



**Minutes – CCA Board Meeting – October 20, 2025 (Alexander Community Centre)**

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**Present:** Cathie Fraser, Tricia Smith, Jenn Sailus, Alaine Spiwak, Robert Brinker, Mateusz Trybowski

**Regrets:** Olivia Jones, Margaret Weil, Matthew Ellis

**Observer:** Vivian Bierman

**Confirmation of Quorum**

**Call to Order:** 7:06pm

**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:** There was no opposition, the motion was carried.

**Motion to Approve the June 9 and September 8 minutes:** Further changes requested. To be added to a future meeting.

**Advise of Conflict of Interest:** None.

- 7:09 pm President's Report (Cathie Fraser)  
Cathie discussed Board Member Weil - she has not attended meetings or replied to any messages since June.  
**Action Item:** Cathie will send Board Member Weil a message asking for reply before the next board meeting or we will consider her position vacant.  
Upcoming expenditures for events will be committed at 75% or at a reduced amount due to unexpected expenses.  
**Action Item:** Jenn will communicate with Riley re. the River Ward dinner  
Olivia stepping down as Greening Chair - position is vacant.  
**Action Item:** Cathie will reach out to a community member to see if she is interested.  
Q. from Mateusz - CCA Grant - we need to update the information and promote it.  
**Action Item:** Board to set a separate zoom meeting to review grant documents
- 7:18 pm By-Laws and Policy Review (Cathie Fraser)



## Carlington Community Association

The Board discussed proposed changes. If we move the fiscal year with the elections it will create a long board and a short financial report. We also need to decide if memberships should be extended for the six months to the AGM as well. New dues structure may be required.

We will need to hold a special meeting to present the changes to the members when they are done. Further administrative changes will be required once the new by-laws are approved by members.

**Action Item:** Tricia will investigate if the fiscal year and AGM need to stay together or can be separate, what to do with memberships, and whether “objects” is the correct legal term for the by-laws or if we can use “objectives”.

- 7:45 pm Motion to move in camera
- 8:00 pm Motion to move public
- 8:03 pm Transportation Committee (Tara Beechey)

The Board confirmed that no decisions regarding the planters had yet been made pending the presentation and confirmation of upcoming changes by the City and OC Transpo regarding new bus shelters and other initiatives.

A presentation was made by three members of the Transportation Committee (Chair Tara Beechey, Claire Harten, and Meagan Larocque) to provide details about traffic calming in Carlington and the concrete planters proposed for the community. They reviewed the history of traffic calming requests in the community and the research by the Transportation Committee in the past including community feedback in 2022, urban planning best practices, socioeconomic disparities in the community, and community engagement and beautification. The Transportation Committee members’ proposal is to support the recommendation of the Transportation Committee in early 2025 to place them at the corner of Shillington and Hollington. Their proposal will subsidize the planter costs with a sponsorship, but CCA must cover the extra costs. Their proposal includes maintenance of the planters for the first two years, after which the CCA will become responsible.



## Carlington Community Association

The members do not have alternative location suggestions.

It was discussed that the City's position regarding the planters has not been clear to date.

Q. Have the businesses been approached? No.

**Action Items:** Cathie and Robert will obtain information from the City regarding planter proposed locations and bus shelter information and timelines. The Board will also ask about waste containers at new bus shelters.

- 8:47 pm Development (Robert Brinker)

New City by-laws are in their final stage. Construction happening at Merivale and Carling. ACC will be shut down for 1-2 years in 2026, hoping the CCA will get a little office in the new building.

- 8:50 pm Finance (Mateusz Trybowski)

Unexpected expenses for Zoom license for the last two years -were sent to and paid for by former treasurer who recently reached out.

Motion to pay current and previous years charges - moved by Tricia, seconded by Cathie.

No opposition, motion carried.

- 8:53 pm Motion to move in camera by Mateusz, seconded by Alaine.
- 8:56 pm Motion to move to public by Alaine, seconded by Jenn.
- 8:57 pm Activities (Jenn Sailus)

At the Fall Dinner we received a donation of \$20.

The Board discussed donation policy including liabilities and best practices for donations.

Dinner was great - needs more promotion.

CCA Locker inventory done.

Merry & Bright - Charity is away in December, therefore Alaine and Jenn running it together.

- 9:00 pm Merch (Tricia Smith)



**Carlington  
Community  
Association**

Gowling craft fair coming up - we should ask about getting and setting up a table.

Considering another shirt sale online before holidays.

Jenn suggested a community activity to learn to stitch a heart over your home on the shirt.

**Action Items:** Cathie will contact Gowling School to set up the CCA table.

- 9:04 pm      New Business  
Cathie away all of December. January Board meeting on the 19th, Members meeting February 26th.
- 9:05 pm      Adjournment  
Motion to adjourn by Robert, Cathie seconded.