

Minutes (Approved) – CCA Board Meeting – June 9, 2025 (Alexander Community Centre)

Present: Cathie Fraser, Robert Brinker, Mateusz Trybowski, Jenn Sailus, Alexandria (Allie) Hodgson, Alaine Spiwak, Tricia Smith, Olivia Jones, Matt Ellis, Margaret Weil

Regrets: Brian Beard

Observer: Vivian Bierman

Confirmation of Quorum

Call to Order: 7:03 p.m.

Introductions and Land Acknowledgement: Ottawa is built on un-ceded Anishinabe Algonquin territory who have lived on this territory for millennia. Their culture and presence have nurtured and continue to nurture this land. We honour the peoples and land of the Anishinabe Algonquin Nation and all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.

Motion to Approve the Agenda: Moved by Mateusz Trybowski, seconded by Robert Brinker. There was no opposition, the motion was carried.

Motion to Approve the [May 5, 2025 minutes](#) (Action: add to Sept Board meeting agenda)

Advisements of Conflict of Interest: None.

Welcome new members.

Communications and Membership:

- Allie outlined what her role encompasses. For Communications, this entails sharing primarily on Facebook, Instagram, occasionally X. Membership and Comms go together well.

Chair's update (Cathie Fraser)

- Discussion about updating email addresses and how potential changes may affect the website.
- W.E. Gowling is putting in a new playground and the Parent Council requests a letter of support from the CCA in order to secure a City of Ottawa grant. **Action: Cathie or Jenn to draft a letter of support. The Board agrees.**
- The Experimental Farm requests that the CCA promote its free, accessible Welcome Wednesday program on June 25, July 23, and August 20 from 4:00 to 8:00 p.m. They are also offering a free bus service, if we do the coordination. We can include their promotion at the Alexander Community Centre. **Action: The Board supports the promotion of this program and potentially organizing a bus, with pickup points at the ACC and Caldwell Community Centre.**

Transportation Report (Cathie Fraser)

- Some residents are displeased with new asphalt sidewalks on Hollington. Residents were hoping for concrete; original plan was patchwork so asphalt is an improvement.

- Shillington is receiving speedbumps at two ends and the speed limit may remain at 50km/h, since it's a thoroughfare. The Transportation Committee and Councillor Brockington will be asking for Shillington to be changed to 30km/h. However, Meadowlands is also a busy thoroughfare and has a 40km/h speed limit so this could be a potential added request if 30km/h is not approved; **Action: Cathie to follow up.**
- Shillington and Admiral has been requested to have a large ladder crossings painted.
- Also requests for ladder crossings at significant intersections and near schools.
- Re: traffic at Hollington and Shillington intersection, Cathie spoke to Councillor Brockington and requested more information on the area regarding sideways parking spots, more visible sidewalk and parking spot painting, more signage, the bus shelter, and relocating the bus stop.
- Re: concrete planters, more consultation is needed to understand this tentative location of the corner of Shillington and Hollington. The Board discussed other locations for the concrete planters and will make a decision at a later meeting. The Board will be responsible for the upkeep of the planters. The decision can be made secretarially over the summer. **Action: The Board will review the locations based on a list provided by the City of Ottawa and conduct site visits.**
- The Board supports local businesses and will connect with them to discuss plans.
- The Transportation Committee is a standing committee affiliated with the CCA.
- Past-chair Brian Beard has offered to remain Chair, with a Board member on the committee. Robert is on the Committee and Margaret will join. Only Board members will communicate with Councillor Brockington on behalf of the Chair. **Action: The Transportation Committee will choose their Chair.**

Finance (Mateusz Trybowski)

- Insurance will be renewed, until 2027.
- Website URL hosting and email address fee will be renewed at the end of June. **Action: Mateusz and Vivian will review information on the current setup to see impacts of any future changes.**
- Other administrative matters regarding Board governance and the transition of Board were discussed.
- For Raven Park Day, Olivia and Charity secured a \$1000 grant.
- The CCA grant will be launched.

Development (Robert Brinker)

- New Shepherds of Good Hope building site plan is approved. It's a requirement to have controlled access through the front desk.
- The former Carlington Coffee House site plan is approved.
- Councillor Brockington has shared plans for next phases of Westgate. The old mall will be removed with the exception of Shoppers; current building leases expire in October.
- A new grocery store will be built on the site.
- 1620 Laperriere Ave has an application to build an addition on the back.
- The owners of a property on Trenton wish to meet with the CCA to obtain the Board's support for planned development. **Action: Robert will reach out.**

- Robert will be staying on as Development lead.

Secretary & Rinks (Jenn Sailus)

- The Secretary position entails organizing the Board, Members and Annual Members Meetings, including reaching out to community organizations, setting the agenda, recording of the minutes.
- The Rinks position entails being the liaison between the two people who manage the Meadowvale rink (paid position) and Alexander Community Centre (volunteer position).

Merch (Cathie Fraser and Tricia Smith)

- At the W.E. Gowling May 31 event, the CCA sold about 40 T-shirts and 10 totes, and at the Eid Celebration June 5 sold 18 T-shirts. Map totes are nearly gone; heart totes have a few remaining.
- People have been reaching out to Board members individually to purchase merchandise.
- A discussion was had regarding re-order of merch including new items, colours and sizing.
- The items are sold on a cost-recovery basis and currently about 60% has been sold.
- **Action: Incorporate merchandise sales into the Raven Park promotional materials.**
- **Action: The Board to investigate selling merchandise via the CCA Instagram account.**
- **Decision: Jenn Sailus moved to purchase additional merchandise, up to \$1500, considering minimum numbers. Robert Brinker supported the motion. The motion passed, with Alaine Spiwak abstaining.**
- **Action: Tricia will reach out to the vendor and assess sales to make a re-order in advance of Raven Park Day.**

Activities (All)

- W.E. Gowling School Fair & Plant Sale on May 31 was a success.
- The accompanying community yard sale had a lot of rain, but the social media promotion was positive and is a recommendation for next year.
- Eid Celebration June 5 was also successful for merchandise sales as well. It was well-attended and the community enjoyed it.
- The position of Activities chair is open. For the past couple years, the CCA has been supporting events in the community as opposed to running its own. The Board can discuss if the CCA wants to run its own activities again.
- Striking a subcommittee might alleviate the pressure of having a single lead on the Board. The subcommittee could include members from local organizations, such as the Carlington Community Health Centre.
- The Board would like an improved line of communication with the people in the community who assist with events.

Greening (Olivia Jones)

- The successful plant sale at W.E. Gowling raised \$455.50.
- Councillor Brockington provided a \$500 grant for the Raven Park Day.

Volunteers for open positions

- Development: Robert Brinker
- Communications & Membership: Matt Ellis
- Treasurer: Mateusz Trybowski
- Merchandise: Tricia Smith
- Vice-chair: Robert Brinker
- Secretary: Tricia Smith/Jenn Sailus
- Rinks: Alaine Spiwak
- Greening: Olivia Jones
- Activities: Jenn Sailus

By-laws (All)

- The Board would like to propose moving the elections and the Annual Members Meeting to the fall, therefore extending the Board's mandate by a few months. This will better align with the busy programming months in the summer and keep the same Board members through that period. The fall would be an easier time to transition new people onto the Board and allow for more consistency in summer programming.
- **Action: This will be added to the September Members Meeting as an agenda item. It must be circulated two weeks in advance.**
- **Action: Jenn to circulate the list of policies that need to be drafted.**

Website (Vivian Bierman)

- Vivian will connect with Matt to establish communication between the lead of Communications and the website to ensure consistent updates.

Upcoming Meetings

- September 8: Board meeting at 7:00 p.m.
- September 25: Members Meeting at 7:00 p.m.
- Board meetings to be held every 6 weeks.
- **Action: Jenn to propose and circulate dates for next year's meetings.**

New Business

- With the planned work for Harrold Park, the Board proposes requesting a heritage plaque for the area. **Action: Mateusz to email Riley about the process.**

Motion to adjourn made by Robert Brinker, seconded by Alaine Spiwak. Meeting adjourned at 8:53 p.m.