



# Carlington Community Association

**Minutes (Approved)** - CCA Board Meeting – February 3, 2025 (Alexander Community Centre)

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

**Regrets:** Alaine Spiwak, Olivia Jones, Julie-Ann Kirkpatrick

**Observer:** Vivian Bierman

## Confirmation of Quorum

**Call to Order:** 7:00 p.m.

1. **Introductions and Land Acknowledgement:** We would like to begin by acknowledging that the land on which we gather is the traditional unceded Algonquin territory.
2. **Motion to Approve the Agenda: Moved by Jenn Sailus, seconded by Robert Brinker. There was no opposition, the motion was carried.**
3. **Motion to Approve the [January 6, 2025, minutes](#): Moved by Brian Beard, seconded by Jenn Sailus. There was no opposition, the motion was carried.**
4. **Advisements of Conflict of Interest:** Robert to recuse himself from discussion about the FCA as an ex-officio board member.
5. **Bel-Air Football - Sylvano Carrasco**
  - Bel-Air Copeland Lions Sports Club is hoping to install a lighting project at John Smith Field at Raven Park
  - The Club is a local community sports club, operating since 1962 in Carlington/Bel-Air Copeland Park neighbourhoods of Ottawa, with over 400 youths each year playing flag and tackle football.
  - It's entirely volunteer-run, with lots of fundraising to ensure as many kids can play as possible.
  - Current challenge is that the field does not have sufficient lighting; John Smith Field is the main practice spot.
  - Lights, estimated at a cost of \$300k, would allow the club to have:
    - extended practice hours
    - enhanced safety
    - increased community engagement
    - support for youth development
    - promotion of active lifestyles
  - Bel-Air hopes that it will receive approximately \$150k from the City's Community Partnership Major Capital Program, with the remaining 50% coming from Bel-Air fundraising.
  - Bel-Air has met with Councillor Brockington as well as CCA.



## Carlington Community Association

- The application to the City is due by March 1, 2025.
- Consultation with the neighbourhood is part of the project.
- It is noted that the project will bring in a capital investment to the neighbourhood. There are two existing lights at the park already, but they are inadequate. The lights would also be available for the skating rink in the winter.
- Robert mentioned that neighbours might be concerned about where the lights are shining and time of use, so recommends reaching out to neighbours as soon as possible.
- Sylvano noted that they would follow city by-laws for lighting hours, but that lights would likely be off earlier than that, around 9:30 p.m.
- Though Bel-Air is initiating the project, the lights will be run by the City.

### 6. President & Transportation Report, By-laws - Brian Beard

- February 3, 2025: President's Report
- Drum circle event was attended by CCA members and some children. It was well-run. For future events, the student will connect with Samantha at the ACC directly to better reach more children.
- ACC movie night is Friday, February 7. CCA is supporting the event by setting up and providing juice. The CCA will reimburse Adele for the purchase of juice.
- The YMCA gambling workshop is in March and Allie posted about it on Facebook, then will send information via email.
- Robert and Brian attended a breakfast, put on by Riley, last week to learn about what other community associations in our ward are working on. Brian spoke to the active transportation plan and how we can help ensure our communities are livable and walkable.
- Councillor Brockington asked City staff if, instead of replacing equipment at parks piecemeal, can we establish what needs to be replaced all at once. The City said no as different areas take care of different parts of the park.
- The City's insurance now includes more community associations. We can get general liability insurance for events but can go through the City, which reduces our cost. It takes three weeks to apply for it; we will have to sign up.  
**Action:** Brian to fill out the application.
- [By-laws](#) are more challenging to change than policies, which the Board can change itself. There are some areas in the by-laws that require policies. One path forward is to approve the by-laws and have the new Board in May write the policies; we can provide suggestions or draft and have the new Board approve.
- Board to look at the list of policies and offer to draft some that are within their areas of expertise.



## Carlington Community Association

- Another option is to have Board members who are leaving to stay on in an advisory capacity to help draft policies.
- The difference between the old and new by-laws is [summarized by AI](#)
- **Action:** Call a special meeting to approve the new by-laws, it will have to be in March or April and will be in person. Quorum must be 10 people, including the Board, so we will have registration.
- Media event on February 5 at the ACC will announce new funding for facility expansion. Board members will endeavour to attend.
- Councillor Brockington has advised that he has additional funds to offer for meetings. We can share a list of priorities with Councillor Brockington.
- The Board needs to start thinking about the election process and what the community grant will look like for the following year. We need to think about a nomination committee.

### 7. Finance - Mateusz Trybowski

- Treasurer's Report
- We're now able to sell merchandise and should determine pricing that balances cost recovery and subsidizing.
- Mateusz will develop a draft budget for May to present to the new Board and remains interested in remaining Treasurer in the second year of his term.
- Renewal of FCA membership is due at a cost of \$40; the FCA is an intermediary between community associations and the City. It has several subcommittees and is a good resource to help community associations. The Board approves its renewal. **Action:** Robert to complete the membership.

### 8. Rinks & Secretary - Jenn Sailus

- We have an agreement with ACC staff to monitor skaters while the Centre is open so we can fulfill our 20 supervised hours commitment. We are current with our data for the City. New hours, to align with ACC hours, are:
  - Mon & Tues: 5:00 to 8:30 p.m.
  - Thursday: 6:00 to 8:00 p.m.
  - Friday: 5:00 to 8:00 p.m.
  - Saturday: 9:00 a.m. to 12:00 pm.
  - Sunday: 10:00 a.m. to 3:00 p.m.
- Dave needs more consistent support; I will send a call-out to Allie via MailChimp for volunteers for rink maintenance.
- Jenn to continue flagging action items in meetings for follow-up.
- [Letter to Councillor Brockington re: NRT](#)
  - The letter was amended based on the Board's discussion, which includes inviting the NRT to an upcoming meeting and requesting data and measures of success.

### 9. Development - Robert Brinker



## Carlington Community Association

- The zoning application for Children's Place is moving forward.
- No other major developments in place.
- There may be a grocery store coming to Westgate as part of its redevelopment.

### 10. Communications/Membership - Allie Hodgson

- Allie to send an email to membership tomorrow about upcoming activities. Jenn to add a paragraph regarding rink volunteers.
- To discuss: offering merchandise in exchange for membership.

### 11. Merch - Cathie Fraser

- All merchandise is obtained! There are two totes (25 each), t-shirts in five different colours (60 children, 40 adults), and 100 stickers.
- Printwell has a program where, for a cost of \$350 a year, people can order things online and à la carte, so we are not required to make a bulk purchase. Something to consider once this merchandise is sold.

### 12. Activities - Brian Beard

- Possibility of a spring activity with the ACC; Brian to connect with Sam.

### 13. Greening - Olivia Jones

- NIL; Olivia was absent.

### 14. February General Meeting - All

- The new meeting will be February 24.
- Brian might be unavailable due to family circumstances but will endeavour to join virtually.
- Jenn to advise SGH of the new date.
- Invitees include SGH, the NRT, Carlington Community Health Centre.

### 15. Website - Vivian

- Suggestion to have the website be a standing item on meetings.
- Moving forward, Allie and Brian will include Vivian on upcoming activities emails.

### 16. New Business

- **Action:** Board members to draft descriptions of their responsibilities for future members. Vivian offered to edit and compile the job descriptions. They will be saved on the Google drive under "Knowledge Base".
- In addition to job descriptions, draft how-to procedures for things we do consistently (e.g., plant sale, Merry & Bright).



**Carlington  
Community  
Association**

- A new French public school will be located at Plant Bath; this is great news for the neighbourhood as current French school options are neither close nor convenient.
- MP Yasir Naqvi provided certificates of congratulations to Board members.

**17. Adjournment: Move to adjourn by Robert, seconded by Allie at 8:56 p.m. There was no opposition, the motion was carried.**