Queenswood Heights Community Association (QHCA)

Monthly Meeting Minutes
Date: Wednesday, May 6, 2026
Time: 7:00 p.m. – 8:52 p.m.
Location: Queenswood Heights Community Centre (Bob Monette Community Centre)

Participants

In Attendance

(Based on individuals who spoke or were directly addressed in the transcript)

- **Denis Vaillancourt** – President
- **David Brown** – Vice President
- **Krystle Holmes** – Treasurer
- **Dan Kingsley** – Website Administrator
- **Toni Hermkens** – Member at Large / Vendor Coordination
- **Tracy Vitello** – Special Events Coordinator
- **Alex Kernick** – Communications
- **Suzanne Clendinning** – Social Media Administrator
- **James Maxwell-Barillas** – Office of Councillor Matthew Luloff
- **Josh Way** – Community Member
- **Bob Bell** – Candidate for City Council
- **Suzan** – Community Member

Not in Attendance

(No verbal participation or direct reference during the meeting)

- **Jeanine Mader** – Secretary
- **Charlotte Brett** – Social Media Support
- **Sarah Washburn** – Member at Large
- **Craig Holmes** – Member at Large
- **Suzanne Legault** – Member at Large
- **Dan Holmes** – Member at Large
- **Jayson Fergus** – Special Events (SoapLadz)
- **Matthew Luloff** – Councillor

- **Christopher Porter** – Outreach Chair, St. Helen's Anglican Church
- **Carole Ouellette** – OC CRC (sent regrets)

Key Discussion Topics and Updates

1. Agenda Review and Approval

- Online agenda contained inaccuracies; Denis reviewed the corrected agenda verbally.
- Added item: **Queenswood Heights Cleanup**.
- Agenda approved without objections.

2. Approval of April Minutes

- Correction required: **Alex Kernick was present**, not absent.
- Minutes approved with amendment; to be posted once updated.

3. Opening Remarks (Denis)

- Continued request for residents to submit infrastructure concerns (roads, sidewalks, lighting, paths, crosswalks).
- Submissions encouraged via **contact@qhca.ca**.
- Goal: compile a unified list for Councillor Luloff's office.

4. Treasury Update (Krystle)

- Proposal to move from **dual-signature bank account** to **single-signature with internal dual-approval**.
- Rationale:
    - Current system causes major delays (e.g., 8–9 months to update signatories).
    - E-transfers and point-of-sale purchases currently impossible.
    - Burden on volunteers and reimbursement delays.
- Motion passed unanimously.
- Current bank balance: **$4,726.63**.
- No outstanding transactions.

5. Budget Review (Krystle)

- Draft budget modeled on previous year; minimal changes.
- Plan to provide **monthly projections vs. actuals**.

- Discussion of new **sponsorship agreement templates** (standard, renewal, in-kind, targeted cash).
- Budget approved unanimously.

6. Website Update (Dan)

- Added **automatic English–French translation** feature.
- Minor translation errors noted (e.g., “May” → “Mai” incorrectly rendered as “Peut”).
- Google Drive shared folder being set up for executive documents (requires Gmail accounts).

7. Facebook / Social Media (Suzanne)

- Membership screening functioning well; “decline with feedback” used when needed.
- Some spam accounts identified and removed.
- High compliance rate when applicants are asked to resubmit answers.

8. Social Media Expansion

- Charlotte Brett (marketing student, former local resident) will assist with:
    - Instagram
    - TikTok
    - New public-facing Facebook events page
- Goal: reach younger demographics and reduce reliance on Facebook alone.

9. Queenswood Heights Improvements

- Continued push for resident input on infrastructure priorities.
- Plan to create **QR-code-linked Google Form** for submissions.
- Discussion on improving reach via modern platforms (Instagram, TikTok).
- Need to gather input from all areas of Queenswood Heights, not only the northern section.

10. Queenswood Heights Cleanup

- Cleanup required soon due to increased park use.
- Denis and David both away for parts of May; volunteers needed to coordinate.
- Josh and others expressed willingness to assist.
- Pizza for volunteers to be arranged; local businesses to be approached for discounts.

11. Special Events

Movie Nights (Tracy)

- April 17 movie had lower turnout than expected.
- May 17 movie will be in French; local French schools will promote it.
- Considering simplifying concessions (popcorn only).

Spring Fling Wrap-Up

- Successful event with strong turnout.
- Estimated cost: **~$600**.
- Vendors pleased and interested in returning.
- Bingo-style activity card popular with children.
- Optimist Club donated a large chocolate bunny.

Community-Wide Garage Sale – May 30 (Toni)

- 11 vendors registered for the park; 25 homes registered.
- Queenswood Villa and Summerlands participating.
- 3,200 postcards delivered via Canada Post.
- 100 lawn signs to be distributed and later collected.

Canada Day (Tracy)

- 50 vendors registered.
- Need to approach Giant Tiger and FreshCo for food support.
- Barbecue confirmed via Laura Dudas.
- EV Council of Ottawa unavailable for July 1 but available for Music Festival.
- Seeking tents from councillors' offices.

Music Festival & Family Fun Day – August 22 (Tracy)

- 46 vendors registered so far.
- Wine vendor (Magnotta) considering participation.
- Multiple quotes received for bouncy castles.
- Ghostbusters group and Mandalorian cosplay group being contacted.
- "Meet the Keepers" confirmed for a one-hour presentation.
- Zumba may open the festival at 10 a.m.

12. Resource Centre Update (Carole – via email)

- Additional planters being installed at St. Kateri.
- Strong volunteer interest; garden supports local food bank.

13. Councillor's Office Update (James)

- Infrastructure requests:
    - Small items (potholes, lights) should be sent directly.
    - Large projects benefit from unified community association requests.
- **Pathway renewal**:
    - Parking lot and path to fieldhouse scheduled for construction in 2026.
    - Completion deadline: **October 30, 2026**.
    - Music Festival access requirements included in contract.
    - Additional $300,000 secured for design work on Tompkins-to-play-structure paths.
- **Dog park**: drainage and widening under review.
- **Lighting**: options being explored for Preststone and Tompkins approaches.
- **Recycling bins**: Queenswood Ridge Park to receive three-stream bins this summer.
- **Alcohol in parks**: awaiting updated city guidelines; Queenswood Ridge likely to remain eligible.
- **Development updates**:
    - 360 Kennedy: tree removal underway; 123 replacement trees required.
    - Duvernay/10th Line development: construction targeted for fall; entrance location still under review.
    - Brisebois Crescent development: 1,500 units proposed; parking minimums removed by province; councillor advocating for revisions.
- **LRT**:
    - Double-car service expected to resume by end of May.
    - Stage 2 East testing dependent on sensor deliveries and car availability.

14. New Business

- No new items raised.

15. Closing Remarks

- Denis travelling to France for three weeks; will respond to emails with delay due to time zone.
- Next meeting: **June 3, 2026 at 7:00 p.m.**

Next Steps (Immediate Only)

- **Denis** – Follow up with Tara Smith (project manager) regarding pathway construction schedule.
- **Dan** – Collect Gmail addresses and finalize shared Google Drive structure.
- **Tracy** – Contact Precision Eavestroughing regarding movie night table; continue vendor coordination.
- **Toni** – Prepare for distribution of 100 garage sale signs starting Sunday before event.
- **Josh & Volunteers** – Coordinate with Denis for park cleanup planning.
- **Alex** – Assist Charlotte with social media rollout and cross-platform messaging.
- **Tracy & Jayson** – Continue Music Festival and Canada Day vendor and performer coordination.

Risks

- **If resident input remains low**, QHCA may be unable to present a strong infrastructure priority list, resulting in fewer funded improvements.
- **If May 17 movie night turnout is low**, future movie nights may require format or language adjustments, reducing event viability.
- **If cleanup coordination is delayed**, parks may become heavily used before cleanup occurs, resulting in safety and appearance concerns.
- **If vendor confirmations stall**, Canada Day and Music Festival layouts may require last-minute changes, reducing event quality.
- **If pathway construction overlaps with Music Festival**, access issues could arise despite contractual provisions.

Action Items

(All items assigned.)

- **Denis Vaillancourt:**
  Follow up with Tara Smith regarding pathway construction timelines and ensure Music Festival access requirements remain in scope.
- **Denis Vaillancourt:**
  Update April minutes to show Alex present and forward corrected version for posting.

- **Krystle Holmes:**
  Implement transition to single-signature banking model with internal dual-approval; begin monthly projections-vs-actuals reporting.
- **David Brown, Denis Vaillancourt & Krystle Holmes:**
  Complete CIBC account update process and confirm activation of new signing structure.
- **Krystle Holmes:**
  Finalize sponsorship agreement templates (standard, renewal, in-kind, targeted cash).
- **Dan Kingsley:**
  Finalize Google Drive shared folder access using executive Gmail accounts; continue website translation refinement.
- **Dan Kingsley & Alex Kernick:**
  Create QR-code-linked Google Form for community improvement submissions.
- **Alex Kernick:**
  Support rollout of expanded social media strategy with Charlotte; assist with improvement-form promotion and community engagement.
- **Tracy Vitello:**
  Continue vendor coordination for Canada Day and Music Festival; confirm coffee vendor, wine vendor, and specialty groups (Ghostbusters, Mandalorian, dinosaur performer).
- **Tracy Vitello:**
  Provide updated vendor lists to Alex for social media promotion.
- **Tracy Vitello & Jayson Fergus:**
  Advance vendor layout planning and performer scheduling for summer events.
- **Toni Hermkens:**
  Prepare and distribute 100 garage sale lawn signs beginning the Sunday before the event; assist with food-vendor outreach for Canada Day.
- **Josh Way:**
  Coordinate with Denis on Queenswood Heights cleanup planning and volunteer mobilization.
- **Tracy Vitello:**
  Follow up with Ford dealership regarding EV display availability for Music Festival.
- **All Executive Members:**
  Support cleanup volunteer recruitment, event promotion, and cross-platform social media visibility.

Issues (Requiring Resolution)

- Final determination of which Tompkins-to-play-structure paths are included in the $300,000 renewal.
- Confirmation of coffee vendor availability for Canada Day and Music Festival.
- Clarification of entrance location for Duvernay/10th Line development.
- Confirmation of Ghostbusters/Mandalorian participation.
- Finalization of Canada Day tent availability from councillors' offices.

Decisions Made

- Agenda approved.
- April minutes approved with correction.
- Bank account to move to single-signature model with internal dual approval.
- 2026–27 budget approved.
- May 17 movie night to proceed in French.
- Spring Fling wrap-up accepted; event considered successful.
- Canada Day and Music Festival planning to continue with current vendor and performer strategy.

Decisions Needed

- Final Canada Day vendor layout and food provider commitments.
- Whether to adjust movie night format based on May turnout.
- Confirmation of wine service or tasting for Music Festival.
- Finalization of bouncy castle vendor selection.
- Determination of cleanup date and lead volunteers.
- Confirmation of pathway renewal scope (Tompkins paths).