

Minutes of Board Meeting



RIVERVIEW PARK
COMMUNITY ASSOCIATION



Date: Nov 12, 2025

Board Members in attendance: Ron Ridley, Stephanie Lines, Lynne Patenaude, Carol McQueen, Jeff Blattman, Jon Lemieux, Carol McQueen

Regrets: Wanda Raymond, Lorella Piirik, Bryan Orendorff

Topic	Discussion	Action Item
Call to Order	Meeting called to order at 6:59 PM Declaration of conflict of interest: None	
Agenda Approval	Motion: Approval of Agenda (see Annex A) First moved: Lynne Seconded: Jeff Approved by: All	
Approval of Minutes from Last Meeting	Motion: Approval of October meeting minutes First: Stephanie Second: Jeff Approved by: All	
Welcome Guests	Carole Moulton (Riverviews Park Review newspaper) and Lise-Andréé Payette (membership coordinator)	
Councillor Carr's update	Marty Carr was unable to attend. Separately there were the following updates on outstanding items. <ul style="list-style-type: none"> Returned to regular traffic of right hand turn lane at Industrial/Riverside restricted to buses only during LRT construction (will be done next spring) Balena Field lights - not removing them in the spring and reinstalling them in the fall (no news yet) <ul style="list-style-type: none"> Getting additional Community Service dollars for the RPCA (no news yet) Getting yellow garbage bags for the FoRPGS group (done) 	
Carole Moulton	<ul style="list-style-type: none"> Carole talked about the paper and its need for more content from the community. They are getting sufficient ads; however, despite having 15 columnists, they are not getting enough content. There are many opportunities for community members to contribute with human interest and/or from local youth. They welcome submissions with pictures Pictures of children need to have parent's permission. 	



Topic	Discussion	Action Item
	Special Discussion on spending priorities (see Annex 1 for summary of discussion on spending priorities)	
Treasurer's Report	<p>Budget and Financial Statements</p> <ul style="list-style-type: none"> Bank and financial statements were provided to the Board Membership dues will cover our operating expenses. Other fundraising has not been fully spent this year. 	
Special Report	<p>Communications</p> <ul style="list-style-type: none"> See Annex B for the report. 	<ul style="list-style-type: none"> Stephanie to look at Parks, Recreation and Environment and suggest how to update.
	<p>Planning and Development</p> <ul style="list-style-type: none"> No report for this month 	
	<p>Green Spaces</p> <ul style="list-style-type: none"> Ron has started the process to get our 2026 permit to enter 	
	<p>Social Committee Christmas Caroling event</p> <ul style="list-style-type: none"> Permits in place Revised poster created. Local elected officials are supporting the event as well as Southeast Church. Want posters up by December 1st. <p>Saturday January 10th wolfmoon walk</p> <p>See Annex C</p>	
	<p>Membership</p> <ul style="list-style-type: none"> Lise Andree was in attendance and will be taking over membership. 	
President's Report	<ul style="list-style-type: none"> No additional information in addition to what was provided already 	
New & Ongoing Business	<ul style="list-style-type: none"> None 	
Approval to Adjourn Meeting	<p>Motion: Adjournment of Meeting First moved: Stephanie Seconded: Jeff Approved by: All</p>	

Annex A

Agenda Items

1. Call to Order and Declarations of Conflict of Interest (1 min)
2. Agenda Approval (5 mins)
3. Approval of Minutes from previous Meeting (5 min)
4. Welcome to any guests on the call
5. Councilor's Update (15 minutes)
 - a. Marty's Update and items carried forward from previous meeting
 - i. Returned to regular traffic of right hand turn lane at Industrial/Riverside restricted to buses only during LRT construction
 - ii. Balena Field lights - not removing them in the spring and reinstalling them in the fall
 - iii. Getting additional Community Service dollars for the RPCA
 - iv. Getting yellow garbage bags for the FoRPGS group
6. Special Discussion on spending priorities (see Annex 1)
7. Monthly & Special Reports (25 minutes)
 - a. Treasurer's Report
 - i. 2025/26 Budget Draft - Jeff
 - b. Social Committee Report
 - i. Christmas Caroling event
 - c. Membership Report
 - i. Introduce our new volunteer
8. President's Report (5 min)
9. New & Ongoing Business (10 min)
10. Recap of Action Items and Adjournment (5 min)



Annex 1: Summary of Suggested Spending Priorities

- high quality community billboards to advertise and inform about local events
 - Ron will send us the info he has gathered for this previously
- proper garbage and recycling bins for our events as not enough in park
 - Row will ask Jane from Councillor Carr's office for bins
- popcorn making machine
 - For now we will continue to purchase from Papa Jacks
- camping gas stoves or similar and relevant pots so we can offer things like hot dogs at our events
 - We need to note that a different permit is required if we are going to serve food. Food trucks may be a better option. Perley may have space we could access. Carol will followup with Dana
- proper lanterns for Christmas Carols
 - We have the lanterns with Mason jars. We can look for tin ones.
- improved electricity points in the park so easier to manage during our events
 - Ron will ask Jane in his note to the City
- games for summer carnival
 - We purchased badminton and volleyball. France made games. We could get corn hole for us from Decathlon and replace Lorella's that was damaged. We could also purchase a tug-of-war. Crafts for the winter carnival
- 24-36 pucks
 - Buy for the winter carnival if needed.
- kids hockey sticks for smaller folks (left / right)
 - Yes for Balena Park. We could ask on a facebook group.
- possibility to sponsor hot chocolate throughout the season
 - Approved for Balena and we'll ask Dale Park if they want it.
- skating aids
 - Stephanie to ask Trevor if he could purchase it.
- Shed for FoRPGS (from FoRPGS money)
 - Ron is still looking for something.
- Extension cord to make film set-up easier (~\$40)
 - approved

- Pop-up labelled tent for RPCA
 - Approved to purchase one with our names on it. Rodger Lundon. Corporate Branding person. Signarama may be able to print on
- Colourful t-shirts for board members
 - We got vests. Carol will buy Lanyards. Pinny would be better than T-shirts as anyone can wear them and. Jon will look at this.
- Sample run of RPCA themed t-shirts to sell
 - Not now. Unlikely to sell that many
- Speaker stands for the RPCA Movie set-up \$30
 - Approved
- Water at Coronation Park for a community or pollinator garden
 - Lynne will follow-up with Marty
- Property of Riverview Park Stickers

Communications Report

Statistics for October 9 – November 12, 2025

Newsletter/E-mails

- Two e-mails sent out: October 16 – the October Newsletter, October 20 – a reminder for AGM
- October stats: 358 recipients, 33% open rate
- Flag to cross-check that all RPCA members are receiving the newsletter

Website

- Updates: Added all documents for AGM to AGM Event page
Added info on Riverview Park hosting two Pumpkin Collection Sites for Pumpkins for the Planet: 617 Bathurst and 909 Hamlet Rd
- Still to do: website back-up and update website software
- To do: Verify payment for web-hosting, malware software and domain name

Social Media

- RPCA Private Facebook Group has 488 members (down 1)
 - Added post about AGM
 - Added several posts about Pumpkins for the Planet, including the amazing Pumpkin Brigade on Bathurst!
- Main RPCA Facebook Public Profile has 127 followers (up 2)
- Friends of Riverview Park Green Spaces Group has 264 members (up 2)
 - Added 5 posts about: seed harvesting event October 19 at Riverview Park Pollinator Garden, on buckthorn removal, Ottawa Wildflower Seed Library events, Hampton Park nature walk

Annex C

Social Committee Report

The following is a list of our completed and planned RPCA Social events for 2025:

1. Winter Carnival Sunday, February 9th 2-4 pm (Campfire)
2. Cutest Pet Competition Feb. 1 – May 15 TBD
3. NEW - Easter Egg Hunt @ Balena – Sunday, April 20th
4. Cleaning the Capital Spring Version Saturday May ??, rain date Saturday, May ??
5. Community garage sale June
6. Porchfest Sunday June 13-15 or 20-22
7. Summer festival and Movie night Saturday August 23rd (Campfire)
8. Possible additional movie nights Saturday, June 28th, Saturday, July 26th (Campfire)
9. Councillor's Fall Corn Roast - Sunday September 14th TBC
10. Fall Social – Sunday, September 28th before AGM
11. RPCA AGM October 22nd
12. Cleaning the Capital Fall version tentatively early October
13. Christmas Carol sing - Friday December 12th (Campfire)

Some other events under consideration are:

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

Draft 2026 Calendar of Events:

1. Winter Carnival Sunday, February 8th 2-4 pm (Campfire)
2. Cutest Pet Competition Feb. 2 – Mar. 15 TBD
3. Easter Egg Hunt @ Balena – Sunday, April 5th
4. Cleaning the Capital Spring Version Saturday May ??, rain date Saturday, May ??
5. Community garage sale early June 13th – run by others, we only promote
6. Porchfest Sunday June 12-14 or 19-21
7. Riverview Park Garden tour – Saturday, June 20th
8. Summer festival and Movie night Saturday August 22nd (Campfire)
9. Councillor's Fall Corn Roast - Sunday September 14th TBC Run by Marty's office
10. Fall Social – Sunday, October 4th before AGM
11. RPCA AGM Wednesday October 21st
12. Cleaning the Capital Fall version tentatively early October
13. Christmas Carol sing - Friday December 11th (Campfire)