



## **Vars Community Association**

Executive Meeting Minutes  
January 29, 2009

### **Opening:**

The executive meeting of the Vars CA was called to order at 7:10 PM on January 29 2009 at St-Guillaume School by Jean Séguin.

**Present:** Gary Larocque, Christine Flood, Jean Séguin, Darlene Brown, Barb Lavictoire, Hélène Manning-Lemieux, Suzanne Sanford, Linda Payant.

**Excused :** Nicolina Kingston

**Absent :** Scot Lemieux

### **A. Approval of Agenda**

The agenda was unanimously approved with some added points found in new business section.

### **B. Approval of Minutes**

The minutes of the previous meeting were approved unanimously.

\*\*Unanimous decision, the minutes will be sent by e-mail and board members have 1 week to respond with any corrections or comments to the Secretary. This was decided in order to publish the minutes in a timely manner for residents on the website (when will be able to publish). If out of town, board member has to send e-mail to the Secretary, any non-response to the communication will be deemed as an approval of the minutes by the board member.

### **C. Open Issues**

- Website
  - Gary has found potential prospects willing to work with the website.
  - Jean still has no access to the calendar as discussed with Scot in November after the AGM. Jean has tried to reach Scot through multiple phone calls and e-mails without success.
  - Vars.ca e-mail service has multiple pop-ups and advertisement as pointed out by Darlene and Jean.
  - The Board will be reviewing the terms and conditions of the contract awarded by the previous Board to Gizmo Logic Studios Inc for the management of the Vars.ca website. Jean is to contact the President of Gizmo Logic Studios Inc.

for a copy of the service agreement and to discuss the service standards to be provided to the Association as well as the rights for the use of (Vars.ca).

- Bank account
  - Jean wrote 2 letters to the Bank for signing authority transfers
  - The new board has officially the signing authority
  - Jean gave a box to Gary for mail gathering purposes (documentation, checks, bills...) which will be kept at the school on behalf of the Association
  - Rink grant (first installment) should have been received December 15<sup>th</sup> 2008
  - It was unanimous that the key agent will receive the incentive paid by the City for all the work and organization. The 2008 incentive was paid to Barb for her hard work in 2008.
  - Petty cash check of \$250 was signed for the Treasurer.
- Rink update
  - Rink open 7 days a week because of nice weather, might be over budget to pay the staff for the extended hours
  - Suggestion: puddle rink for younger children next year. Jean will e-mail Suzanne and Linda for the request to include in budget for next year.
  - Barb keeps statistics of usage
  - Issue raised for new snow blower by the contractor as the existing one might be old and needs replacement. Unanimous decision that Vars CA is not responsible to buy and maintain equipment. The new contract will have to indicate the responsibility of the machinery needed to execute the tasks for the ice rinks.
  - Issue raised about permanent benches outside. Jean will e-mail Suzanne for follow-up because these benches were to be installed last summer.
  - February 21<sup>st</sup>: hockey games throughout the City between 1-3 PM. To post on the Park's billboard.
- Key procedures
  - Key agent is to give the key to the individual and after the person needs to return the key to the agent as per the contract with the City (field house and Bearbrook Centre).
  - Suzanne has a key agreement (formal document) between the City and Barb (the key agent).
  - If Barb decides to resign as key agent, the task will be transferred to the Vars CA.
- Lawyer services
  - Awaiting the response of the lawyer to revise the constitution.
- Debriefing of director's course
  - Darlene attended both nights, Jean attended the 2<sup>nd</sup> night
  - Format of group session with different types of board and should send the summary to the Board by e-mail.  
General comment made by other community associations that the city's insurance might not be enough for board members. Issue to be reviewed once insurance agreement is received by Association.

- Most important point: conflict of interest should be one of the 1<sup>st</sup> points on the agenda, a director will indicate if there is a potential of conflict and leave for that part of the discussion.
- Liability insurance
  - Insurance: grand-fathered in new process and no longer a renewal fee.
  - Suzanne will send the certificate and terms of contract to be reviewed by the Board.
- City of Ottawa Council representative debriefing (Linda Payant)
  - Legacy funds balance as of January 29<sup>th</sup> 2009: \$30 432
  - E-mail will be sent by Linda confirming this amount for our records.
  - To propose a project, the information is sent to Renée Proteau, via the Vars CA. She will assess the project then reports to council for approval.
  - A summary of the background and guidelines was distributed to the Board.
  - Some projects should come through the CCC recommendations of the Neighborhood Planning Initiative.
  - Exists a \$350 credit/calendar year to utilize a City's facility or field for community event for any not-for-profit organization.
  - The Association is acknowledge 1 facility rental/month x11 months for their monthly meetings and for 1 AGM.
  - Vars drainage: city did a study with report to be completed by the end of February and then public consultation to come.
  - Vars cenotaph: small group of people to improve this historical structure. Approval from last Vars CA for grant (50% of eligible expenses). A masonry expert was hired for evaluation of the structure and to fill the paperwork. As per the masonry report, the cenotaph is in good condition. Member from the Lions Club and Russel Legion was in the first group of people. Morley could be the lead to report to the Association on the plans of action and how much money is needed for fundraising.
  - Bus strike: arbitration then time to get buses on route.
  - Volleyball at night with Carlsbad at the school's gym on Wednesday.
  - CASAVA: to reactivate once Vars CA more active.
  - Bridge between Québec and Ontario: different options proposed by other MPP to be in Cumberland joining Cameron St. Impact of Vars for higher traffic. Residents can send a letter for any comments.
- Village guidelines from City of Ottawa
  - Document to review and comment on City's website
- Winter Carnival
  - Weekend of February 5-7 with the Optimist Club
  - Jean was made aware by a phone call to be a judge at the Vars Idol, flyers are in mail out process.

#### **D. New Business**

- CEPGP
  - Jean will send the link to Francine Portenier for any projects
- Rural Association Partnership program funding/ Rural affairs
  - No projects to send, deadline March 2<sup>nd</sup>!

- Heads up for next year if program included in next year's budget (to put on September agenda).
- Rural affairs
  - Time for nomination of volunteers
  - Students to apply for summer jobs (deadline February 20<sup>th</sup>). A poster will be up at the Optimist Club Bean Supper on Feb.6<sup>th</sup>.
  - Vars carnival not on their website, Barb will try to send a message through the rink info.
  - To register to receive regular updates: [ruralaffairs@ottawa.ca](mailto:ruralaffairs@ottawa.ca)
- Updates from the City
  - Civic Holiday grant (deadline May 1<sup>st</sup>): possible BBQ on long weekend in September- to discuss to next meeting
  - Minor Capital Partnership (50%-50%) cost for project maximum \$7500.

**E. Agenda for Next General Meeting**

- Priorities of residents (ideas, projects, issues...)
- Expectation from the Board
- Interrelationship with other communities
- Communicate with residents
- Volunteer opportunities
- Updates on:
  - Cenotaph
  - Puddle rink
- Activities coming up:
  - July 1<sup>st</sup>
  - Day in the Park in partnership with the Optimist Club baseball tournament
  - BBQ: date to be confirmed

**Adjournment:**

Meeting was adjourned at 10:00 PM by Jean Séguin. The next general meeting will be at 7:00 PM on March 6 2009 at the St-Guillaume School's Library.

\*Gary to arrange posting on the Park's billboard for the Bean supper and General meeting of the Vars CA.

Minutes submitted by: Hélène Manning-Lemieux

Approved by: Jean Séguin