



**Carlington
Community
Association**

Minutes (Draft) – CCA Board Meeting – March 3, 2025 (Alexander Community Centre)

Present: Brian Beard, Robert Brinker, Alexandria (Allie) Hodgson, Cathie Fraser, Mateusz Trybowski, Jenn Sailus, Alaine Spiwak

Regrets: Olivia Jones

Observer: Vivian Bierman

Confirmation of Quorum

Call to Order: 7:03 p.m.

Introductions and Land Acknowledgement: We would like to begin by acknowledging that the land on which we gather is the traditional unceded Algonquin territory.

Motion to Approve the Agenda: Moved by Jenn Sailus, seconded by Alaine Spiwak. There was no opposition, the motion was carried.

Motion to Approve the [February 3, 2025, minutes](#): Moved by Jenn Sailus, seconded by Mateusz Trybowski. There was no opposition, the motion was carried.

Adviseements of Conflict of Interest: None.

Julie-Ann Kirkpatrick has submitted a written resignation from the Board and will not be included on Board correspondence moving forward.

President & Transportation Report (Brian Beard)

- Sold lots of merchandise at the last meeting, which is great.
- A few members of the transportation committee are feeling frustrated with perceived inaction, as they have not received many updates from Councillor Brockington lately. Brian reached out to Councillor Brockington as there haven't been many updates since they last met in November.
- Councillor Brockington's office is working on an update they promised to share soon. Brian will follow up by the end of the week if we've not yet received it.
- Brian reminded the committee members that they can email Councillor Brockington as private citizens but not on behalf of the CCA.
- Board members are thinking about their future on the Board, but a reminder for departing members to stay fully involved through the elections.
- Brian wants Board members to be the point of contact for volunteers, who can bring any ideas and concerns to the Board.
- At our April meeting, we will begin discussion about the upcoming election.
- Brian to confirm with Tara if she will establish a nomination committee ahead of the election.



By-laws & Special Meeting (All)

- Brian is comfortable with the review that the consultant did for the new CCA by-laws. The consultant was recommended by the Federation of Citizen's Associations of Ottawa and has reviewed several other Ottawa-area community organizations' by-laws. Hiring a consultant is more fiscally prudent than a lawyer; the consultant hired by the CCA, Judith Shane, is a non-practising lawyer.
- A legal review of our by-laws is not a requirement by ONCA; the Board opted to proceed with a consultant review, which is also not a requirement.
- To be clear and transparent with our members, we will let everyone know that the consultant is not a practising lawyer but has the necessary expertise in this area to review our by-laws.
- Former Board member Julie-Ann Kirkpatrick expressed concern that the Board has not received legal advice on the amendments to the by-laws.
- The Board discussed these concerns and will ensure that the consultant's report is reflected as such, and not as legal review. The Board recognizes there is a possibility that the terms "legal review" and "consultant" may have been used interchangeably in previous correspondence and minutes; the Board will ensure that the consultant report is adequately explained at the special meeting.
- **Robert Brinker moved, Jenn Sailus seconded to include this statement from the Board. All were in favour, with no opposition, so the motion was carried: The Board is satisfied with the consultant's review of the by-laws, based on the understanding that no formal legal review was required by ONCA. Further, we recognize the precedent set by other community associations in Ottawa of using the same consultant for reviews of their by-laws.**
- Mateusz will amend the budget line from "By-law Review (legal fees)" to "By-law Review (consultant fees)".
- Should Brian be unable to attend the Special Meeting, Robert will chair.

Finance (Mateusz Trybowski)

- At the next Board meeting, Mateusz will set out the process for establishing next year's budget to be ready for May.
- Mateusz has drafted a new policy, [CCA Community Event Sponsorship Policy](#), to establish some coherence with our response. The Board went through the Policy and made some minor adjustments.



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- **Mateusz moved and Allie seconded that the Policy be adopted. There was no opposition, the motion was carried.**

Rinks & Secretary (Jenn Sailus)

- The City of Ottawa's final date for rinks to be maintained is February 28. Both Meadowvale and ACC rinks will continue to be maintained as long as the weather holds.

Development (Robert Brinker)

- One proposal in the community is asking for the lot to be zoned for long semis, which means each dwelling unit can have a capacity of 6, so 12 per lot.
- A proposed semi-detached on Thames is asking for additional variances; an extra storey and less front lawn space. Minor variances are permitted but these are more major; Robert will speak at the City of Ottawa meeting about this. It would be more suitable for this proposal to be a rezoning, not minor variance application.
- Robert acknowledges that he has a perceived conflict of interest because he lives on the same street. The Board supports the objection to the variance.

Communications/Membership (Alexandria Hodgson)

- Allie has sent the form for the special meeting and will send a reminder on March 15.

Merch (Cathie Fraser)

- Cathie ordered 20 more T-shirts in grey; 10 large and 10 x-large.

Activities (Alaine Spiwak)

- The Board has been receiving many requests for funds:
 - March 22: Community Night Out; it includes a potluck and art activity, including childcare. The CCA has been asked to support the room rental with a cost of \$110.65 and for it to be run as though it is a CCA event. Robert will review the insurance to ensure potlucks are covered.
 - **Alaine put forward a motion to approve the cost pending confirmation of insurance coverage and recognition of CCA contribution; Robert seconded it. There was no opposition, the motion was carried.**
 - May 31: Alexander Park Day; the permit has been received.



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- Alaine will ask if Enbridge will come for the BBQ; Alaine to confirm with Adele if this must go through Councillor Brockington or can be direct from the CCA.
- As there is a high-profile June (6 or 8, TBC) Eid event, the Alexander Park Day will be more low-key.
- Caldwell Community Centre has a partnership with the Ottawa FC; Alaine to explore options for Alexander Park Day.
- August 8: Raven Park Day, with Shakespeare in the Park, food, pool, and vendors. This is a high-profile day as well.
- We anticipate being asked to contribute to these upcoming events:
 - Fall Gratitude Gathering, date TBC, at the ACC
 - Carlington Holiday Dinner, date TBC
- Councillor Brockington has provided funds for Merry & Bright and Raven Park Day. He has requested information about upcoming requests from the community association to inform his future budget.
- Alaine will set a meeting with Adele in Councillor Brockington's office to discuss upcoming events.
- Mateusz to explore past budgets to discover what events are new to the CCA this year versus recurring to inform future planning.

Membership postcard / Display / Sign (Vivian Bierman)

- Vivian proposes acquiring sign holders and displays to promote the CCA at outdoor events, as well as some information pieces that people can take away.
- It will include a QR code that links directly to membership.
- Vivian to mock up some options and share with the Board for input on text, keeping in mind accessibility and readability.
- Funding for printing can be pulled from the administration budget, pending cost.

New Business

- Vivian and Deirdre attended a greening workshop offered by the Peoples Official Plan, with a focus on community garden action plan and use of and planting within a right of way. Vivian will attend the next workshop on behalf of the CCA.

Motion to adjourn at 8:44 p.m. moved by Jenn, seconded by Allie. There was no opposition, the motion was carried.