



**Minutes (Approved)** – CCA Board Meeting – September 8, 2025 (Alexander Community Centre)

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**Present:** Cathie Fraser, Tricia Smith, Matthew Ellis, Alaine Spiwak, Mateusz Trybowski

**Regrets:** Robert Brinker, Olivia Jones, Margaret Weil, Jenn Sailus

**Observer:** Vivian Bierman

**Confirmation of Quorum**

**Call to Order:** 7:10 pm

**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: Other Moved by Alaine, seconded by Matt. There was no opposition, the motion was carried.**

**Motion to Approve the May 5 MINUTES: Moved by Alaine, seconded by Matt. There was no opposition, the motion was carried.**

**Motion to Approve the June 9 Minutes: Changes to be made to grammar. Change to say will be renewing insurance. CCA Grant not yet launched. Motion Denied.**

**Minutes on next agenda.**

**Advisements of Conflict of Interest:** None.

- 7:10 pm Caitlin Morrison, Executive Director of Matthew House

Caitlin Morrison explained the purpose of the facility along with partners. It is a post-treatment facility with supportive housing with individualized care plans (family, career, etc.). There will be three buildings with 50 apts (150 total), one for first year recovery, other two for longer term (families, etc.). They are looking to international models of excellent care as their model. Anticipated term of three to four years before they will leave the facility. The residents will take a community responsibility pledge on entry (based on the model at Oxford House). The Royal Ottawa donated the land and will provide acute mental health support. Salus Rideauwood will provide caseworkers. If successful, they will expand to other facilities through Ottawa in different areas.

Q. from Alaine: When do they expect to open? End of 2027.



Q. from Alaine: Will it include a safe injection site like Shepherds of Good Hope?

No, they have a different model of care and the clientele will be different.

Information will be publicly available on the program. They want community residents and facility residents to feel safe.

Q. from Mateusz: Is someone on call if there are community disruptions?

Yes 24/7 - medical support, security, etc. Consequences for actions.

Caitlin Morrison indicated she would keep the CCA updated on progress and provide tours as they get closer to completion.

- 7:40 pm Introductions, Quorum and Land Acknowledgement  
*'We would like to begin by acknowledging that the land on which we gather is the traditional unceded Algonquin territory.'*
- 7:43 pm Approval of minutes and discussion about posting timing (4 mins)

Board agreed minutes are not posted on the website until approved.

**Action Item: Matt will provide a link for Instagram account to go on website.**

- 7:50 pm Advisements of any conflicts of interest  
Not discussed
- 7:50 pm President Report - Cathie Fraser
  - Co-ordinating action items

It was agreed that action items are to be included in the meeting minutes. Action items are to be separated between Board and members.

The Board discussed communications and agreed to create a WhatsApp group for quick updates. Items in the chat should be anonymous and should not include personal information. No decisions or approvals are to be done via WhatsApp.

**Action Items: Alaine to set up WhatsApp chat.**

The Board discussed email hosting and management to ensure all emails are being appropriately monitored. Last hosting renewal was done in June 2025.



## Carlington Community Association

**Action items:** Mateusz will review communication Vivian received from the website host and we will discuss email hosting again at another meeting.

- Coordination of website and social posts

Matt would like to create posts for approval in advance and create a calendar to save in Google drive to simplify social media posting with website posting. Matt will also be creating a quarterly newsletter.

Matt wants to do a membership month to simplify renewals which should all reset in May.

**Action Items:** Matt will prepare a template for the newsletter and a release calendar to present at a future Board meeting.

- 7:35 pm Transportation Committee - Cathie Fraser

Tara Beechey is the new chair of the Transportation Committee. All Transportation Committee endorsements to the City or CCA Members must go through the Board. A Board member must also be on any committee. Planter locations are still under consideration given the other traffic calming initiatives going on in the community. A permanent bus shelter is being considered at Hollington and Shillington. No parking on Anna during drop off and pick up school times has been delayed. Work to create speed bumps on Kingston has started. Signage for cyclists on Fisher.

**Action Items:** Cathie will get clarification from Robert if he is on the Transportation Committee.

Cathie will clarify with Riley the timelines and what the other possible locations for the planters were.

- 8:20 pm Monitoring membership, traffic, and pedestrian emails and committees (5 minutes)

Confirmed that Matt is chairing Memberships in addition to Communications.

It was agreed that traffic and pedestrian are the same committee (Transportation) and therefore the same Board member should monitor all the emails.

8:25 pm By-laws - Cathie Fraser (5 minutes)



By-laws need another review as they have typographical and grammatical errors and we are looking to change the Board election year from May to September to better facilitate Board activities and meetings.

**Action Items:** Hold a special Membership Meeting at the end of a regular Member meeting in early 2026 to approve changes to By-laws.

Jenn will send the current By-laws to the Board members for review. The changes are to be put to the members in early 2026.

- 8:30 pm Budget Discussion - Mateusz Trybowski (15 mins)

The budget is to be presented at the member meeting at the end of September.

Mateusz provided a brief overview of changes and considerations.

**Action Items:** Mateusz will lead a virtual working session on September 14 with available board members and email an updated budget for consensus and approval before the next member meeting.

- 8:45 pm Development - Robert Brinker (10 mins)

Absent

- 8:45 pm Rinks - Jenn Sailus & Alaine Spiwak (5 minutes)

Jenn was absent. Alaine is just taking over this matter and they will coordinate regarding the snow removal.

**Action items:** Alaine to coordinate with Jenn.

- 8:47 pm Merch - Tricia Smith (5 minutes)

Disappointing T-shirt and tote sales at Raven Park Day, but the pre-orders were successful. Looking at other ideas for merch sales.

**Action items:** Tricia will look to get tablecloth clamps and hangers for future outdoor events to better present merch.

- 8:52 pm Activities - Jenn Sailus (10 mins)

Jenn was absent.

Cleaning the Capital registration is open.



## Carlington Community Association

**Action items:** Vivian to update website with acknowledgement of Deirdre for her efforts with the Merivale triangle.

- 8:55 pm Greening - Olivia Jones (5 mins)

Absent

- 8:55 pm September Members Meeting - All (10 mins)

The Board discussed the upcoming Members meeting and a schedule for Members and Board meetings. The land acknowledgment was discussed in order to determine where the donation should go.

**Action items:** Vivian will bring merch, membership forms, Square, float, keys to downstairs storage.

Alaine to order pizza - limit of two per member.

Matt will send out communications and coordinate invites to Shepherds of Good Hope and Ottawa Police.

Alaine will provide suggestions for the land acknowledgment donation.

Jenn will finalize the agenda.

- 9:08 pm New Business

None noted.

- 9:08 pm Adjournment

**Motion to adjourn by Tricia, Matt seconded.**