



**Carlington
Community
Association**

Draft MINUTES - CCA Board Meeting - June 8, 2026 (Alexander Community Centre)

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.'*

In attendance: Cathie Fraser, Robert Brinker, Mateusz Trybowski, Matthew Ellis, Tricia Smith, Alaine Spiwak, Tara Beechey

Approval of agenda: Moved by Tricia, seconded by Robert.

Minutes of [March 9, 2028](#) meeting previously approved by email.

Advisements of any conflicts of interest: None

Rinks - Alaine Spiwak

Alaine provided an update on Rinks, providing an overview of last season, guidance on how to run the Rinks, and future action items following her Board resignation. She will provide a full handover once the people taking over the Rinks are identified. She recommends that Rinks are managed by two individuals and they start planning and organizing in October.

She will ensure all relevant information is saved with the other Association documents. She reminded the Board of the overpayment made by the City to be applied for next year; and to ensure the final numbers of skaters are submitted to the City. She thanks the volunteers, particularly Dave and Al, for their support this year.

Action Items:

- Identify Board members or Members to take over the Rinks (All)
- Create document for Rinks to clarify responsibilities and promote to membership
- Read Rinks contract
- Speak with Riley to ask questions about ACC Rink with the upcoming construction (Cathie)

Activities - Cathie Fraser/Alaine Spiwak

The Board reviewed the past and upcoming activities in consideration of a new committee chair with Alaine and Jenn resigning from the Board. Most events are still being managed by Charity (Merry & Bright, Plant Sale, Raven Park Day, ACC Day). Dave



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who oversees the ACC Rink usually organizes the Carlington Cup. CCA's mandate is to have an event at all the parks.

Action Items:

- Ask Riley about Enbridge BBQing for Raven Park Day (Cathie)
- Follow up with ACC about ACC Day (Cathie)

Chair's Report- Cathie Fraser

Cathie welcomed the Board members to a new term. She thanked everyone for their help with the Plant Sale and Gowling Fair, it was a success. The suggested donations, which was a new initiative, went well. There are some plants left over.

Finance - Mateusz Trybowski

Mateusz confirmed the budget was approved without any questions at the Annual Members meeting. He shared information about our insurance and a change of providers. Directors' insurance is good for three years.

There were no proposals for the CCA Grant. Mateusz proposed we relaunch and do more promotion. The Board put forth some suggestions of initiatives that we could undertake in the community with the grant funds.

Action Items:

- Look into content insurance (Mateusz)
- Investigate charitable status to reduce Zoom fees before renewal (Mateusz)
- Speak to Gowling Parent Council about bike helmets and lights before school is out (Tara)
- Speak to Bushtakah about attending Raven Park for bike tuneups (Cathie)
- Relaunch and promote CCA Grant with firm deadline (Matthew)

Alaine Spiwak left the meeting

Development - Robert Brinker

Robert provided updates on various development initiatives including 1316 Carling Avenue/1251 Thames, the Merivale Road redesign, and Matthew Perry House which has been renamed. CO of Civic Hospital development would like to attend a CCA meeting.



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Action Items:

- Post public consultations for 1316 Carling on June 16th and Merivale Road Redesign on June 24th on website and socials (Matthew)
- Invite CO of Civic Hospital to a Members meeting (Cathie/Robert)

Merch - Tricia Smith

Tricia provided an update on inventory and recent sales at the Gowling Fair. She proposed waiting until after Raven Park Day to determine any new design, items, or orders.

Transportation Committee - Tara Beechey

Tara led a discussion on the concrete planters and their recommended locations. Given recent City updates on traffic calming measures and other work to be undertaken in our community, the Board was unable to agree on locations for all planters. The Board agrees to a planter at the Tunis location recommended by the City.

The Board is supportive of a planter at the City's proposed Kingston location pending information on the proposed speed bump and its timeline for installation.

The Board would like more information regarding OTranspo and City plans for Hollington and Shillington before making a final decision on the third planter, and confirmation if the business owners and operators are aware of the plans. More locations may need to be recommended.

Action Items:

- Confirm with Riley and OC Transpo what is happening at the corner of Shillington and Hollington and the proposed timeline (Cathie/Tara)
- Confirm if another speed bump is going on Kingston at the other proposed City location (Tara)

Greening - Cathie Fraser on behalf of Deirdre Furlong



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Cathie shared information on the funds raised at the CCA Plant Sale at the Gowling Fair. Deirdre would like to invest in some new signs.

Action item: Ask Deirdre to prepare a proposal for new signs and present it to the Board (Cathie)

Communications - Matthew Ellis

Matthew discussed Vivian's resignation as website coordinator which she will stop doing at the end of June. Robert can help with website duties as required.

Matthew discussed plans to revive the newsletters and received confirmation that there is enough information from the committees to support this on a quarterly basis.

Action items:

- Have a discussion about the newsletter in more detail (Matthew)
- Finalize and circulate updated content for Transportation website page (Tara)

Membership - Matthew Ellis

Matthew discussed membership renewals at the last Annual Members Meeting and efforts to clean up the current membership list

Governance - Tricia Smith

Tricia discussed the proposal to update the by-laws so that Board elections are held at a separate time from the AMM and the fiscal year. The by-laws will need to be reviewed in order to change this and some other small matters noted by the Board before a special meeting of the Members.

Tricia shared draft dates for Board and Members meetings and received feedback to finalize them.

The Board discussed the open positions and associated CCA email addresses that would need addressing. There are open positions in Activities and Rinks.

Action Items:

- Circulate updated list of meeting dates for final approval (Tricia)
- Post meeting dates on website once approved (Matthew)
- Review CCA emails and arrange forwarding as required (Tricia)



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- Review by-laws for changes and send new drafts (Tricia)

Website - Cathie Fraser

Cathie discussed Vivian's resignation and the need to have someone maintain the backend. The Board discussed ideas on how to do that and what updates needed to be done urgently. The Board agreed it must have more information on the website infrastructure to make informed decisions.

Action Items:

- Update website with urgent posts (Matt/Robert)
- Prepare list for Vivian of questions for transition and get information on backend vendors and suppliers (All)
- Add to next agenda to determine next steps (Tricia)

New Business

None

Adjournment - Motion to adjourn made by Tricia, seconded by Tara. Motion approved at 9:10pm.