Queenswood Heights Community Association (QHCA)

Monthly Meeting Minutes
Date: Wednesday, June 3, 2026
Time: 7:00 p.m. – 8:40 p.m.
Location: Queenswood Heights Community Centre

Participants

In Attendance

- **Denis Vaillancourt** – President
- **David Brown** – Vice President
- **Krystle Holmes** – Treasurer
- **Toni Hermkens** – Member at Large
- **Tracy Vitello** – Special Events Coordinator
- **Dan Kingsley** – Website Administrator
- **Suzanne Clendinning** – Social Media Administrator
- **James Maxwell-Barillas** – Office of Councillor Matthew Luloff
- **Jayson Fergus** – Special Events Coordinator with SoapLadz *(via YouTube comments)*
- **Sherry Vaillancourt** – Member at Large
- **Derek Stevens** – Community member / music contributor
- **Craig Holmes** – Member at Large
- **Quy Warren** – Community attendee

Not in Attendance

- **Jeanine Mader** – Secretary
- **Alex Kernick** – Communications
- **Charlotte Brett** – Social Media Support
- **Sarah Washburn** – Member at Large
- **Suzanne Legault** – Member at Large
- **Dan Holmes** – Member at Large
- **Matthew Luloff** – Councillor, Ward 1 – Orléans East-Cumberland
- **Scott Norris** – Office of Councillor Matthew Luloff

- **Carole Ouellette** – Community Care Access Centres (CCAC)
- **Christopher Porter** – Outreach Chair, St. Helen's Anglican Church

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Key Discussion Topics and Updates

1. Call to Order, Moment of Silence, and Introductions

The meeting was called to order at **7:00 p.m.** Denis opened the meeting by acknowledging the recent passing of **Sue Guarda**, noting her longstanding service to the community, including her involvement with the community association, recreation activities, and local volunteer work. A moment of silence was observed in her honour. A roundtable of introductions followed.

2. Approval of Agenda

The agenda for the June 3, 2026 meeting was reviewed and approved. The motion was proposed by **David Brown**, seconded by **Dan Kingsley**, and carried unanimously.

3. Approval of May Minutes

The draft minutes from the previous meeting were reviewed. Denis noted that the minutes had been generated from AI-assisted transcription and may have required corrections. Additional corrections were discussed during the meeting. The minutes were then approved, with **Suzanne Clendinning** moving approval and **Krystle Holmes** seconding. The motion carried.

4. Treasury and Banking Update

Krystle reported progress on the move to a **single-signature banking structure**, confirming that a letter of direction had already been prepared for submission to **CIBC** and would be circulated for signatures once supporting details were added. She indicated that the bank had provided written guidance intended to help the transition proceed more smoothly.

The current bank balance was confirmed as **$5,732.63**, which was slightly higher than the amount shown on the agenda. Krystle explained that the difference reflected recent transactions, including **$1,000 received from Rember'sRX Pharmacy** as continued sponsorship support, a **$4 branch transaction fee**, and a **$10 EFT deposit**. Denis also noted that **DT HVAC Services Inc.** had agreed to continue sponsoring the organization, with that sponsorship earmarked for the beer service at the August music festival.

A further discussion clarified that the association is not incorporated and does not operate through taxation; instead, funds are primarily derived from sponsorships and event-related revenues, all of which are reinvested in community activities.

The group also agreed that, going forward, sponsor payments and deposits should be directed to the **Treasurer** rather than the President for improved financial clarity and administrative efficiency.

5. Councillor's Office and Community Updates

James Maxwell-Barillas shared a message on behalf of Councillor **Matthew Luloff** regarding **Sue Guarda**. He advised that visitation would take place at **11:00 a.m.** on **Friday**, followed by a funeral service at **12:00 p.m.**, at the **Heritage Funeral Complex on Trim Road**.

The meeting then turned to discussion of a possible community memorial for Sue. Ideas included a **mural at Queenswood Ridge Park** and a **bench plaque**, with James indicating that the councillor's office may be open to supporting a commemorative initiative financially.

James provided several municipal updates:

- **Recycling bins in parks:** Queenswood Ridge Park has already received three-stream recycling bins, and another local park is on the ward's future list.
- **Alcohol in parks:** Queenswood Ridge has again been approved under the city's pilot program permitting responsible alcohol consumption in designated parks.
- **Development updates:** No major updates were available for the **Brisebois Crescent**, **Duvernay**, or **3030 St. Joseph** developments beyond general progress.
- **Queenswood Ridge pathways and parking lot:** Work this year will focus on the **parking lot** and the **pathway to the fieldhouse**. Work is scheduled to be completed by **October 30, 2026**. The city has been advised that the park must remain usable during the **August 22 music festival**. Clarification is still being sought regarding which additional pathways will be renewed in the next phase.
- **360 Kennedy Lane East / nearby construction impacts:** James reported that preliminary construction work is underway. Beginning the following Monday, **Kennedy Road** would close between the entrances to **Monica Crescent** to allow for sewer connections. A signed detour would be implemented via **Prestone, Tompkins, and Hays Street**, while local access would be maintained. Residents had raised concerns about vibration, truck traffic, and possible effects on nearby homes. James reported that monitoring systems were in place and that any threshold exceedance would trigger an immediate pause in work. He also noted that the councillor's office had asked for increased transparency, including access to monitoring data and clearer communication from the developer.

A separate traffic-related concern was raised regarding the **Prestone / Amiens** area, where Toni requested consideration of a **three-way stop** due to sightline issues, pedestrian movement, and turning behaviour. James agreed to submit the request, though he noted it might not meet standard traffic warrant thresholds.

6. Website, Facebook, and Social Media

Dan reported that the website was current and functioning well, with no significant issues raised.

Suzanne reported that Facebook group administration was proceeding well, though David cautioned that Meta's automated approval tools may occasionally reject legitimate users even when questions are properly answered. Members were encouraged to monitor pending approvals manually rather than relying entirely on automation.

Regarding broader social media, Denis noted that **Charlotte Brett** could not attend Wednesday meetings because of Girl Guides commitments. Tracy agreed to contact Charlotte to coordinate additional event promotion.

7. Queenswood Heights Improvements

Denis raised concern that despite repeated requests online, residents had submitted very few suggestions for neighbourhood improvements. He emphasized the importance of assembling a list soon so that priorities could be submitted in time for Councillor Luloff's **next budget cycle**. Suggestions raised during discussion included the proposed three-way stop and other traffic-calming or pedestrian safety measures.

The group also discussed whether future community events could be used as opportunities to gather input in person, such as by providing a place for residents to write down suggestions.

8. Movie Nights

Tracy reported that the recent **French-language movie night** had lower attendance than hoped, though some residents did attend, including visitors from outside the immediate neighbourhood. The next movie night is planned for **Saturday, June 20, 2026**, and will be held **outdoors**. Members expressed hope that an outdoor format and stronger visibility would improve attendance.

It was also noted that the original movie planned for June was no longer available, so an alternative title would need to be selected. The group discussed the possibility of posting a poll with several movie options to encourage community engagement and gather preferences.

9. Community-Wide Garage Sale Wrap-Up

Toni reported that a wrap-up meeting with participating associations had been postponed, but initial feedback suggested the event had been **slower than in previous years**, in part because garage sales were now being held across multiple Orléans neighbourhoods at the same time. While this broader participation was more inclusive regionally, it may also have reduced cross-neighbourhood traffic into Queenswood Heights.

Toni nevertheless described several positives:

- improved signage
- strong weather conditions
- continued value in participating in the larger Orléans-wide model

- good feedback from some returning neighbourhood participants

Discussion also highlighted lessons for next year, including the need for clearer directional signage to the park area, broader map distribution, and more volunteer support to promote the event on the day itself.

10. Canada Day Planning

Tracy provided an update on planning for **Canada Day**. A draft site layout had been prepared, though adjustments were still required to accommodate **fire truck access**. At the time of the meeting:

- **7 nonprofits** had confirmed participation, with **4 more pending**
- a **bouncy castle** had been secured
- **Jayson Fergus** had offered the use of a generator
- the association was still waiting on confirmation regarding food donations, including outreach to **Giant Tiger**
- **Café Amore** was identified as a backup for coffee service if **Kevin Sterling** from **That Café** contact did not confirm
- **Chili Thai** had expressed interest in participating
- the event team had approximately **9 volunteers** confirmed and hoped to recruit more

Tracy also noted that raffle donations were being collected and that the mission had offered to contribute items.

11. Music Festival and Family Fun Day – August 22, 2026

Planning for the **Music Festival and Family Fun Day**, scheduled for **Saturday, August 22, 2026**, was also discussed. At the time of the meeting:

- **13 nonprofits** had confirmed participation
- **10 paid vendors** had confirmed so far
- at least **3 sponsorships** were confirmed
- **Green Acres** and **Ottawa Precision Eavestroughing** were expected to participate
- organizers were collecting promotional merchandise from groups unable to attend in person

Entertainment planning was also underway. The day is expected to begin with **Zumba at 10:00 a.m.**, followed by **School of Rock at 10:30 a.m.** Additional performers were being coordinated, and a second performance area was under consideration to reduce downtime between acts.

Food and beverage planning continued as well. Orleans Brewing Company was confirmed for the **beer tent**, and wine would also be available through that arrangement. Tracy reported that quote requests had been collected for bouncy castles, but vendor selection had not yet been finalized.

12. New Business – Fieldhouse Key Access

Denis reported that the association had received written direction from the City that it is **not authorized to provide public access keys** for the fieldhouse at Queenswood Ridge Park. Although the association had occasionally helped community groups in the past by opening the building for washroom access during permitted events, the City has now made clear that this should not continue. Going forward, all requests for fieldhouse access must be directed to the **City of Ottawa**.

13. Closing Remarks and Adjournment

In closing, Denis again acknowledged the passing of **Sue Guarda** and noted that he and **Sherry Vaillancourt** would attend her service on Friday. He also welcomed first-time or returning attendees and invited feedback on the meeting. The next regular meeting was announced for **Wednesday, September 2, 2026 at 7:00 p.m.** The meeting adjourned at **8:40 p.m.**

Next Steps

- **Krystle Holmes** to finalize and circulate the banking direction letter for signatures and submit it to CIBC.
- **Denis Vaillancourt** to contact Ottawa Precision Eavestroughing regarding sponsorship follow-up.
- **James Maxwell-Barillas** to submit the request for review of a possible three-way stop at the Prestone / Amiens area.
- **Tracy Vitello** to contact **Charlotte Brett** regarding social media support and event promotion.
- **Denis Vaillancourt** to compile and submit a short list of Queenswood Heights improvement priorities within the month.
- **Tracy Vitello** and **Jayson Fergus** to identify a replacement film for the June outdoor movie night and prepare options for a public poll.
- **Canada Day planning team** to finalize layout revisions, coffee arrangements, vendor confirmations, and volunteer recruitment.
- **Music Festival planning team** to finalize performers, food/vendor placement, and bouncy castle selection.

Risks

- **If the banking transition is delayed, it could cause continued administrative bottlenecks, resulting in slower processing of sponsorships and reimbursements.**
- **If resident input on community improvements remains low, it could cause an incomplete submission to the councillor's office, resulting in missed opportunities for future budget consideration.**
- **If attendance at upcoming movie nights remains low, it could cause reduced confidence in the program, resulting in changes to format or possible cancellation.**
- **If construction impacts near 360 Kennedy Lane East worsen without improved communication, it could cause increased resident frustration, resulting in reduced trust in the developer and the City.**
- **If Canada Day or Music Festival logistics are not finalized in time, it could cause event-day confusion, resulting in reduced participation and operational problems.**
- **If the park pathway and parking lot work conflicts with the August 22 festival, it could cause access limitations, resulting in disruption to event operations and attendance.**

Action Items

- **Krystle Holmes** – Finalize the single-signature banking submission package and send it to CIBC after obtaining required signatures.
- **Krystle Holmes** – Route future sponsor deposits and financial receipts through the Treasurer's office.
- **Denis Vaillancourt** – Follow up with Ottawa Precision Eavestroughing regarding overdue sponsorship renewal.
- **Denis Vaillancourt** – Prepare and submit the Queenswood Heights community improvement list for councillor budget consideration.
- **James Maxwell-Barillas** – Submit a request for traffic review of the Prestone / Amiens intersection, including sightline concerns.
- **Tracy Vitello** – Contact Charlotte Brett to coordinate social media promotion for upcoming events.
- **Tracy Vitello** – Finalize the June outdoor movie night details, including replacement film options and promotion.

- **Tracy Vitello & Jayson Fergus** – Prepare a short list of movie choices for a community poll.
- **Tracy Vitello** – Continue vendor, donation, and logistics coordination for Canada Day.
- **David Brown** – Confirm coffee vendor arrangements with That Café for Canada Day or ask Tracy Vitello to activate the backup option.
- **Tracy Vitello** – Finalize Music Festival entertainment scheduling and update promotional materials once performers are confirmed.
- **Music Festival planning team** – Review bouncy castle quotes and confirm a vendor within budget.
- **All Executive Members** – Encourage residents to submit neighbourhood improvement ideas before the monthly deadline.

Issues

- Clarification is still needed on the exact scope of the **Queenswood Ridge pathway renewal** planned for next year.
- The association needs a confirmed process for sharing or receiving updates related to **construction vibration monitoring** near 360 Kennedy Lane East.
- Attendance at movie nights remains below expectations and requires further evaluation.
- The final **Canada Day site layout** still requires adjustment to accommodate fire truck access and vendor placement.
- Final performer confirmations and event layout details are still pending for the **August 22 Music Festival and Family Fun Day**.
- The association needs a clearer strategy for gathering resident input on community improvements in time for budget submissions.

Decisions Made

- The **June 3, 2026 agenda** was approved.
- The **May 6, 2026 meeting minutes** were approved following review and corrections.
- Future sponsor deposits and incoming funds will be directed to the **Treasurer** rather than the President.

- The association will proceed with the **June outdoor movie night** rather than discontinuing the program at this stage.
- The association confirmed that it will **no longer provide fieldhouse key access** to members of the public; all such requests must go through the City.
- The next regular meeting will take place on **Wednesday, September 2, 2026 at 7:00 p.m.**

Decisions Needed

- What final form should the **Sue Guarda memorial** take, and where should it be located?
- Which specific **movie** should be selected for the June outdoor screening?
- Should the association continue participating in the larger **Orléans-wide garage sale model** next year, and if so, under what format?
- Which **bouncy castle vendor** should be selected for the August event?
- What is the final **layout and operating plan** for Canada Day and the Music Festival, including food, entertainment, and access routes?
- What specific improvements should be included in the final **Queenswood Heights priority submission** to Councillor Luloff?