

**Emerald Woods Residents' Association Executive Meeting  
MINUTES**

Date: March 9, 2022, 7:00 pm (Zoom)

Attending: Goretta Pernitzky, Mark Vuotari, Christine Lowe, Keely Storr, Christine Guptill

Regrets: Kim Tytler

Guests: Jessica Bradley, Murphy Da Rocha from Councillor Deans' Office

- Jessica Bradley introduced Murphy Da Rocha, who is new in Councillor Deans' office.
- Airport widening project: Councillor Deans' office was not invited. They had been quite involved in the environmental consultation back in 2017.
- Project is to widen the Parkway between Brookfield and Hunt Club; new off-ramp and roundabout at Walkley; improvements of some bridges, Walkley overpass, and other related improvements; new multi-use path on the west side.
- Councillor Deans' office has asked, and will, be included going forward.
- Transportation masterplan: had been delayed due to the pandemic. They do a lot of 'origin to destination' studies to inform these, and so the release of the masterplan was delayed because people's travel patterns changed during the pandemic. Next meeting will be March 29<sup>th</sup> at 6:30pm. For more information: <https://engage.ottawa.ca/transportation-master-plan>
- City's new waste plan: Residents can provide input and are strongly encouraged to do so. At this time, the city has engaged residents in some consultation, and are coming back now with more specific options, such as how we manage garbage and recycling in parks; turning waste into renewable energy; etc. Public open houses starting in late March, and an online survey will open to May 8<sup>th</sup>. For more information: <https://engage.ottawa.ca/solid-waste-master-plan>
- Intersection modification at Bank and Hunt Club: There will be funding in 2022 for some improvements under the Network Modification program. There will be an additional eastbound lane; additional cycle path. Construction will start in 2023. Some images are posted on the councillor's website, [www.dianedeans.com](http://www.dianedeans.com)
- Update on proposed development at 3776 Albion Road: applicant submitted a revised application for 8 townhouses, 16 parking spaces; a fence would replace a hedge on Albion. Councillor Deans is meeting with the city planner next week. They will provide us with an update from city planner next week.
- Goretta Pernitzky indicated that we have many concerned residents, and she wonders if it is possible to set up meeting re: this development with the Councillor, planning committee, and residents? Jessica indicated that the city planner would be the best person to meet needs. Would it be an open call to residents? Goretta indicated that yes, it would an open call in the sense that residents would register to attend. Jessica will take this back and propose a meeting with residents.
- Goretta would like to re-start discussion about traffic calming measures. Jessica: Trappers was the first street that received 'flex strips'. We are on the list for improvements, but it is

not a static list, such that higher priority streets added later might get priority (e.g. where there is additional traffic). Discussed that Trappers, Alderwood, Autumnwood, and Wyldewood might need additional traffic calming. Christine L. asked whether there was a plan for a sidewalk for Wyldewood; Jessica will check. She will also speak to a staff person about whether she can attend our next meeting in April, which would be best for implementing measures over the spring/summer.

- There was additional discussion about the airport parkway expansion meeting, which Goretti and Christine G. attended.
- Handover from Kamen is complete. He did say he might have some boxes from 20 years ago and will check, but for now, most things that are needed have been received.
- Have had 1 more resident apply for membership and three volunteers to help distribute membership forms or other items (e.g. directory).
- **Item 4: Constitution.** Are we settled with constitution? Yes. Goretti and Christine G. will sign and scan a copy and save, and will post an unsigned copy on the website and FB page (rather than with signatures, for privacy). Christine L. suggested posting on FB that the constitution is available on the website, so that update only happens in one place. All agreed.
- **5: Treasurer's report.** Not a significant amount of documentation received from handover. Need to get to bank to get signatures changed. Will develop a reimbursement form, so that expenses can be approved ahead of time. Going forward, EWRA will not be reimbursing in cash; will use cheques. If executive members are purchasing items for an event, please hold off on reimbursement until we have spent \$50, or submit receipts annually, etc. to minimize documentation requirements/need for cheques. Keely expressed concern that there was so much cash received. There is a need to reconcile cash received with bank account and membership drive. She has heard that people were confused about whether the cost was \$10 for household or \$10 per person. For now, we will proceed and assess as we go, and may have to have an audit done. Keely put the membership payment list that Mark created into Google spreadsheet and indicated who has paid and date; she is also tracking who has paid on a specific date on a separate sheet. She plans to get a receipt book so that these can be issued. Keely has been emailing people who dropped of cash to confirm that we have received their payment, as a means of documenting these transactions. Goretti noted that the extra money from confusion was 'donated' and there is email correspondence to confirm this. Keely indicated that we cannot accept 'donations', because we are not a charity; but it can be received as a contribution. Banking resolution: all are in favour, so all will need to sign so that bank signatures can be changed. Balance is currently \$4411.88 according to former president's records.
- **6: Insurance.** Commercial general liability is covered by the city because EWRA has been in existence long enough to qualify. However: renewal is needed in April, and this requires historical information and plans. Directors and officers' liability is not covered. Financial audits are required for that. Insurance agent for the city suggested having an audit done before renewal date; Keely confirmed that that would not be possible. So will need to indicate that no audit has been done, which will probably increase the premium. Mark suggested planning from April forward. In addition, all agreed that directors/officers

insurance was needed because there has been minimal documentation in the past. Mark has another call with the insurance agent tomorrow, and we will move forward with this.

- Mini-soccer: Contract and paperwork: Goretti can change these manually and send back. It is not a formal league; functions as an introduction to soccer. We book the field at Trappers' Park on Tuesdays and Thursdays, with Tuesday being the regular day, and Thursday as the rain date. We have booked the field starting May 17<sup>th</sup> to June 28<sup>th</sup>. Total: \$57.75. If the field gets too wet, the city may close it; they will notify us. They require 30 days notice for cancellation, but we do not anticipate needing this. They indicated that \$2 million liability has been added to the contract. A first aid kit is required on site; there is a kit in the soccer materials received from the previous executive, Goretti will check to see if it has expired. Mark suggested checking items inside as well, as well as checking the type of kit required. Goretti indicated we will need to have parents to sign a waiver form. Mark indicated that volunteers will need to get vulnerable sector police check. Cost is \$22 if the request comes with a letter on letterhead from EWRA. We discussed covering the cost for any mini-soccer volunteers; but perhaps not for larger events such as May Day, as we would have a lot of volunteers and they might not be interacting directly with vulnerable people. Goretti will get letterhead done so we can put out a call for volunteers. Christine L. suggested putting flyers on mailboxes, esp. Gates of Albion, since they are new. Goretti indicated that there are brand new t-shirts in the items that were handed over. Having the children wearing the shirts is a security and liability issue; all agreed that participants should wear them.
- Clean-up in the park: Laurie McHugh had always done this. Registration for this city-wide event is coming soon; Goretti will reach out to her to see if she is still interested in running this. We discussed including Emerald Woods, Baden, and even Trappers Park. Christine L. suggested focusing on the first two, esp. since we just added Gates of Albion, so Baden Park is close to those residents. We also have aprons and pins to identify ourselves as a way to encourage new members. Discussed dates for cleanup: May 14<sup>th</sup>, rain date May 15<sup>th</sup>. Garage sale June 4<sup>th</sup>, rain date the 5<sup>th</sup>. Fun Day in the Park: June 25<sup>th</sup>. We won't have a rain date for this one because there are contracts and costs involved. Discussed what types of volunteers are needed for Fun Day in the Park: cooking food, serving food, selling tickets, running a craft centre, and possibly running a memberships table. Carolyn Smallman used to run a plant exchange. There was openness to doing this again. Goretti will check with her.
- **12: Flyer or newsletter:** April newsletter should be organized. Goretti will start working on this. Discussed whether we should have the directory distributed at the same time as the newsletter; decided that these would be distributed separately to simplify the delivery process.
- Discussed access to Google account associated with the EWRA website/email.
- Membership forms still have previous president's email address; will ask Kim if this can be updated. Goretti will also ask Kim to update some of the photos on the website with photos from the recent photo contest.
- Action item from last mtg: NCC sent an email back to Mark with generic contacts from the website, so unfortunately, that was not helpful in determining who we could contact with boundary questions.

- Will add Facebook rules and potential for SSL securing of the website to the next meeting. Will also discuss themes for Fun Day in the Park. Mark asked, for insurance purposes, will we have Bouncy Castles at the Fun Day in the Park? We agreed that it was not desirable, for insurance and COVID reasons. Goretti is considering Junkyard Symphony.
- Christine L. suggested that we inform Richard Mungall that we did discuss the development on Albion with Diane Deans' representative. Goretti will take care of this. Mark also asked that this should be raised with Cathy Johnson.
- General discussion about speed and developments in the neighbourhood, including the lack of sidewalks.

Meeting adjourned at 9:00 pm.