an issue for Community Associations and we're conducting a bit of a survey of CA's of similar size to see if they have it or are considering adopting it.

One friend told me about a CA somewhere in Ottawa that was sued by a developer because someone from that CA leaked information that the developer deemed detrimental to their interests. They settled out of court, but Directors of CA's need to know that this can happen, and that Directors can be assessed individually which means that Board members are both individually and severally liable, i.e. each is liable for the whole amount of the award.

With NDA's being used for development pre-consultation there may be an increased likelihood that the security of this information can be compromised, thus leading to legal proceedings affecting the personal assets of individual Directors."

Other Expenses:

Minutes of Board Meeting

Date: Wednesday, December 14, 2023

Location: MS Teams



- Settled our \$90 invoice for an ad in the Riverview Park Review promoting the AGM (cheque issued in November, cashed in early December).

Minutes of Board Meeting

Date: Wednesday, December 14, 2023

Location: MS Teams



2023/24 Budget:

Income		Notes/Assumptions
Operating Income:		
Membership Dues	\$600.00	Assumes 90% renewal rate from 2022/23 (i.e. 36 membership renewals), plus 24 new memberships sold (in each case @ \$10 per membership)
Fundraising Activity	\$4,550.00	Assumes 80 tickets sold to Fall Social & Fundraiser, @\$40 gross proceeds per ticket, plus \$1,350 gross proceeds of donations & silent auction
Total Operating Income	\$5,150.00	
Other Income		
Dale Park Rink Service Contract income (from City of Ottawa)	\$1,246.00	Per Dale Park 'Puddle Rink' maintenance/operator contract between RPCA and City of Ottawa
Deposit Interest	\$120.00	Monthly bank account interest plus annual term deposit interest
Donations/Contributions	\$0.00	No donations (outside of fundraising activity) are anticipated
"Project 55" Microgrant from ISC's Invasive Species Action Fund	\$2,000.00	To be "earned" as and when associated expenditures are incurred
CEPGP Project Grant (Improving Biodiversity and Pollinator Habitat in Ottawa South)	\$2,933.00	
Total net Operating Income	\$6,299.00	
Total Income	\$11,449.00	
Expenses		
Operating Expenses		
Directors' & Officers' Liability Insurance Policy Premium	\$780.00	Based on a quote procured by Marsh Canada from Victor Insurance, for liability limit of \$1,000,000.
Annual Membership Dues for Federation of Citizens' Associations	\$35.00	Cost of regular Annual Membership to FCA
Annual Membership Dues for CAFES	\$100.00	Cost of regular Annual Membership to CAFES
Banking Fees	\$0.00	RPCA has no fees on day-to-day banking; no other extraordinary service fees anticipated

Minutes of Board Meeting

Date: Wednesday, December 14, 2023

Location: MS Teams



Annual Web Hosting & Domain Name Fees	\$140.00	Assumes \$20/yr domain name fee + \$120/yr webpage hosting fees
AGM/SQM Facility Rentals and/or Permits	\$150.00	\$100 for AGM facility rental + \$50 for Winter Carnival permit
Annual Financial Review/Test Audit	\$0.00	Assumes an individual community member (or a Committee of at least two RPCA members) volunteer to complete the Audit/Review
AGM/SGM Materials Costs	\$0.00	To be updated to match actual materials costs incurred for 2023 AGM
Postage	\$5.00	Based on 2023 expenses
RPR Advertising (AGM/SGMs, Events, etc)	\$272.50	Assumes \$90 per black & white ad in Riverview Park Review x three ads (Holiday Carolling, Winter Carnival, AGM)
Total Operating Expenses	\$1,482.50	
Fundraising Expenses:		
Fall Social Food Costs	\$2,050.00	\$25 per Fall Social ticket (x 80 tickets) to O'Brien's Roadhouse for meal costs; plus two comp'd meals for night's musical entertainment provider
Donations to Matthew House (a/w Fall Social net proceeds)	\$1,275.00	\$7.50 share per ticket (of 80 tickets), plus 50% share of \$1,350 gross proceeds of donations + silent auction
Total Fundraising Expenses	\$3,325.00	
Other Expenses:		
Dale Park Rink Maintenance Service Operator Contract	\$1,246.00	Payable to Dale Rink maintenance services provider from proceeds of RPCA contract with City of Ottawa
"Project 55" ISAF Expenses (equal to grant amount)	\$2,000.00	Required spending of grant proceeds from Invasive Species Centre (eligible activities to be completed by 31 Jan 2024)
CEPGP Project Expenses (Improving Biodiversity and Pollinator Habitat in Ottawa South)	\$2,933.00	Required spending of grant proceeds from CEPGP (eligible activities, in partnership with OSEAN, to be completed by 30 Sep 2024)
Total Other Expenses	\$6,179.00	
TOTAL EXPENSES	\$10,986.50	
PERIOD NET INCOME / LOSS	\$462.50	

Minutes of Board Meeting

Date: Wednesday, December 14, 2023

Location: MS Teams



Annex C

Communications Report

Statistics for November 2023

Newsletter

- 2 newsletters were sent out
- 379 newsletter subscribers
- Anyone who visits the website can subscribe by putting in their email address and then confirming their intention when they receive the automatic email. We get about 1 new subscriber a week.

Website

- 2 web posts
- 4 events posted
- 1 web page update
- 0 new web pages

Facebook Group and X

- FB and X are monitored and maintained by Dianne H for RPCA and any FB Group member can post to this FB Group.

Questions arising

- Could the Social Committee create a message and send it to the Communications Director to ask for volunteers for specific events or for tasks that we can post in the newsletter or on the website?
- It was agreed at the last meeting that draft minutes be posted when they are sent for comments. The final minutes should then be sent to the Communications Director when they are ready.
- Whoever was responsible for the October 2023 and March 2023, could you please forward the final minutes for posting?
- Should we include the Treasurer's report with the minutes when posted to the website?
- Could we pay for the web service provider using a credit card next time? CWH seems to be unable to process cheques in a reasonable time frame and we risk making the website inaccessible.

Minutes of Board Meeting

Date: Wednesday, December 14, 2023

Location: MS Teams



Annex D

Planning and Development Report

Planning and Development Report for December 13, 2023 RPCA Board Meeting

1. Shoppers Drug Mart at Alta Vista Shopping Centre and Trainyards. Shoppers has extended lease until May 2025, from original end date of May 2024. Conflicting reports as to status of lease beyond that date. Mall management (Manor Park Realty) has indicated preference to keep Shoppers there long term.

No details on date of a new Shoppers moving into former FarmBoy site at TrainYards (next to LCBO) but a possible date is Spring 2024. (No direct communication from Shoppers or its parent company on this issue).

2. Signage at Dorion Avenue entrance to Tim Horton's. Residents report that so far, the “do not block sideways” signs do not seem to have made much of an impact and suggest they could be adjusted so more drivers can see them.

3. Environmental Assessment(EA) for the Tremblay Multi-Use Connection (Terminal Avenue to Tremblay LRT Station). No dates set yet for the next meeting of the Public Consultation Group to which RPCA belongs.

4. Garbage at Alta Vista Shopping Centre the Mall Management acknowledges that litter is an ongoing issue, now worse since the garbage and recycling containers outside Shoppers were removed. Retailers reportedly don't want garbage bins as they believe “they detract from their storefronts.”

5. Status of Parcel at corner of Russell Road and Smyth (opposite Othello and Elmvale Acres Mall). Request received for update on status of the parcel and when road realignment is expected.

6. December 4, 2023 CAFES Organizational Member Representatives CAFES Strategic Social Event – Kris participated in this event on behalf of the RPCA. A copy of the deck that was

Minutes of Board Meeting

Date: Wednesday, December 14, 2023

Location: MS Teams



was shared last week with RPCA Board Members.

7. Lansdowne 2.0 Vote –Concerns had been raised about the timing, specifics and financial implications associated with cost of the proposal to rebuild Both Side of Stadium, relocate the TD Centre, loss of greenspace, and residential component.

City Council voted to approve Lansdowne 2.0 proposal in November 2023 (Councilor Carr voted Yes; Councilor Menard voted No)