



## Vars Community Association

2007-2008 Year End Report

Year ending September 30/08

Event	Revenue	Expenses	Net
Rink	6,050.00	3,586.00	2,464.00
Key Agent	1,083.00		1,083.00
Web hosting / Community mailer		445.00	-445.00
E-mail, DNS Domain		456.00	-456.00
Banking		25.12	-25.12
Bouncy Tent	80.00		80.00
 Totals	 7,213.00	 4,512.12	 2,700.88
		<b>NET</b>	<b>2,700.88</b>

Oct 1/07 Bank Balance	<b>\$2,741.84</b>
Cash In	7,213.00
Cash Out	4,512.12
Sept 30/08 Bank Balance	<b>\$5,442.72</b>

*N.B. This information was gathered from the limited documentation left from the previous administration.*

Jean R. Séguin  
 President  
 Vars Community Association  
 09-Apr-09



## **Vars Community Association meeting October 28, 2008**

Present: Denis Mailloux, Jean Séguin, Joanne Gravelle, Nicolina Kingston, Christine Flood, Manon Taylor, David Jones, Barbara Jones, Barbara Lavictoire, Darlene Brown, Joe Welten, Hélène Manning-Lemieux, Scott Lemieux.

Excused: Suzanne, Francine, Marlene

Agenda: discussion of AGM and chair

- Scott apologized for past years, difficult times and time to move on. States the constitution was written by a lawyer, but not sure if it is right for this association. Problems in the past with the Community Association (CA), needs 10 people for quorum to vote and always same 2-3 people involved. Problem to find leadership to avoid this cycle. In past, community more involved with hot topics (skateboard park, septic tanks in Trudeau park, drug program), but less for every day development (park infrastructure). He has ways to improve the committee participation by the residents but does not have time and not ready to implement the solutions. City wants CA because a way to communicate with the residents of Vars. States about \$3500-4500 in bank account with fundraisers, will contact Lise to have the books and financial statements. The 2 most successful communication tool for Vars: Website (will be back in 2-3 days) and direct e-mail (list of over 1200 people).
- David: asking Scott why he seems sceptical about CA?
  - Scott: says will be difficult to have 10 people at every meeting because of Vars demographics, sustained enthusiasm is hard and presence of residents only when hot topics on the agenda.
- Jean: supported the role of Vars CA to voice problems with solutions. The constitution is written to support decision. CA can be the voice to promote programs, but not necessarily to vote. Community needs to have confidence in CA. Way to develop the village (revitalize) with purpose of economics and political.
- Nicolina: problem with village, war is different clubs in the past (Optimist, Lion, CA). Optimist is just promoting activities and not supporting CA nor involved in the decision process. Still did not received the account of the Optimist club for the park funding
- Jean: should have every group involved with the CA (clubs, churches of any denomination, schools, developers, commercials...). Optimist Club should work in partnership with the CA. Have to sell to village that CA is the tool for development and to promote the vision of the community.
- Scott: the CA has right to school, key free of charge because of participation and involvements with the community. And to remember Rollin developers (André Rollin) is a key player for the Vars CA and community.
- AGM booked for November 26<sup>th</sup> at 7 pm at St-Guillaume school instead of Bearbrook Centre.

- Scott will post the last meeting minutes held August 2006 that did not have quorum, but need for the AGM to be public (will be on Website in 2-3 days)
- Scott will get the financial statement from Lise to present
- Need to mail out of the notice to all residents in RR3 and Village (Suzanne will help)
- Nicolina will have the Park and Bearbrook Centre signs changed for announcement, and maybe the fire station.
- Any member can be nominated to be on the board of directors, but need President, Vice-President and Secretary. Treasurer can be appointed by Board later.
- Scott will send electronic copy of the AGM to Jean and Jean will draft the notice adding the CCC final Vision document to attract participation and sent to group by this Sunday to review prior to mail out at the Navan post-office in attractive color for November 10<sup>th</sup>.
- Jean will chair the AGM (supported by David 1<sup>st</sup> and Joanne 2<sup>nd</sup>)
- Jean: discussion and explanation to other group member about the CCC Vision document approval, now about to write the recommendations, then need public consultation. Needing to partnership with other rural areas to push to get what we want.
- The CA supports Scott because the source for the CA success. The CA needs to know how to help him to help us.
- Unsure if Scott ready to give anybody to approve the changes of the community commercial info (by WIKI ?) due to content consistency, not for technical aspect.
- As mandate for the first board:
  - Find ideas to prevent what happened in the past, the Vars CA has to be there and needs to be pro-active.
  - To revitalize the CA and promote participation
  - To get from the Optimist club the account for the park funding
- Next meeting Thursday November 20 at 7pm at the School (Nicolina or Manon will reserve).

Written by H  l  ne Manning-Lemieux

## Vars Community Association

Meeting Minutes  
November 20, 2008

### **Opening:**

The regular meeting of the Vars CA was called to order at 19:00 on November 20<sup>th</sup>, 2008 in Vars Fire Hall by Jean Séguin.

### **Present:**

Jean Séguin, Denis Mailloux, Hélène Manning-Lemieux, David Jones, Marlene Gauthier, Nicolina Kingston, Barbara Lavictoire, Suzanne Sanford, Darlene Brown, Christine Flood, Manon Taylor, Joanne Gravelle, Joe Welten

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

The agenda was unanimously approved as distributed by the Vars CA Notice of AGM.

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

The minutes of the previous meeting were unanimously approved as distributed.

### **C. Open Issues**

- Financial deposit booklet was returned to Vars CA, balance as of November 18<sup>th</sup> \$5,588.
  - If a transaction record is wanted; \$5/month is required by the bank.
  - No audit or regular reports returned, last one on internet site dated from 2003
  - Usually only yearly status report and monthly report required from Community Association
  - Unanimous decision by interim board to reimburse last year's key agent (Barbara Lavictoire) as soon as signing authorities are transferred to new board.
- Preparation for AGM
  - Flyers out by mail, first week of November. Others to be posted in village and outskirt for publicity by the interim board.
  - Rob Jellet not available for the AGM
  - Suzanne Sanford and Nancy Jackson will be at the table with Jean to intervene if any issues need their support and will also act as election officers.
  - Vision document to be presented with copies available for public. In the process of drafting chapters and public consultation to come early next year. Also a list of all the meetings since October 2007 from the Community Continuity Committee will be available (about 20 in total) including the BBQ, 2 surveys and different group experts were consulted.
  - Election of executive: copies of constitution will be available (interim board to read prior to AGM). Suzanne will outline the functions for every position prior to election (President, Vice-President, Treasurer, Secretary and max 3

Directors at large). Nomination will take place and if there are 2 or more candidates, a secret ballot will take place with the help of Suzanne & Nancy.

- Open discussion by the general public for any questions, concerns, suggestions...
- New President to close off
- For the AGM recap
  - Billboard posting: Nicolina at the Fire Station, Suzanne at the park and Bearbrook Centre, Garry to ask Rachelle
  - Coffee and timbits for 50 people - Joanne
  - Water and signup sheet at entrance - Denis
  - Papers and pens for secret ballot voting - Suzanne
  - Suggestion box – Christine (and Suzanne e-mail address)
  - White board with markers - Darlene
  - Name tags - Manon or Christine
  - Minutes - H  l  ne
  - Interim board to show at 6:15 pm for hall setup, 6:30 pm for coffee

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

- New board to decide next meetings to be held at St-Guillaume School or Fire Station
- Difficulty reaching past President, a registered letter sent last month returned to sender. Also by phone, fax, e-mail multiple times. A request was sent to Rob Jellet's office to have guidance in legal steps for the return of all materials and belongings to Vars CA, including financial details and website issues. (Website activated on 21<sup>st</sup> of November, issue solved).
- Club Optimist gave a report on the golf tournament organized for the Club house, the Canada day in the park, issues are still ongoing in relation to netting for the baseball diamond to protect play structures.

#### **E. Agenda for Next Meeting**

- Discuss if a financial audit report is required of the last years by the past Vars CA
- Availability of Legacy funds through the City (over \$22000) for projects with certain guidelines
- Review the constitution (ie. 7 members on the executive very small, one year term-short)

#### **Adjournment:**

Meeting was adjourned at 20:25 by Jean. The next meeting will be at 19:00 on November 26<sup>th</sup> 2008 at the Bearbrook Centre for the AGM.

Minutes submitted by: H  l  ne Manning-Lemieux

Approved by: Jean Seguin

## **Vars Community Association**

### **Annual General Meeting Minutes**

November 26, 2008

#### **Opening:**

The AGM of Vars CA was called to order at 19:09 on November 26<sup>th</sup> 2008 at the Bearbrook Community Centre by Jean Séguin.

#### **Present:**

Denis Mailloux, Darlene Brown, Nicolina Kingston, Jean Séguin, Stephen Taylor, Monique Belliveau, Louise Summers, Ken Doyle, Christine Flood, Ray Wiggins, Nancy Johnson, Charles Jewkenson, Barb Lavictoire, Hélène Manning-Lemieux, Manon Taylor, Dai Jones, Barbara Jones, Linda Payant, Marlene Gauthier, Scot Lemieux, Gary Larocque, Denise Robinson.

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

The agenda was unanimously approved as distributed.

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

No minutes of previous general meeting were available for approval.

#### **C. Open Issues**

- Introduction of head table
  - Jean Séguin representing the interim board and chairing the meeting
  - Suzanne Sanford, from the City of Ottawa, Community Liaison Officer and provides support to community associations
  - Nancy Jackson, from the City of Ottawa, is the coordinator to push forward the Vars Neighbourhood Plan
  - Scot Lemieux, former President of Vars.CA
  - Hélène Manning-Lemieux, resident, recording secretary for this evening.
  
- Role & Importance of VARS.CA
  - The Association is your voice to the well-being of the community for representations to the City, the province and even back to the community on issues that affect our lives, our families, our development, our safety.
  - VARS.CA is our forum to exchange opinions on priorities for the community, our youth, and our seniors, our environment, our business climate. Through its website, is the transfer of knowledge of our heritage, our businesses, our community activities to newcomers as well as to all residents and non-residents.
  - The Association can and has access to dollars. However, the only drawback is that it operates on a voluntary basis with residents and even non-residents.
  - The website (VARS.CA) is a terrific communication tool available.
  - ***The Association can only work for us, through us.***

- VARS.CA Financial Status
  - \$5,600 in the coffers at this time. The City has given the community its grant for the maintenance and operations of the rink, the park and Community centre facilities.
  - The new Board, through partnering with the City and other groups like the Optimist Club, the parishes, private individuals, can raise money or lead projects for the development of our community.
  - Councillor Rob Jellett had informed that there is money put aside for our community under the Legacy funding program (to be verified by the Board). This means that, through the Association, projects can be proposed and funding mechanisms can be developed with the support of the City.
  
- VARS Vision Document
  - Recall the launch of the pilot project for a Neighbourhood Plan for Vars in September 2007. While the City had already launched a similar planning exercise for the urban core of the City, Vars was chosen to scope out what could be a ten year socio/economic/infrastructural development plan for the rural areas.
  - A committee of some 15 residents has been meeting on a regular basis to draft a vision plan for the community with follow-up recommendations to Council for its consideration.
  - Two surveys were sent to residents seeking opinions on priorities for our well-being. Your committee held a consultation process during the community Bar-b-q held at the Fire hall in late June.
  - The committee has heard from a great number of witnesses touching on some 22 facets of social, economic development, and environmental issues involving our community. A sub-committee was created to work with the owners of the three group homes in the village to exchange information on issues and how to improve on the challenges that these residents face on a daily basis within the community.
  - 30 residents of the group homes were honored two weeks ago for their community involvement in picking up trash in the park, on the side streets, around the school, etc. in order to keep our community clean.
  - Now at the stage of writing the recommendations to Council. What your Neighbourhood Planning Committee is attempting to do, is to assess the priorities, confirm our needs, and determine the “do-ables” in a realistic world in order to set the pace for Vars’ development over the next ten years. Copies of the draft Vision document were available and comments can be forwarded to Nancy by December 15.
  
- Election of the Executive Committee
  - Proceeding of election. Suzanne chaired this portion of the meeting assisted by Nancy as the “RETURN OFFICER”.
  - There are up to seven positions to fill on the Board of Directors including the positions of President, Vice-President, Secretary, Treasurer and three Directors at large in support.

- For each position, Suzanne described the key functions as outlined in the Association's constitution and then proceeded with the nomination and election process. Where there is more than one candidate for a position, a secret ballot may be used to appoint/elect a resident to that particular position.
  - PRESIDENT:
    - Jean Séguin (nominated by Garry Larocque, seconded by Joanne Gravelle, accepted) - appointed
  - VICE-PRESIDENT:
    - Nicolina Kingstone (nominated by Marlene Gauthier, seconded by Barb Lavictoire, accepted) – defeated by ballot
    - Garry Larocque (nominated by Louise Summers, seconded by Charles Jewkenson, accepted) – appointed by ballot
  - SECRETARY:
    - Hélène Manning-Lemieux (nominated by Darlene Brown, seconded by Nicolina Kingstone, accepted) - appointed
  - TREASURER:
    - Darlene Brown (nominated by Nicolina Kingstone, seconded by Garry Larocque, accepted) – appointed by ballot
    - Monique Belliveau (nominated by Louise Summers, seconded by Joanne Gravelle, accepted) – defeated by ballot
  - DIRECTORS AT LARGE:
    - Scot Lemieux (nominated by Marlene Gauthier, seconded by Barb Lavictoire, accepted) - appointed
    - Nicolina Kingstone (nominated by Denise Robinson, seconded by Darlene Brown, accepted) - appointed
    - Barb Lavictoire (nominated by Scot Lemieux, seconded by Joanne Garry Larocque, accepted) - appointed
    - Marlene Gauthier (nominated by Darlene Brown, seconded by Scot Lemieux) - declined
    - Christine Flood (nominated by Denise Robinson, seconded by Joanne Gravelle, accepted) – appointed
  - Discussions were held to amend the constitution to raise the number of directors from 7 to 8. Proposed by Jean Séguin, seconded by Marlene Gauthier, all in favor for motion by show of hands.
- Closing remarks by the new President
    - Encouraged by having the challenge of having one nice happy family and a firm commitment of residents. There is work to be done, even if all cannot sit on the executive (Vision document, volunteer,...). A consensus to make progress in the year to come.
    - Top priority: website and other tools for better communication throughout the community.
- D. New Business**
- Consultation process in the new year for the Vision Document of the Neighborhood initiative (CCC)

- Careful when sending flyers or documents by mail, the Village includes only 2/3 of the population; need to include RR3 in mail out.
- Youth Survey needs to be developed and collected for the CCC planning
- Future park projects with Legacy funds from prior plans (paving the rink, tennis lines, Bocci court...) and discuss future development plans.
- Bring back to the Village (Scouts, events...), because partnering is important.
- Bugle was a very interesting way to advertise and communicate with residents, partnered in the past with Rogers - look if able to re-instate this tool.
- Signage on billboard was raised, to look if Vars CA should manage or to leave under the City of Ottawa, but careful for conflict of interest.

**E. Agenda for Next Meeting**

- Plan the year ahead calendar for general, executive meetings and AGM.
- Tasks, issues and priorities for Vars CA.
- Review the constitution
- Discuss if a financial audit report is required of the previous years.
- Availability of Legacy funds through the City for projects with certain guidelines.

**Adjournment:**

Meeting was adjourned at 20:11 by Jean Séguin, moved by Dai Jones, seconded by Denis Mailloux. The new Board and executives will meet at 19:00 on December 2<sup>nd</sup> 2008 at the Saint-Guillaume School to discuss transfers of documents/powers from previous board. A calendar of next General Meetings will be developed and published.

Minutes submitted by: Hélène Manning-Lemieux

Approved by: Jean Séguin



## Vars Community Association

Executive Meeting Minutes  
December 2, 2008

### Opening:

The executive meeting of the Vars CA was called to order at 7:04 PM on December 2<sup>nd</sup> 2008 at St-Guillaume School by Jean Séguin.

### Present:

Garry Larocque, Christine Flood, Jean Séguin, Darlene Brown, Nicolina Kingston, Barb Lavictoire, Hélène Manning-Lemieux, Suzanne Sanford.

**Absent:** Scot Lemieux

### A. Approval of Agenda

The agenda was unanimously approved as distributed.

### B. Approval of Minutes

The minutes of the previous meeting were not approved at this meeting. They will be revised at the next meeting.

### C. Open Issues

- Presentation from new President:
  - Discussion how to work in unity, team building, by consensus
  - New board to bring leadership and also equal opportunity at the table and start fresh
  - Keep open-minds and have to work in a constructive way
  - Round table of each members' goals and strengths
- Finance:
  - How to finance the Association (papers, ink cartridge, stamps...)
  - Elizabeth Raymond to be reached for financial booklets (Barb will try tomorrow)
  - Bank at CIBC in Embrun, Darlene will go to change signing authorities
  - Board decided to keep \$250 in petty cash, but receipts have to be approved by another executive. To replenish petty cash, Treasurer will submit batch receipts and new check signed by two other executives will be drawn.
  - Christine's son (Brendan) is going to be retrieving the mail at the School (in a centralized box brought by Jean) addressed to the VARS.CA and Christine will distribute accordingly. Garry will e-mail M. François to remind him of the process.

- Need to confirm an e-mail address for correspondence to and from the Association. Jean and Scot have created ([association@vars.ca](mailto:association@vars.ca)) for the Association's business and for public distribution. Jean will have [jeanseguin@vars.ca](mailto:jeanseguin@vars.ca) for internal directors' business. Other directors' may choose to use the Vars network to do the same. Instructions on how to create a Vars account will follow.
- Auditor not needed because of small amounts. Usually a monthly report for the board and yearly report is produced for public consultation.
- Constitution:
  - To review with a lawyer (Nicolina to seek potential interest from a resident) in order to modify some points (i.e. length of term of office, amount of meetings mandatory...)
- Meeting calendar and events:
  - **February 3 2009** – Executive meeting at St-Guillaume School's library
  - **March 6 2009** – General meeting after Optimist Club supper
  - **April 3 2009** – General meeting after Optimist Club supper
  - **May 1 2009** – Fundraiser supper and General meeting
  - **June 4 2009** – Executive meeting to organize "Vars in the Park" event scheduled for **September 12 2009** at the same time as the Baseball tournament with the Optimist Club at St-Guillaume School's library
  - **September 24 2009** – AGM (location to be determined)  
 \*\* Note: meeting to be scheduled accordingly in collaboration with the Optimist Club to help plan and organize July 1<sup>st</sup> event at the park \*\*

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

- Barb to start draft procedures for key management functions to ensure (guidelines, backup) for proper management and responsibility/accountability
- Website: to hand over to new webmaster under the board's management, not only to 1 member. Garry to try to recruit possible volunteer. Scot to support transition.
- Things to get: VARS.CA banner, business cards, central telephone number.
- Liability insurance, Suzanne to forward papers to Jean for completion, approval and payment.
- Billboard issues and community center to be discussed at later date (Recreation Service Delivery Funding) and booking for Vars field house/Bearbrook Community Centre
- Board Basics Workshop on January 2009, encouraged participation and debriefing.

#### **E. Agenda for Next Meeting**

- Constitution review
- Updates on:
  - Finance
  - Liability insurance
  - Rink
  - Key agent
  - Webmaster

- Linda Payant to clarify Legacy funding program as per City of Ottawa Council approval and availability of other grant programs after Council's budget revision.

**Adjournment:**

Meeting was adjourned at 9:00 PM by Jean Séguin. The next general meeting will be at 7:00 PM on February 3 2009 at the St-Guillaume School.

Minutes submitted by: Hélène Manning-Lemieux

Approved by: Jean R. Séguin