

**THE VILLAGE COMMUNITY ASSOCIATION
MINUTES OF THE GENERAL (Mid-Year) MEETING**

Held on Tuesday, 3rd November, 2015, in the Simpson Pharmacy Room, at the Niagara -on-the-Lake Community Centre, NOTL

Executive Members Present

Bill Smelser, President

Dave Antaya, Vice President

Moyra McEachern, Treasurer

Judy McHattie, Recording Officer

Agenda;

1. 6:30 – 7:00 Registration and refreshments

2. 7:00 pm, Call to order and introductions

There were many new members in the audience and everyone was introduced and welcomed.

3. Welcome and review of year to date – Bill Smelser

4. Approval of minutes from Annual Meeting 27 May, 2015

Moved by Alan Gearing, seconded by Kathy Taylor

5. Business arising from minutes - there were none

6. Mid-term Financial Report – Moyra McEachern gave an update on the financial health of the association. We are in good shape and are on track.

7. Social Committee report – Erna Antaya, gave an update on the following social events:

7.1. Sunset Socials - Social Committee is considering sunset socials in other Village park locations in 2016 to include new residents.

7.2. Village Barbecue - was a resounding success at McFarland Picnic Area.

7.3. Garage Sale - eleven families participated in the event.

7.4. Annual Christmas Dinner - tickets were available at the meeting or can be purchased by calling a member of the social committee.

Thank you to all members of the Social Committee for their continued work: Erna Antaya, Mary Taylor, Fran Anderson and Diana Ash. The Social Committee is looking for new members and any innovative ideas you may have.

8. Garden Maintenance Committee report – Carole Felton

A special thank you goes to Carole Felton who has headed up this committee for three years. Carole is stepping down and Maria Douglas approached the Executive after the meeting and volunteered to take over this committee.

9. Christmas Decorating Committee Report – A big thank you also, to Dana Branscombe for his tireless work on this committee. Dana is stepping down as Chair at the end of the season and a volunteer is required to take over this fun group of 20 volunteers.

There's a healthy surplus in the budget to cover the monies required to decorate the new parks in the village next year. Dana thanked the members of his committee and added a special thanks to Jane Chappell.

Decorating has already started in the village, taking advantage of these glorious warm autumn days.

10. VCA Website – Doug Widdicombe

Doug gave an update of the website and explained how it could be accessed and used to the resident's advantage.

Note the web address is printed on the VCA membership card.

11. Nominating Committee –

11.1. Treasurer (2-year term) Currently Moyra McEachern

11.2. Recording Secretary (2-year term) Currently Judy McHattie

A volunteer is required to take over as Chair of this committee. The term of Treasurer and Recording Secretary is up in May 2016. See Job Descriptions at the end of these minutes.

12. New Business – Bill Smelser introduced Sandra O'Connor (Chair) who spoke on behalf of the Special Committee of the Niagara Conservancy. Sandra spoke on An Urban Tree Bylaw to be proposed to the NOTL Town Council on Nov. 25th. Sandra asked that we advise the council that we support the proposed Bylaw. Marion Clemens moved that the VCA write a letter to Council informing them of our support. It was seconded by Dave Antaya. Motion carried.

A special meeting of the Executive Committee will be held to get this done before the Town Council Meeting.

13. Village Updates

Bill spoke for John Hawley who was not available for the meeting. Some highlights:

- Brookfield Area (east) has sold 40 properties and is pretty well filled up. Construction is expected to be completed by the end of 2016.
- On the west side of the Village, construction has begun. There is a lot of mud and potentially some sharp objects on the road. Caution should be taken. There are 4 properties already sold in this development and sales are moving well. It is hoped that construction will also be complete here by the end of 2016.
- The laying of sod in the new park on Garrison Village Drive will be done by the end of November. New trees will also be added.

- Talks continue with Canada Post on the moving of the Mail Boxes from the side of Shoppers Drug. It is planned that half of the boxes that serve the west end of the Village will be placed somewhere in that location and the boxes serving the east end will be placed on the north side of Perez. It is hoped this will be in place by May 2016.
- Plans are under way to expand the commercial development.
- You can expect a letter from John Hawley outlining all plans and providing more details.
- There were no details as to adding anything at the entrance to the Village.
- A member asked about Bell Fibe (fiber) service in the Village. Bill suggested they contact John directly on this service.

14. Alan Walker talked on the Rotary Christmas House Tour. Tickets were available at the meeting or can be arranged by contacting Alan directly.

15. Discussion

- A discussion took place regarding speed limits in the Village. Bill explained that the VCA has contacted the Town Council about speed limits and the stop sign at the entrance of GVD and at the time, the Town felt it was unnecessary.
- Another member asked about more trees for the berms on NSR (near McDonnell). They were advised to contact John Hawley directly.
- Another member asked if we were an Advocacy Group for the Village. The answer is "no". We are a social committee as per our by-laws. While we do take on some projects, such as supporting the Urban Tree By-law, it is on an informal basis. But, the VCA is evolving and as such it may be necessary to put a steering committee in place to see exactly where the VCA should be going.
- Bill stressed that this was just one more reason why it is so important to volunteer for your VCA. The members asked that the Job Descriptions for the two open Executive Positions be placed on the website. (See below)
- A member asked about the Christmas gift (donation) to the Village refuse collectors. Each laneway should be responsible for the collecting and gifting of their laneway.

16. Adjourn at 8:40pm.

JOB DESCRIPTIONS

Treasurer:

- To receive and safeguard all Association funds
- To maintain and be responsible for the Association bank account
- To maintain a record of all deposits and withdrawals. All withdrawals shall be by cheque and shall require the signatures of both the Treasurer and a designated member of the Executive, or in the absence of the Treasurer, the signatures of two (2) designated members of the Executive.
- To conduct periodic bank reconciliations
- To issue cheques and make deposits
- To make financial reports to the Executive Board and membership of the Association
- To maintain an up-to-date resident/member list
- To arrange for an annual financial review by a non-executive member of the Association
- To participate in Executive Board and Committee meetings
- To assist in committee work and special projects as required
- To maintain an up to date inventory of the physical assets of the Association

Recording Officer

- To prepare notices of all meetings and arrange for their distribution
- To attend, take notes and keep records of all meetings of the Association Executive as required
- To attend, take notes and keep records of all meetings of the Association membership
- To take charge of members' voting cards and proxy forms
- To maintain and be responsible for the official Minute Book of the Association
- To assist in committee work and special projects as required