

# MINUTES

## Riverside Park Community and Recreation Association RPCRA November Meeting of the Board of Directors

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Wednesday, November 7, 2018 – 7:00 p.m. to 9:00 p.m.  
Meeting Location: Riverside Churches, 3191 Riverside Drive

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### 1. Call to Order

The meeting was called to order by Joel Duff at 7:01 p.m.

The following directors were in attendance:

- Nicole Christy, Director
- Travis Croken, Vice-President
- Joel Duff, President
- Barbara Haines, Treasurer
- Mark Staz, Director
- Andrew Wintonic, Director
- Terry Wood, Director

The following directors were absent with regrets:

- George Brown, Director
- Gillian Wintonic, Secretary

The following members were in attendance:

- Eleanore Benesch
- Lou Burpee
- Kate Cathrae
- Kasia Croken
- Dallas Greeley
- Vic Greeley
- Marvin Kaplansky

- David Hutchinson
- Catherine Newell
- Paul Penna
- Carolyn Percy-Searle
- Craig Searle
- Barb Squire
- Claire Todd
- Nick Todd
- Paul Willets

## 2. Presentation of Agenda

*Motion to adopt the agenda as presented. (Mark/Nicole)*

*Motion to amend the agenda to move item 11a to 7a. (Joel/Terry)*

*Amendment carried*

*Motion carried*

## 3. Presentation of Minutes

### a. Board: September 5, 2018

*Motion to accept the minutes of September 5, 2018. (Travis/Mark)*

*Motion carried*

### b. Board: October 3, 2018

*Motion to accept the minutes of October 3, 2018. (Terry/Andrew)*

*Motion carried*

### c. AGM: October 3, 2018

Minutes of the October 3, 2018 were provided for information purposes only. Minutes to be presented to the 2019 AGM.

## 4. President's Report

Joel Duff presented his report via a PowerPoint presentation (see attached slides).

*Motion to receive the President's Report. (Nicole/Mark)*

*Motion carried*

## 5. Order of the Day (7:30 p.m.): River Ward Councillor's Report

River Ward Councillor Riley Brockington sent regrets for the meeting, due to a scheduling conflict.

However, he submitted several updates that were reported on his behalf:

- **Coyote Information Session:** The Councillor is hosting a Coyote Information Session on Monday, November 19 at Riverside Churches.
- **Annual River Ward Christmas Social:** Please join the Councillor for his annual Christmas Social on Thursday, December 13, 2018 from 6-8 p.m. at the Carleton Heights Community Centre, 1665 Apeldoorn Avenue. RSVP please to Andrea.Ward@Ottawa.ca or call 613-580-2486.
- **Operation Big Turkey:** Once again this year, Operation Big Turkey will be hosting a Christmas Dinner at the Hunt Club—Riverside Park Community Centre on Christmas Eve, **December 24** from 2:30pm to 4:30pm. All are welcome to attend this free dinner as it is intended to be a community dinner for all. The Councillor is proud to sponsor this event again this year.

## 6. Vice-President's Report

Travis Croken presented his report verbally.

Travis reported on the Hunt Club Riverside Park Steering Table meeting. He discussed upcoming events for the Ottawa Public Library, OSEAN, A.M.A. Mosque, OPS, Riverside Church, Catholic Centre for Immigrants, MPP John Fraser, and Operation Big Turkey.

Travis reported on a new program Mentoring for Change, which he is coordinating to help residents and newcomers develop deeper community ties.

*Motion to assign Travis Croken to gather more information and develop a proposal for the next meeting on how the RPCRA may endorse or support Mentoring for Change. (Joel/Mark)*

*Motion carried*

The Board discussed membership in *Federation of Citizens' Associations* and agreed that it was important to establish contact with the FCA and determine how best to assign this responsibility within the Board on an ongoing basis.

*Motion to assign Mark Staz to look into our membership with the Federation of Citizens' Associations and to report back to the Board. (Barbara/Terry)*

*Motion carried*

## 7. Secretary's Report

Joel Duff presented the Secretary's report on her behalf via a PowerPoint (see attached slides).

### a. Document Management & Storage

The Board discussed the issue of document storage and the problems with the current platform. The recommendation of the Secretary is that Boardspace, which is being used on a trial basis, is too expensive, cumbersome and does not have the same level of customer service support as other more popular competitors. In addition, some of the document production capacity exceeds the needs of the RPCRA.

*Motion to move the RPCRA document storage from BoardSpace to a cloud-based storage system on Box.com. (Joel/Travis)*

*Motion carried*

## 8. Treasurer's Report

Barbara Haines presented a PowerPoint presentation of her report (see attached slides).

Barbara said that the account application with TechSoup.ca has been approved and that a Quickbooks account for non-profits was set up for under \$60.00.

She said that the RPCRA signing authorities had been updated at the bank and that bank statements were received on the 4<sup>th</sup> of every month.

She said that the RPCRA website contract with Black Sun had been renewed until Oct 28, 2019, based on a consensus achieved over email. She noted that this matter required an immediate decision prior to the Board meeting because of the contract expiry date.

She noted that the web hosting contract with Rebel.ca was also up for renewal and that options had been provided for a multi-year renewal.

She said that she was in the process of updating the Paypal account.

She also submitted a change in the RPCRA contact information filed with the City of Ottawa, but noted that no change was required to the city's direct deposit process.

The Board discussed the website contract with Black Sun and the web hosting contract with Rebel.ca and generally agreed that the Board should maintain the status quo on both contracts for the first year, providing time to assess the services of both companies in order to make a decision in the following year.

*Motion to renew RPCRA domain web hosting contract with Rebel.ca for a term of one year. (Joel/Terry)*

*Motion carried*

## **9. Appointment to Vacant Director Position**

Joel referred the Board to Bylaws 5.4 (Board of Directors) and 10.4 (Election of Directors) that allow the Board to appoint directors to fill vacant Board positions. He noted that preference must be given to candidates from the neighbourhood area affected, but could be extended to any member living in the broader neighbourhood. He also noted that the term of office could only extend until the next AGM.

Joel said the vacancy was for a Director from the Revelstoke area and was promoted to the membership email list prior to the Board meeting, but that no member from that area had come forward. However, Paul Willets, a member from Riverside East, had expressed interest in joining the Board back in the summer, but was unable to attend the AGM in person.

Joel gave a final call for nominations and then closed nominations.

Joel presented a personal statement of intent from Paul Willets:

“I am an employment and labour lawyer and have lived in Riverside Park with my wife and young daughter since 2016. I also sit on the board of directors for Big Brothers Big Sisters of Ottawa. I am interested in joining the RPCRA board in order to take a more active role in our community and to help safeguard its development. In particular, I am interested in encouraging increased RPCRA membership and contributing to the ongoing dialogue around positive and sustainable commercial and residential development in our neighbourhood.”

Paul was in attendance and gave a verbal presentation on his own behalf.

*Motion to appoint Paul Willets as the RPCRA Director for Revelstoke, effective immediately through to the 2019 AGM. (Mark/Barbara)*

*Motion carried*

## 10. Proposal: Boys and Girls Club Project

Joel presented the Boys and Girls Club Project proposal that had been submitted to the Board by George Brown via email.

*Motion to make a \$2,000 donation to the Boys and Girls Club project to contribute towards a weekly bus from Paget Park to the new Tomlinson Family Foundation Clubhouse. (Joel/Travis)*

Questions were raised about how this specific proposal originated and whether it was an initiative of the Boys and Girls Club or the RPCRA.

Questions were raised about the cost breakdown for each bus trip and whether the financial modelling presented in the project proposal that was circulated reflected the specific proposal being considered by the RPCRA or a much larger project.

Questions were also raised about exploring other funding possibilities that might alleviate the commitment required from the RPCRA.

Concerns were raised about the overall financial implications of a donation of this size on the operations of the RPCRA.

*Motion to table the above motion to the next meeting of the Board of Directors. (Joel/Nicole)*

*Motion to table carried*

*Motion to request that George Brown provide more information on the proposal, organize a site visit for the Board, and arrange for a representative of the Boys and Girls Club to attend the next Board meeting, if possible. (Terry/Andrew)*

*Motion carried*

*Motion to assign the Treasurer to report to the next Board meeting on the implications of the donation on the overall finances of the RPCRA. (Terry/Andrew)*

*Motion carried*

## 11. Board Administration & Planning

### a. Proposal: RPCRA Board of Directors Planning Retreat

The board discussed the proposed planning retreat and noted that priority would be given to discussion of goals and objectives, with a focus on short term planning.

It was noted that an external facilitator could be used.

Members agreed with the concept of the planning retreat, and it was recommended that this type of meeting be held more than once. Given the importance of the planning retreat, a need was expressed to have as many directors as possible in attendance.

*Motion to hold a Board Retreat on Saturday, December 1, from 9:00 a.m. to noon at a location to be determined. (Joel/Barbara)*

*Motion carried*

## **12. Membership & Communications**

It was recommended that this conversation should be deferred until after the Board Retreat.

## **13. Committees & Volunteers**

Craig Searle, past president of the RPCRA, confirmed that the RPCRA Committees had been inactive for at least 5 years, so there were no Committee membership and no files to be transferred.

It was recommended that this conversation be deferred until after the Board Retreat.

## **14. Other Business**

The Board discussed the possibility of selling advertising on the RPCRA website and Eblasts in order to generate revenue for the association. It was noted that other community associations do sell advertising in some capacity.

Concern was raised about the optics of political advertising.

It was agreed that this conversation should be deferred to a later date.

## **15. Next Meeting**

December 5, 2018, 7:00 pm to 9:00 pm

## **16. Adjournment**

*Motion to adjourn. (Mark/Nicole)*

*Motion carried*

The meeting was adjourned at 9:20 p.m.

Meeting minutes were prepared by:

Travis Croken

Minutes confirmed by:



Joel Duff, President



Gillian Wintonic, Secretary

<u>List of Open Action Items</u>		
<u>20181107.1</u>	Travis Croken to gather more information and develop a proposal on how the RPCRA may endorse or support Mentoring for Change. To be presented at December 5 meeting.	<u>OPEN</u>
<u>20181107.2</u>	Mark Staz to look into the RPCRA membership with the Federation of Citizens' Associations and to report back to the Board.	<u>OPEN</u>
<u>20181107.3</u>	Gillian Wintonic to complete the move of the RPCRA document storage from BoardSpace to a cloud-based storage system on Box.com	<u>OPEN</u>
<u>20181107.4</u>	Barbara Haines to renew the RPCRA domain web hosting contract with Rebel.ca for a term of one year.	<u>OPEN</u>
<u>20181107.5</u>	George Brown to provide more information on the Boys and Girls Club proposal, organize a site visit for the Board, and arrange for a representative of the Boys and Girls Club to attend the next Board meeting, if possible.	<u>OPEN</u>
<u>20181107.6</u>	Barbara Haines to report on the implications of the proposed Boys and Girls Club donation on the overall finances of the RPCRA. Report to be presented at the December 5 meeting.	<u>OPEN</u>

# President's Report

Joel Duff



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## Meet the New Team

### RIVERSIDE PARK COMMUNITY & RECREATION ASSOCIATION BOARD OF DIRECTORS (2018-2020)



Riverside Park Community and Recreation Association



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## Municipal Election: Promotion

- The RPCRA promoted the election over social media, encouraging residents to vote.
- Ballots cast: 11,472
- Eligible voters: 29,762
- Voter turnout: 38.55%

**Riverside Park Community & Recreation Association**  
 Published by Joel Duff [?] · 18 October at 17:00 · 🌐

Vote for our Mayor, Councillor and school board trustees to make our city and community as strong as it can be. The advance polls are now closed and election day for the Ottawa municipal election is coming up on Monday, October 22, 2018. For information on where to cast your ballot, visit: <https://elections.ottawa.ca/UI/VotingLocation/VotingLocation>

ELECTIONS.OTTAWA.CA  
**Where Do I Vote?**  
 " + 'Hours' + ": " + item.VotingHours + "" +  
 'Room' + ": " + item.AreaToBeUtilized + "" +  
 'Accessible Entrance' + ": " +  
 item.AccessibleEntrance + "" + 'Accessible



## Results: River Ward (16) Councillor

Councillor / conseiller(ère) Ward 16 - River		
Candidate	Votes	%
Riley Brockington	6122	54.50
Fabien Kalala Cimankinda	2445	21.76
Kerri Keith	1783	15.87
Hassib Reda	884	7.87



## Results: School Board Trustees

- **Mark Fisher** (Ottawa-Carleton District School Board - Zone 11)
- **Shelley Lawrence** (Ottawa Catholic School Board - Zone 9)
- **Valerie Assoi** (Conseil des écoles catholiques du Centre-Est - Zone 6)
- **Marielle Godbout** (Conseil des écoles publiques de l'Est de l'Ontario - Zone 9)



## Team Transition

- Filing paperwork with the city;
- Changing bank signing authority;
- Updating website;
- Reaching out to the media;
- Meeting with former officers;
- Document recovery;
- And more



## Membership Communications



- Social media posts promoting subscription to our e-newsletter.
- EBlast Topics:
  - New Board;
  - Volunteering for Committees;
  - Municipal Election; and
  - Next RPCRA Board Meeting.
- Results:
  - 166 subscribers (up 10%)
  - Open rate of 70.3% (up from 62% avg.)

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## Canoe Bay Update

- The final site plan for was circulated to residents on September 11 and the RPCRA was asked to review them.
- Councillor Brockington asked city staff to compile community concerns and indicate whether or not each matter was resolved.
- The Councillor reached out to the RPCRA on October 12 to present the results and provide an opportunity for additional questions.

Riverside Park Community and Recreation Association



## Response to Canoe Bay Site Plans

- We are satisfied that the main issues of concern to the boarder community have been resolved.
- However, we did flag a number of issues that should be monitored as construction proceeds, with particular emphasis given to:
  - Tree root protection;
  - Snow storage and removal plans; and
  - Light pollution from the new building.



## Municipal Survey on Cannabis Sales

- The RPCRA has promoted the city's online survey on the future of retail cannabis stores in Ottawa.
- We informed the media that we do not have an official position on this subject but will continue to advocate for community input throughout the process.

 **Riverside Park Community & Recreation Association** \*\*\*  
 Published by Joel Duff [?] · 25 October at 13:23 · 

The City of Ottawa is circulating a public survey to provide input on the future of retail cannabis stores in Ottawa

Paper copies are available at the City's Client Service Centres.

Residents have from October 25 until November 7 to complete the survey.

Please take the time to share your views!

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S-CA.CHKMKT.COM

**Public Input on Retail Cannabis**

All of your answers are private and confidential. Personally identifiable information, if provided, will be retained for no more than 2 years....



# Recruitment to City Committees and Boards

## RECRUITMENT – CITY OF OTTAWA'S COMMITTEES AND BOARDS

Make a difference in your community by becoming a citizen member on one of the following committees, conservation authorities, boards, sub-committee or commission. The City could greatly benefit from your expertise and knowledge.

Several positions are available and **one** of the following may be of interest to you:

- **Ottawa Board of Health** (5 members)
- **Ottawa Police Services Board** (1 member)
- **Ottawa Public Library Board** (5 members)
- **Committee of Adjustment** (15 members)
- **Transit Commission** (\*4 members)
- **Built Heritage Sub-Committee** (\*3 members)
- **Property Standards and License Appeals Committee** (5 members)
- **Shaw Centre – Board of Directors** (\*2 members)
- **Rideau Valley Conservation Authority** (\*5 members)
- **South Nation Conservation** (\*2 members)
- **Mississippi Valley Conservation Authority** (\*3 members)
- **Mohr's Landing / Quyon Port Authority** (1 member)
- **Accessibility Advisory Committee** (\*9 to 15 members)
- **Arts, Culture, Heritage and Recreation Advisory Committee** (\*9 to 11 members)
- **Environmental Stewardship Advisory Committee** (\*9 to 11 members)
- **French Language Services Advisory Committee** (\*7 to 11 members)
- **Planning Advisory Committee** (\*12 members)

- The RPCRA was asked to promote the municipal recruitment process for City of Ottawa committees and boards.
- We will circulate this via social media and will include this in the November EBlast.

Riverside Park Community and Recreation Association



[www.RiversidePark.ca](http://www.RiversidePark.ca)

# QUESTIONS?

Joel Duff, President  
[president@riversidepark.ca](mailto:president@riversidepark.ca)



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# Councillor's Report

## Riley Brockington, River Ward (16)



www.RiversidePark.ca

### Coyote Information Session ~ Séance d'information sur les coyotes

**Monday, November 19, 2018**  
**6:30pm –8:30pm**  
 Riverside Churches, 3191 Riverside Dr.

Join City Councillor  
 Riley Brockington as we discuss  
 living with coyotes in our community.

**6:30 Open House**  
**7pm Formal Presentation**  
**Question and Answers**

Nick Stow of the City of Ottawa's Natural Systems  
 and Environmental Protection Department will  
 provide a presentation followed by an opportunity  
 for Questions and Answers.

Mike Muir, National Capital Commission Land  
 Manager for the Canal, East, South and West  
 Corridors as well as a NCC Conservation Officer will  
 also be in attendance to take your questions.

The Ottawa Carleton Wildlife Centre will have a  
 table with information at this session.

All are welcome to attend.



**Riley**  
**BROCKINGTON**  
 3191 Riverside | Ottawa-McGill  
 River Ward | Quartier Rivière

**Le Lundi 19 novembre 2018**  
**de 18 h 30 à 20 h 30**  
 Églises Riverside, 3191, Prom. Riverside

Joignez-vous au conseiller municipal  
 Riley Brockington qui animera une discussion  
 sur les façons de s'adapter à la présence des  
 coyotes dans la communauté.

**6 h 30 Portes ouvertes**  
**19 h Présentation**  
**Période de questions**

Nick Stow de l'Unité des systèmes naturels et de la  
 protection de l'environnement de la Ville d'Ottawa  
 donnera une présentation qui sera suivie d'une  
 période de questions.

Mike Muir, gestionnaire de terrains (Canal, terrains  
 du Sud, de l'Est et de l'Ouest) pour la Commission  
 de la capitale nationale ainsi qu'un agent de  
 conservation de la CCN seront sur place afin de  
 répondre aux questions des participants.

L'Ottawa Carleton Wildlife Centre tiendra une table  
 d'information.

Tous sont les bienvenus!

Riley.Brockington@Ottawa.ca | 613-580-2486 | www.RileyBrockington.ca



### **Annual River Ward Christmas Social**

- Please join me for my annual Christmas Social on Thursday, December 13, 2018 from 6-8pm at the Carleton Heights Community Centre, 1665 Apeldoorn Avenue.
- RSVP please to [Andrea.Ward@Ottawa.ca](mailto:Andrea.Ward@Ottawa.ca) or call 613-580-2486.

### **Operation Big Turkey**

- Once again this year, Operation Big Turkey will be hosting a Christmas Dinner at the Hunt Club—Riverside Park Community Centre on Christmas Eve, **December 24** from 2:30pm to 4:30pm.
- All are welcome to attend this free dinner as it is intended to be a community dinner for all.
- I am proud to sponsor this event again this year.



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# Secretary's Report

Gillian Wintonic



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## Update on Activities

### Transfer of Files (Digital and Hard Copy)

- The transfer of files from the previous secretary is complete. Files stored outside of BoardSpace have been physically transferred.

### BoardSpace Account

- The trial period has been extended, and new board member accounts have been created. The board will need to make a decision soon on whether to purchase a BoardSpace account or not.

### Document Storage

- Currently, some RPCRA documents are stored within BoardSpace but most reside on local drives/external drives of respective directors, or in hardcopy format. A cloud based document storage solution could replace this fragmented storage and reduce risk of information loss. To assist in considering options, a comparison of select cloud based storage solutions has been prepared.
- Additionally, the secretary will work with others to ensure that approved RPCRA board minutes are available through the website.



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**Comparison of Document Storage Solutions**

Platform	Best For	Cost	Access	Storage	Security	Support	Full Text Search	File Recovery	More Information
Box	Collaboration Security-minded storage	\$117 One time fee	Individual login (10 users)	100 GB	High	Phone (24/7) Live chat (business hours) Community forum	N	25 previous versions	Box <a href="#">website</a>
Dropbox Plus	Compatibility Ease of Access	\$130/year	Single shared login	1 TB	Medium	Priority email support	N	30 day history	Dropbox <a href="#">website</a>
Dropbox Professional	Compatibility Ease of Access	\$280/year	Single shared login	2 TB	Medium - High	Priority chat support	Y	120 day history	Dropbox <a href="#">website</a>
Dropbox Business	Compatibility Ease of Access Collaboration	\$630 - \$2100/year	Individual login (minimum of 3 users)	3 TB	Medium - High	Priority email support; live chat support	Y	120 day history	Dropbox <a href="#">website</a>
Boardspace	Board Management (templates, notifications)	\$500/year	Individual login (no limit on # of users) Admin controls	Not Defined (unlimited up to a reasonable use policy)	Low-Medium	Limited support (speak directly with developer)	N	None	Boardspace <a href="#">Website</a>
Google Drive Enterprise	Collaboration	Variable (Estimated maximum of \$1300/year)	Individual login Admins controls	Unlimited *\$0.04 USD/GB/mo	Medium - High	24/7 support – chat, phone, email	Y	25 day history	Google Drive <a href="#">website</a>
OneDrive Business	Integration with Windows Apps	\$61 - \$610/year*	Individual login	1 TB	Medium	Phone and email support	N	30 day history	OneDrive <a href="#">Website</a> * includes additional services
Sync Business Solo	Security User Privacy	\$96/year	Single shared login	2 TB	High	Priority in house support	N	Unlimited (restore any version of any file)	Sync <a href="#">Website</a>
Sync Business Pro	Security User Privacy	\$120 - \$600/year	Individual login (minimum of 2 users) Admin controls	1 TB/user	High	Priority in house support	N	Unlimited (restore any version of any file)	Sync <a href="#">Website</a>

# Questions?

Gillian Wintonic, RPCRA Secretary



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# Treasurer's Report

Barbara Haines



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## Record Keeping: QuickBooks

- Account set up with TechSoup.ca;
  - Rationale
  - One gate-keeper
- Registration for product approved
  - RPCRA's license
- QuickBooks 2019 for Non-profits
  - Purchased (<\$60), downloaded onto Treasurer's computer
  - Awaiting input of historic data



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## Banking: Scotiabank, Alta Vista

- Signing authorities updated
  - President
  - Vice-President
  - Secretary
  - Treasurer
- Monthly bank statements
  - Mailed by 4<sup>th</sup> of next month (Mail change from Southmore to Walkley)
- No reconciliation of October available at Nov 7, 2018
  - QuickBooks not active yet; Oct bank statement not received yet



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## Service providers

- BlackSun (available Saskatoon business hours)
  - Website host, email protocols,
  - Renewed until Oct 28, 2019
- Rebel.ca (support phone available 24/7)
  - Domain name "riversidepark.ca"
  - Will renew Jan 5, 2019; can renew 1-to-9 years in one payment.
- PayPal (used on website for membership payments)
  - Update of account in process
- City of Ottawa (direct deposit of rink operating funds)
  - No change to direct deposit; changes to contacts' information



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# Questions?

Barbara Haines, Treasurer  
treasurer@riversidepark.ca



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