

Blackburn Community Association
Meeting Minutes
June 21, 2018 7:00 pm to 8:15 pm
Blackburn Hamlet Library

1. Call to order 7:02pm
2. Minutes from previous meeting
 - May 17, 2018 Motion to Approve Kiel Dixon. Second Chelsey Wynne. Motion Carried.
3. New Business
 - a) Budget Review & Public Posting (Lisa)
 - Agreed that a high-level budget forecast should be posted on the site and actuals distributed at AGM. Lisa to produce a report once a full review has been completed.
 - A quick review identified a number of adjustments that will be needed: including:
 - Environment and Transportation Forecast.
 - Removal of GIC from Revenue.
 - Bench expenses that were from 2017 as well as \$10k forecast for this year.
 - Additional \$2,000 allocated to Canada Day as per item c below.
 - New members of the board will need a better understanding of the funds allocated to Beautification, splash pad and other major projects and when we need to spend these funds.
 - It was agreed that we need a separate meeting to do a complete review after each group has a chance to review their numbers and submit them to the Treasurer.
 - b) Ste Marie Outdoor Classroom (Ali)
 - A presentation was given by Valerie and Karine.
 - There is a strict timeline for completion of the project by late-summer/early fall this year.
 - It is expected that the sun canopy would remain up over the summer for use by residents.
 - Both mulch and shade need to be replaced regularly as well as ongoing repairs – expectation is that the board will fund this.
 - Without \$7k in additional funding they will need to scale back the number of tables and postpone the community garden to a future date.
 - A budget breakdown was not available so they were unable to answer how much the cost would be for just the tables.
 - Other sources of revenue that are being pursued, but their funding application windows do not align with the project timelines.

- If BCA funds are provided, there will be an expectation that the schools will participate in future funfair parades as their participation is always appreciated and they were missed this year.
 - There will be some funding coming from the Funfair shares, but as with other revenue sources the amount will not be known until the Fall.
 - Community gardens do foster community spirit.
 - It was agreed that before we make a decision, we will need a better understanding on what they could achieve with different funding amounts (ie \$2k, \$4k, 6k, etc) and how much would be needed to fund just the tables.
- c) Canada Day Funding (Ian)
- The request is to raise the event budget from \$5k to \$7k – an addition of \$2,000 to cover additional costs for the Beer Garden, security games and fireworks.
 - The cost of the fireworks came in \$200 more than originally planned.
 - Event starts at 5pm.
 - Funds are needed to grow and expand the event.
 - The games will be free this year, but next year there may be a cost. The goal is to keep it as accessible as possible and keep charge for games low or provide some discounted bracelets for low income members of the community.
 - Need to followup with OPS on beer garden security as the plan is to use a private security company instead of OPS.
 - Also need to consider the amount needed for a cash float and a process for dealing with excess cash at the table. Ian to discuss with Ben who deals with funfair cash.
 - Motion to approve the additional \$2k funding: Kiel Dixon. Seconded by Chelsey Wynne. Motion Carried.
- d) Norman Johnson rink water (Kiel/Ali/Mark)
- We need a way to make flooding the Norman Johnston rink easier as it requires a long hose from the school that is difficult to manage and freezes during very cold nights.
 - Sandra will contact the School Principle and City facilities about using hydrant near rink.
 - There is a risk, however, that by raising the hose hookup question with Norman Johnston they may decide to revisit the existing informal agreement.
- e) Cross On The Heart (Ali)
- Ali to followup with group.

Note: Meeting was interrupted at the close of the Library and was moved to another location in order to address all the agenda items.

- f) Vice President Position (Ali)
 - During the last civic election, the VP was not back filled and it has been vacant at other times in our history.
 - Role is to backup the President as well as attend City, Planning, BCA meetings and other community meetings when the President is not available. VP also has Signing Authority and can cover when the President is away or unavailable.
 - Lisa Margeson nominated Chelsey Wynne.
 - Ali Yassine nominated Kiel Dixon who declined.
 - Kiel Dixon nominated Ian Chamberland who declined.
 - Kaitlyn Demasi nominated Satinder Sahota who declined.
 - Chelsey Wynn was appointed as Vice President.
 - g) Funding Form & Guidelines (Kiel)
 - Deferred to a separate meeting. Kiel to circulate an updated version.
 - h) Meeting Duration & Structure (Ali)
 - Over the past 7 years the meeting duration has grown longer and longer.
 - We need to move from full discussions of everything to short discussions with a vote at the meeting and preliminary discussions via email when possible.
 - We also need better control over the email discussions so that they bring us to a decision or result in a list of questions or concerns that need to be raised at the next meeting.
 - Instead of Committee reports being presented at the meeting, we need to ensure that each Committee submits a report before each meeting which includes any budget updates and that we only discuss issues that need board approval, such as a budget increase.
 - i) Website land acknowledgement of the traditional unceded territory of the Algonquin Anishnaabeg people (Kaitlyn)
 - Evelyn may have some contacts who can assist in drafting both a message for the website as well as an article for the Banar and other communication messages if needed.
 - Ali to advise Kaitlyn that we agree to move forward with this and that she should work with Evelyn and others on drafting the message, article and other communications so that we can review them at a future meeting.
4. Adjournment at 9:30pm (Next meeting September 20, 2018, 7:30pm in the Community Hall)

Attendees:

Lynn Lefevre
Ali Yassine
Kiel Dixon
Chelsey Wynne
Kendra Brett

Evelyn Budd
Kaitlyn Demasi
Ian Chamberland
Mark Lister
Lisa Margeson
Tammy Lynch
Laura Dudas
Valerie Petit
Karine Nijdam
Sandra Schwartz
Satinder Sahota
Sarah Morgan-White

BCA Board

President: Ali Yassine
Vice President: Vacant
Secretary: Lynn Lefevre
Treasurer: Lisa Margeson/Al Ross
Parks: Ali Yassine
Rinks: Mark Lister
Acting Membership: Kiel Dixon
Website: Kaitlyn Demasi
Community Safety: Ian Chamberland
Social: Ian Chamberland
Education and Youth: Belinda Joy-Leung
Community Relations: Chelsey Wynne
Community Communications: Chelsey Wynne
Environment/Transportation: Kendra Brett

Standing Committees

Senior Action Committee: Linda Gray
Community Beautification:
Splashpad: Ian Chamberland

Operational Groups

Banar: Evelyn Budd
Fun Fair: Brent Lawrie
Community Hall: Auramarina Sawyer
Cancer Chase Lee Stach

Funding Guidelines for BCA

The Blackburn Community Association (BCA) provides funding to support programs and groups that benefit residents in Blackburn Hamlet, Ottawa, Canada. The BCA favors support of programs that directly and immediately improve the education of residents, run family events, encourage an active life and benefit the environment. The Foundation may support individual events if the opportunity is unique and sufficiently compelling. Funding decisions are made twice a year, approximately every 6 months. Funding tends to range from \$X to \$X; there are generally 3-6 programs funded per year. Please note that the BCA does not fund for-profit entities.

If you wish to request funding for your non-profit organization, please follow the guidelines below.

1. Submit your request to XXX. Proposals should not exceed 3 pages.
2. Include the name of the organization requesting funding, the person who is the primary point of contact, an email address, street address, web site address, and a phone number. Explicitly confirm that your organization is a non-profit and provide an Employer Identification Number (EIN).
3. Indicate the funding amount requested and the time period over which the funding will be used.
4. Briefly describe the background and context for the funding request, including previous efforts and past successes.
5. Describe in detail what the funds will support and how you plan to use the funding. Include the expected number and diversity or demographics of the people who will be affected by the program being funded.
6. Indicate what you plan to accomplish with the funding and how it will positively impact the Blackburn Community.

BCA Funding Application Feedback

Lisa:

- What is the Date field for? Is it Request date, deadline, organization date?
- Should we ask for names of specific positions (ie Treasurer) and/or people who have authority to submit the request and/or disburse funds.
- What is M.I. (Middle Initial)? Is it needed?
- Address (of Organization)
- Do we need to know when the group was established?
- For Mandate, should it include the number of members to give us an idea of their capability to handle the size of program they are proposing?
- Change Briefly outline the funding request to the project the BCA will be funding. Add how funding would be used by the organization.
- Add question have you previously requested funding from the BCA after the line for amount of funding requested.
- Move question on other source of funds after the question above.
- Requests over \$5000 must be advertised to BCA members in advance of decision.

Lynn

- Change Date to Application Date
- Do we need a check box for Private Sector?
- Would be good to know the role of the contact person as they may not be the same as the people who have authority to make the request/handle funds.
- Are we comfortable asking language of communication? We cannot guarantee the board members will be bilingual and it also implies we'll need to translate this form.
- For funding requested, it would be good to know how the BCA amount compares to the other funding sources. Instead of asking for the full budget of the organization, should we focus on the full budget (revenue and expenses) for the projects we are being asked to fund?
- Some thoughts for consideration on evaluating the requests:
 - 1) Was the funding already planned in our budget (such as GRDO) ?
 - 2) Have we funded this project/initiative in previous years and is the amount requested similar?
 - 3) Does the impact on Blackburn Hamlet Residents of the funding requested meet or exceed the percentage of funding being requested from the BCA (I'm sure we can word this better.. the point being I would not want us to provide 100% of the funds if only 10% will benefit the Hamlet)?

Mark

- I believe one comment was in regards to the date (on page 1) and the suggestion was date the organization was created. I think this should be date submitted so we can track response times to requests and we should include in the forms somewhere (maybe in that bottom paragraph on page 4) that all submissions require 90 days for board approval (I believe this was the time line discussed at the meeting) as this would give us adequate time to review.
- One final point for "activities of your organization" check box. Do the pre listed activities align with current funding/community programs the board supports? Overall the list is sufficiently broad to encompass most activities, I am just curious if it has or if it should be tailored towards the community and if so is there anything missing.

Education and Youth

- Belinda is taking over the running of the Santa's Pancake breakfast this year and has booked December 1 and 7 as possible dates. Additionally, since we need to keep the cost as low as possible, she is looking for volunteers to help with planning, seek donations and help prepare for the event well in advance.

Environment/Transportation

- New event on June 9th, Out-is-In Park day, organized by committee member Sarah Morgan-White, was a great success
 - Event engaged Hidden Harvest, Ecology Ottawa, Earth Path, the Ottawa Public Library, and a local face painter to provide free family and information for residents about the environment
 - The event was held in response to Ecology Ottawa's call to host an event to celebrate June as Park Month
 - We used the funds allocated to tree planting to run the event, as we have engaged the city with regards to planting trees in the community
- Sarah Morgan-White met with Kendra Labrosse from the City of Ottawa regarding planting trees in the neighbourhood, and conducted a walking tree audit.
 - Multiple sites were identified as needing trees and we will work with the city to plant more trees in the Hamlet
- Due to a lack of volunteers and time, we will not be hosting our environment education day as originally planned. However, we may still plan something for the evening of September 8th (details to come!).
 - We will take the Fall/Winter to figure out the best way to provide an environment education day to the public
 - We want to determine the best time of year to plan the event, the best venue, who would be most likely to attend, and the best way to provide the information

Banar

- The next Banar deadline is August 15. The online Banar will be posted on August 25th and delivery will be done by September 3rd.

Cancer Chase

- The Cancer Chase participated in the Fun Fair as part of the parade and with a table in the arena. Many thanks to the Fun Fair organizers for letting us take part in this great event.
- Online donation page for the Cancer Chase is now available for those interested in donating funds online. The link is <http://ohfoundation.ca/our-events/blackburn-hamlet-cancer-chase-1>
- Still looking for a Volunteer Coordinator. Many thanks to Chelsey Wynne for the help.
- Event permit from the NCC is still pending.
- Currently 4 individuals registered for the race.

Councillor's Report

Construction Reminders:

- **There is planned work during July/August for the 174 at Blair Rd.**
 - A culvert replacement will take place during July during which all lanes will remain open
 - Asphalt work will take place during August and be completed before school begins. The work will require three overnight ramp closures, all during non-peak times
- **Resurfacing of Renaud Rd. from the second S (90 degree) curve to Anderson Rd.**
 - scheduled to begin August 15th and be completed by September 26th, weather dependent
 - Road will remain open with alternating lane closures
- **Hydro Ottawa Pole Relocations Montreal Rd at the 174**
 - As part of LRT Phase 2 project, the existing 3 circuit pole line will be re-routed to avoid conflict with the future LRT station and roadway geometry changes at this location
 - Work includes maintenance for existing assets and the installation of 25 new poles, 50 new anchors and 8,000m of primary circuit conductors as well as the relocation of 1 overhead transformer and the construction of a new gravel access road for the installation and future maintenance
 - Work is currently proposed to begin July 9th and end December 7th
 - Confirmed traffic impacts will be shared on Innes Ward pages

Councillor Mitic's Leave of Absence

- As of June 13th 2018, until further notice, Councillor Mitic is on a medical leave of absence from City Council.
 - The Innes Ward Office continues to operate as per usual when it comes to resident concerns/requests.
 - Delegated authority for concurrence on items requiring approval such as development applications and finances has been granted to Councillors Blais, Monette and Tierney. As the need arises, our office will work with the Councillors and residents in coming to a decision.
 - Community sponsorships from the Innes Ward Office Budget will continue to be processed as per usual.

Other items

- **École Sainte Marie**
 - Innes Ward Office has provided École Sainte Marie with 1,000\$ for their outdoor classroom project.
 - The amount is consistent with a contribution given to Chapel Hill Catholic School for a similar project.
 - We are unable to finance the project through CIL funds, as the site is not a city owned facility.

- **Updated Traffic and parking By-law**
 - On June 1st 2018, the updated Traffic and Parking By-law took effect.
 - Under the new by-law, motorists will be able to park for up to six consecutive hours on weekends and statutory holidays, between 7 am and 7 pm where no parking limit signs are present.
 - Previously, the limit was three hours.

- **New Black, Blue and Green Bin Delivery Service**
 - A new delivery service has been introduced which simplifies the process for residents requesting waste diversion containers.
 - Residents of Ottawa who require a new blue, black, or green bin will no longer need to request a Canadian Tire coupon to receive new bins, recycling containers will be delivered directly to the resident's home.
 - Previously distributed coupons must be redeemed by June 30th
 - Residents can request a new recycling container on the City of Ottawa website, by contacting 311 or by visiting a Client Service Centre. Bins will be delivered within 5 business days following a request.



BCA FUNDING APPLICATION

PART A – ORGANIZATION INFORMATION

Applicant Information

Requesting Organization Name: _____ Date: _____

| | | | |
|--------------------------|--|---|---|
| Requesting Organization: | Private Sector <input type="checkbox"/> | Not-For-Profit Sector <input type="checkbox"/> | Public Sector <input type="checkbox"/> |
|--------------------------|--|---|---|

Name of Contact Person: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City Province Postal Code

Phone: _____ Email: _____

Year Organization was Established: _____ Preferred Language of Communication: English French

Mandate of the Organization:

| The activities of your organization focus on the provision of services in the community: | | |
|--|---|---|
| <input type="checkbox"/> to persons with disabilities | <input type="checkbox"/> to newcomers to Canada (including refugees) | <input type="checkbox"/> to Indigenous peoples |
| <input type="checkbox"/> to members of a visible minority | <input type="checkbox"/> to persons who are homeless or street-involved | <input type="checkbox"/> to other groups with social or employment barriers including literacy and numeracy |
| <input type="checkbox"/> to children or youth | <input type="checkbox"/> to seniors | <input type="checkbox"/> to the LGBTQ2 community |
| <input type="checkbox"/> related to the environment | <input type="checkbox"/> related to crime prevention | <input type="checkbox"/> related to public health or safety |
| <input type="checkbox"/> related to cultural development or historical preservation | <input type="checkbox"/> Not Applicable - Explain: | |

Have you applied or will you apply for other sources of funding for the job requested?

YES

NO

If yes, explain: _____

PART B – FUNDING REQUEST

Briefly outline the funding requirement – *Why is this funding required by the organization*

Briefly outline the funding request – *how the funding would be used by the organization*

Briefly outline the community impact of this funding – *Explain impact of funding within the Blackburn Hamlet Community Association catchment, how many people, etc.*

Funding amount being requested. _____

Have you attached a completed budget with this application?

YES

NO

If no, explain: _____

Does the BCA Board, or an authorized representative, have permission to follow up after the funds have been provided to ensure compliance with the application agreement?

YES

NO

If no, explain: _____

Disclaimer and Signature

Once completed and submitted, this Blackburn Community Association Funding application, if approved by the Blackburn Community Association Board, will form the agreement between the Blackburn Community Association and the requesting organization. The requesting organization will then be required to notify the Blackburn Community Association Board of any possible changes or deviations from the information provided in the application. The Blackburn Community Association Board reserves the right to revoke funding, including repayment from the organization, should the Blackburn Community Association Board feel that the requesting organization has deviated from the agreed upon contract.

Attestation

- *I have read and understood the Agreement and Disclaimer;*
- *I certify that my answers are true and complete to the best of my knowledge;*
- *The request for funding pertains to an activity, event, fixture, equipment, or similar, that could not be created without financial assistance provided under a potential contribution agreement;*
- *I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and the organization.*

I Attest

| Name of the Organization's Representative | Name of the Organization's Representative * |
|---|---|
| Name (Print) | Name (Print) |
| Signature | Signature |
| Position Title | Position Title |
| Date (DD/MM/YYYY) | Date (DD/MM/YYYY) |

* Where the organization requires two signatures to enter into a legally binding agreement)

BCA FUNDING REQUEST INFORMATION

The Blackburn Community Association (BCA) periodically provides funding to individuals and groups within the BCA catchment area, where A) the funding is of benefit to a reasonable number of community members, and B) recipient projects align with the association's mission and values. The BCA maintains a list of organizational funding priorities; decisions will be made using the priority list as a guide. Exceptions may occur under special circumstances if the majority of the Board expresses agreement via a majority vote. Requests **over x amount** must be publicized to BCA members for at least 30 days in advance of a decision. For applications to be considered, the above funding application **must** be completed in full and **must** include an attached budget detailing the requesting organization's revenues and expenditures; highlighting the impact this funding would have to the overall budget. Requests will only be confirmed as approved by the Board Executive in writing.



Application for BCA Funding of École Sainte- Marie's Outdoor Classroom Project



Presented by:
Karine Nijdam & Valerie Petit - Parent
Volunteers
Gisèle Sonier - Principal Ecole Sainte Marie



May 3rd 2018

The Project 2

 What is an outdoor classroom? 2

What role will the BCA pay in the project? 4

How will the project serve the community? 4

What are the project timelines? 5

How much is the cost of the entire project? 5

How much money is being requested from the BCA? 5

Have any other organizations, sponsors, groups, businesses been approached and committed funding to this project? 5

What will happen if the BCA doesn't grant the request? 5

How will the BCA be recognized as a contributor during the project and going forward? 5

Conclusion 6

The Project

École Sainte Marie (the school) is building an outdoor classroom and community garden to enhance the educational experience of its students and the quality of life for the community at large. The school hopes that with the support of the Blackburn Hamlet Association (BCA) and other local organisations, this project will be put in place in a timely manner so that the students and entire community will be able to benefit from it as soon as possible. The school has the approval from the school board and partial funding in order to begin installation over the summer 2018. A short video summarising the scope of the project and its importance to the students can be viewed here: <https://www.youtube.com/watch?v=lrB82bLHr1A>

École Sainte-Marie Outdoor Classroom Plan



What is an outdoor classroom?

An outdoor classroom is an area where students and teachers can assemble outside to have their lessons. It is also a place where students can sit and read, draw, and play during recess. And it serves the community as a place to congregate outside of school hours.

In concrete terms, the planned outdoor classroom at École Sainte-Marie will include various elements such as a stone amphitheater, wooden tables and stools, a shade canopy, and mature trees and a community garden.

For Blackburn Hamlet, the construction of an outdoor classroom and community garden will help promote community engagement while enhancing ties between residents, students, parents and teachers. It will also enable local students to learn in an alternate setting and give back to the community while fostering a sense of pride and drive for being community leaders in the future.

Project elements:

- A stone amphitheater for class lectures or presentations, and a place to climb on and sit during recess.



- A series for wooden tables and stools as a place for students to read, write and craft



- A sail canopy in order to provide shade immediately.



- Mature trees to provide shade in the long term.



- A community garden with raised beds and a tool shed, operated in concert with the students and the community.



What role will the BCA pay in the project?

Because of the unexpected expense of having to install a retaining wall the original budget has been increased and our funding has run short. We want to implement the project in its entirety and we need BCA's help. The current funding for the project is insufficient and if we do not receive additional funding, we will need to reduce our scope by decreasing the allotted area devoted to the classroom, remove benches, remove 2 tables, (an entire class will no longer have enough seating at the tables), removing the shade canopy and delay the installation of our community garden to next year or even later. We want to avoid this scenario.

With the help of \$5000 we will be able to partially reinstate part of our plan such as putting back in benches and canopy. With \$7000, the project's realization in its entirety is assured.

How will the project serve the community?

The open outdoor classroom will provide a welcome area for young and old to sit in the shade and read, draw, or play. Eventually, members of the community will also get the health benefits of gardening and harvesting fresh produce and will give students a sense of community engagement. The outdoor classroom and community garden is fully accessible to the community. There are no fences or gates planned. Therefore, the community will have unhampered access to the sites.

What are the project timelines?

The installation is to take place over the summer or fall 2018. With the help of the BCA, it is hoped that the project in its entirety can be completed by the end of the year 2018.

How much is the cost of the entire project?

The entire project is will cost approximately \$33,000 tax included.

How much money is being requested from the BCA?

The school has received funding for \$23,000 from the school board and school committee. It is hoped that the BCA will be able to supply \$5,000 to \$7,000 in order to implement the project in its entirety this summer and fall. We are approaching other organization to cover shortfalls.

Have any other organizations, sponsors, groups, businesses been approached and committed funding to this project?

We will be approaching other organisations such as Just Foods in order to get consultation services on best practices for our community garden and partial funding. We also approached and are waiting for official replies from other community groups to ensure the costs of the project are covered such as Councilor Mitic's office, Friends of Mer Bleu, the Optimist Club, and MIFO.

What will happen if the BCA doesn't grant the request?

If the school does not receive funding from the BCA, we will have to drastically reduce the scope of the project by reducing the seating capacity (via the removal of tables and benches) and the shade canopy as well as delaying the installation of the community garden.

How will the BCA be recognized as a contributor during the project and going forward?

Representatives from the BCA will be invited to the opening ceremony in the fall. Signage featuring BCA's as a partner on a plaque can also be installed. Mention of the BCA's support

will be promoted in the school's weekly newsletter, website and Facebook page. The community garden will be promoted as being open to the entire community, and as such the BCA will be invited to promote and co-host events in the garden.

Conclusion

The school views the participation of the BCA in its outdoor classroom and community garden as fundamental to the project's success. As representatives of the Blackburn Community, you are the school's first and most logical choice as a partner. We hope that you will support our school's vision for promoting outdoor living and a sense of community in its student's population and its families.