

## Minutes of Board Meeting

Date: December 11, 2024



**RIVERVIEW PARK**  
COMMUNITY ASSOCIATION



**Board Members in attendance:** Jeff Blatmann, Carol McQueen, Stephanie Lines, Jon Lemieux, Lorella Piirik, Wanda Raymond, Ron Ridley

**Regrets:** Kris Nanda, Bryan Orendorff, Lynne Patenaude

Topic	Discussion	Action Item
Call to Order	Meeting called to order at 6:55 PM  Declaration of conflict of interest: None	
Agenda Approval	<b><i>Motion: Approval of Agenda (see Annex A)</i></b> First moved: Jeff Seconded: Lorella Approved by: All	
Approval of Minutes from Last Meeting	<b><i>Motion: Approval of minutes of November meeting</i></b> Amendments suggested by Lorella were incorporated First moved: Ron Seconded: Jeff Approved by: All	
Councillor Marty Carr's update	<ul style="list-style-type: none"><li>• The transit deficit is one of the main factors causing the property tax increase.</li><li>• There is road and sewer work going on in our neighbourhood</li><li>• Bank Street redesign project continuing on over the winter</li><li>• The Councillor reported on her work on the Police Services Board</li><li>• Councillor's breakfast with Santa at Canterbury Community Centre on Saturday morning.</li></ul>	
Treasurer's Report	<b>Budget and Financial Statements</b> <ul style="list-style-type: none"><li>• Highlights of the Treasurer's report were presented. See Annex B for the full report.</li></ul> <b><i>Motion: Approval of 2024/25 Budget as Presented</i></b> First moved: Stephanie Seconded: Ron Approved by: All  <ul style="list-style-type: none"><li>• Jeff has set up e-transfer ability on the account. Stephanie will go into the branch to be added as a signee as well</li></ul>	Jeff will set up appointment for Stephanie being added to the bank account

## Minutes of Board Meeting

Date: December 11, 2024



**RIVERVIEW PARK**  
COMMUNITY ASSOCIATION



Topic	Discussion	Action Item
	<ul style="list-style-type: none"><li>Jeff will send a reminder email to previous members who have not resigned up.</li></ul>	
Special Reports	<b>Communications</b> <ul style="list-style-type: none"><li>Warmly welcomed Lynne to the position</li><li>5 newsletters between Sept and November sent to 370 subscribers</li><li>Over 400 members to our Facebook group</li><li>Looking into updating Facebook page. Whether Reddit is a way to reach younger community members.</li><li>Additional highlights of the Communications Report in Annex C were presented</li></ul>	
	<b>Planning and Development</b> <ul style="list-style-type: none"><li>Kris was unable to join the meeting. See Annex D for the report.</li></ul>	
	<b>Green Spaces</b> <ul style="list-style-type: none"><li>Microgrant from Invasive Species group approved and paperwork has been signed. We have received approval to reallocate \$1000 from our previous grant. Bought a chipper and another vegetation removal equipment.</li><li>Ron applied for an edible tree grant from Trees Canada. City does not want fruit bearing trees on city land so they will not approve it.</li><li>There was a complaint about removal of buckthorn in Balena Park.</li><li>Ron is trying to get a blanket permit for all of Riverview Park as it is very hard to cover all the land whether it is park land or not where there are invasive species.</li><li>People are working on Balena Park and on Knox Cres. to remove invasives among other locations.</li><li>Parks are adopted until January 2028. City puts up signs. We may want to adopt pathways too.</li></ul>	
	<b>Social Committee</b> <ul style="list-style-type: none"><li>For the carolling event, we have the fire and park permits. Marty Carr is sponsoring, MP McGuinty donating \$200, MPP Fraser hot chocolate. Southeast City church is providing TimBits. Blair Court is a sponsor. Advertising by poster, facebook and our newsletter. Craig Cormier has agreed to lead the</li></ul>	

## Minutes of Board Meeting

Date: December 11, 2024



**RIVERVIEW PARK**  
COMMUNITY ASSOCIATION



Topic	Discussion	Action Item
	<p>singing. Carol has printed the song sheet and a poster. Volunteers from RPCA and Franco-Cite have been arranged. Ron got the variance approval for the horse drawn sled.</p> <ul style="list-style-type: none"><li>• Ron has requested equipment for winter carnival. He has made the request for the park permit. Ron is working to request the fire permit for all events on one permit. Request for Hot 89.9 for winter carnival has not been acknowledged.</li><li>• Additional highlights of the Social Committee Report in Annex E were presented</li></ul>	
	<p><b>Membership</b></p> <ul style="list-style-type: none"><li>• Ron has drafted a welcome letter. Feedback has been requested from the committee members.</li></ul>	<p>Jonathan will print membership cards using the design Ron created at Staples using the account</p> <p>Members to provide feedback on membership letter</p>
President's Report	<ul style="list-style-type: none"><li>• Ron was creating a calendar with all the pay insurance, website payment.</li><li>• Asked Marty for community dollars. Only good for park permits. We spend almost all the 2024 allocations</li><li>• Ron requested feedback on 2023/24. Overall board members felt it was a very successful year with lots accomplished.</li><li>• Trying to get dogs signs organized/made uniform in the neighbourhood</li><li>• We have lost some of the community garbage cans.</li></ul>	
New & Ongoing Business		
Approval to Adjourn Meeting	<p><b>Motion:</b> Adjournment of Meeting First moved: Ron Seconded: Stephanie Approved by: All</p>	

## Minutes of Board Meeting

Date: December 11, 2024



## 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 (5 min)
4. Welcome to any guests on the call
5. Councilor's Update
  - a. Marty's Update (15 minutes)
6. Monthly & Special Reports (25 minutes)
  - a. Treasurer's Report
  - b. Communications Report
  - c. Planning and Development Report
  - d. Green Spaces Report
  - e. Social Committee Report
    - i. Winter Caroling Event
    - ii. 2025 Events
  - f. Membership Report
7. President's Report (5 min)
8. New & Ongoing Business (10 min)
9. Recap of Action Items and Adjournment (5 min)



## Annex B

## TREASURER'S REPORT

<b>DRAFT BUDGET 2024-25</b>	
<b>INCOME</b>	<b>FY 2024-25 BUDGET</b>
<b>Operating Income:</b>	
2024/25 Membership Dues	\$1,820.00
2024 Fall Social Fundraising Net Proceeds	\$1,800.00
<b>Operating Budget</b>	<b>\$3,620.00</b>
<b>Supplemental Income:</b>	
Dale Park Rink Service Contract income (from City of Ottawa)	\$1,246.00
Deposit Interest	\$200.00
Donations/Contributions	\$500.00
Community Service Credit	\$350.00
Grants & Contribution Agreements	\$5,161.61
<b>Supplemental Operating Budget</b>	<b>\$7,457.61</b>
<b>TOTAL INCOME</b>	<b>\$11,077.61</b>
<b>EXPENSES</b>	
<b>Operating Expenses:</b>	
Directors' & Officers' Liability Insurance Policy Premium	\$842.00
Membership to Federation of Citizens' Associations	\$40.00
Membership to CAFES	\$100.00
Banking Fees	\$50.00
IT Expenses	\$260.00
AGM/SQM Facility Rentals and/or Permits	\$100.00
Annual Financial Review/Test Audit	\$50.00
AGM/SGM Advertising & Materials Costs	\$200.00
Postage	\$8.00
<b>Total Operating Expenses</b>	<b>\$1,650.00</b>
<b>Other Expenses:</b>	
Dale Park Rink Maintenance Service Operator Contract	\$1,246.00
Holiday Caroling (Dec. 12th)	\$570.00
Winter Carnival (Feb. 9th)	\$1,000.00
Late Spring Festival/Movie Night (June 28th or July 26th)	\$1,000.00
Late Summer Carnival & Movie Night (Aug. 23rd)	\$1,000.00
PorchFest (June 12th-15th or 20th-22nd)	\$150.00
Fall Corn Roast (Sept. 14th)	\$0.00

**Minutes of Board Meeting**

**Date:** December 11, 2024



**RIVERVIEW PARK**  
COMMUNITY ASSOCIATION



Cleaning the Capital Spring Edition (May)	\$150.00
Cleaning the Capital Fall Edition (Oct)	\$150.00
Easter Egg Hunt	\$600.00
FoRPGS Project Expenses	\$3,561.61
<b>Total Other Expenses</b>	<b>\$9,427.61</b>
<b>TOTAL EXPENSES</b>	<b>\$11,077.61</b>
<b>PERIOD NET INCOME / LOSS</b>	<b>\$0.00</b>

**Annex C**

**Communications Report**

**Statistics for November 14 – December 11, 2024**

Newsletter

- 1 newsletter sent out – 58% open rate
- 367 newsletter subscribers

Website

- Dec 13 Carolling event posted (as Event and on Dec 11 as Post)
- Oct 9 board minutes uploaded
- Review of website underway: Home page reorganized to put Events and News first
- Plan to add:
  - other board's schools that Riverview Park kids attend (Marie-Curie, St. Luke's, St. Pat's, Louis-Riel) and their daycare centres (as for Riverview Alternative)
  - Highlight of Pet Memorial as News periodically, and higher on Life page
  - RPCA Board meetings as Events

Facebook Instagram and X

- LP added a Facebook event for December 13 Carolling
- Still need to gain access to RPCA-Ottawa main FB profile, owner of the RPCA FB Group
- RPCA Group has 457 members
- Friends of Riverview Park Green Spaces Group has 248 members

Other Communication options to consider: Reddit

- Created a personal Reddit account (pending board approval of an RPCA account). Posted the Dec 13 Carolling Event.

## Annex D

### Planning and Development Report

#### December 2024

**1. Proposed Tremblay Multi-Use Connection (Terminal Avenue to Tremblay LRT Station).** project has been put on pause until the time when VIA rail redevelops the area as part of the High Frequency Rail (HFR) . No timetable yet.

The RPCA has subsequently contacted VIA's HFR team to ensure that community concerns are reflected in the redevelopment plan and to see more information on how the City's work to date might be incorporated into VIA's planning. HFR representatives wrote back in early December offering to set up a meeting in mid -January to discuss input. Date of meeting to be confirmed. Kris Nanda to attend

The City is looking at an interim solution by extending a Multi-Use Path (MUP) from Tremblay Road and along Riverside and up behind the Main Post Office and ending near the intersection of Sandford Fleming and Terminal Avenue.. Staff will include this connection in the Transportation Master Plan (TMP) Update for consideration by Council when the TMP is brought forward in 2025.

(Implementation of this project is subject to the City's priority list of active transportation projects and future capital budget priorities

**2. According to the City of Ottawa Media Relations branch, “construction of the Smyth Road Cycling Safety Improvements project is near completion** and it is anticipated that the cycling facility will be open by the end of the year except for intersection crossing at the former Riverside Hospital entrance Final paving, concrete reinstatements and landscaping work is planned for spring 2025.

**3. City Staff response to Federation of Citizens Association (FCA) Comments on Draft 1 of New Zoning Bylaw for Ottawa** – The City responded to the FCA's detailed comment on December 6. A copy of the City response is attached separately (The RPCA is a member of the FCA)





**Annex E**

**RPCA Events**

Current as of November 2024

**2024/2025 Events Plan**

Upcoming Events	Date	Desc	Details
Winter Carol sing	Friday December 12th	(Campfire)	<ul style="list-style-type: none"><li>• Carol has arranged with Marty for the sleigh ride</li><li>• Ron has secured the fire and park permits.</li><li>• Carol has reached out to Ottawa South Church to co-sponsor.</li><li>• Craig will be leading the sing-along</li></ul>
Winter Carnival	Sunday, February 9th 2-4 pm	(Campfire)	<ul style="list-style-type: none"><li>• Jonathan will be the lead organizer.</li></ul>
Cutest Pet Competition	Feb. 1 – Mar. 15 TBD		
Easter Egg Hunt @ Balena	Sunday, April 20th		
Spring Cleaning the Capital	Saturday May ??, rain date Saturday, May ?		

## Minutes of Board Meeting

Date: December 11, 2024



Community garage sale	early June TBD		
Porchfest	Sunday June 13-15 or 20-22		
Summer festival and Movie night	Saturday August 23rd	(Campfire)	
Possible additional movie nights	Saturday, June 28th, Saturday, July 26th	(Campfire)	
Councilor's Fall Corn Roast -	Sunday September 14th TBC		
Fall Social – Sunday	September 28th before AGM		
AGM	October 22nd		
Fall Cleaning the Capital	tentatively early October		

### **Potential additional events:**

1. Silent book club
2. Billings Estate High Tea
3. Sports events – Titans Baseball, Atletico soccer, 67's, Women's hockey, RedBlacks
4. Community Potluck dinner/Harvest Feast / Foodie event at Balena
5. Volksmarch community walk
6. Art in the Park

## Minutes of Board Meeting

Date: December 11, 2024



### 2023/2024 Events

<u>Event</u>	<u>Date</u>	<u>Desc</u>	<u>Principal Organizer</u>	<u>Details</u>
RPCA AGM	Oct 23			<ul style="list-style-type: none"><li>• AGM to be held at Trinity Church</li></ul>
Fall Cleaning the Capital	Oct 5  Rain Date Oct 12			<ul style="list-style-type: none"><li>• Volunteer leaders will be leading volunteers to pick up garbage in the neighbourhood.</li><li>• Ron has gloves and garbage bags if needed</li></ul>
Fall Social	Sept 29	Dinner and Silent Auction fundraiser at O'Briens	Kris Nanda  Person to organize on the day needed.	<ul style="list-style-type: none"><li>• We welcomed 83 people to the event (including 77 residents and 6 guests) and netted proceeds of \$3,600 to split between the RPCA and Matthew House Ottawa (that's \$1,800 each).</li><li>• Thank you letters will be drafted.</li></ul>
Councillor's Fall Corn Roast	Sept 15			
Summer Carnival	Aug 24  6:30 pm – activities/ games 7:30 pm - movie	A movie, games, food, and campfire in Balena Park	Carol McQueen	<ul style="list-style-type: none"><li>• Grant for \$1600 received from the City of Ottawa</li><li>• MP McGuinty has donated \$200</li><li>• MPP Fraser has donated \$200</li><li>• Movie Encanto was shown</li><li>• Food Popcorn, smores, drinks, freezies</li><li>• Ron has secured equipment for the games from the city</li><li>• Carol managed publicity.</li><li>• Ron acquired A/V equipment</li></ul>

## Minutes of Board Meeting

Date: December 11, 2024



**RIVERVIEW PARK**  
COMMUNITY ASSOCIATION



				<ul style="list-style-type: none"> <li>• Cappy from the Titans was present from 6:30 to 7:30</li> <li>• Partnered with David Hood for face painting and other activities</li> </ul>
Porchfest		Neighbourhood musicians play in 45 minute sets at houses in the neighbourhood	Ron Ridley	<ul style="list-style-type: none"> <li>• Reached out to all musicians to see what genre, where they will play, preferred time, etc. ~16 Acts</li> <li>• Given the number of bands they will be divided into groups and clustered together geographically</li> <li>• Publish all the acts and map on RPCA Web Site</li> <li>• Do signage 1-2 weeks in advance in the neighbourhood, Figaro, etc.</li> <li>• Ask musicians about interest in an after-party at O'Brien's</li> <li>• Musicians can put out a guitar case for donations for themselves, split for Blair Court or other charity of their choice if they want to</li> <li>• Note when promoting the event - no restroom facilities</li> <li>• May need a volunteer for traffic control on the streets</li> </ul>
RPCA Night at the Ball Park	June 2024	Ottawa Titans Baseball Game	Kris Nanda	<ul style="list-style-type: none"> <li>• Games are played at the baseball stadium on Coventry Road a short drive, bike ride or walk from Riverview Park</li> <li>• Visit the Ottawa Titans website and purchase your tickets.</li> <li>• Use the code RPCA24 to get a special discounted price of \$10 (plus tax)</li> </ul>
Cleaning the Capital	April 2024	Volunteers pick up garbage in the community	Ron Ridley	<ul style="list-style-type: none"> <li>• Complete</li> <li>• Report Completed.</li> <li>• Fall event planned</li> </ul>
Cutest Pet Contest	April-May 2024	Residents can enter a cat or dog. Funds raised go to Humane Society	Kris Nanda	<ul style="list-style-type: none"> <li>• Completed very successfully with over \$500 raised for Humane Society.</li> <li>• Prizes donated by PetValu</li> <li>• Plan to do it again next year</li> </ul>