

# **Blackburn Community Association**

## **Meeting Minutes**

**September 20, 2018 7:30 pm**

**Blackburn Community Hall**

1. Call to order 7:33pm
2. Minutes from previous meetings
  - June 21 17, 2018 and
  - July 3, 2018
  - Motion to pass Kiel Dixon. Seconded Chelsey Wynne. Motion Carried.
3. New Business
  - a) Website support (Kaitlyn)
    - Kaitlyn has been our web admin for 4 years and cannot continue.
    - Need someone to take over the management of this Wordpress based site.
    - See most recent post on our website blog for more details.
    - Would be a good opportunity for a student to gain work experience.
  - b) Budget Review (Lisa)
    - Lisa provided a description of the different categories broken down by committees.
    - Question about the Badminton Club listed under cash position. The club funds are kept in our bank account. We will need to ask them to open their own account as they are not part of the BCA activities.
    - Question about the City grant for parks and rec – do all city funds from the grant go back to parks and rec programs? Answer was yes, they do.
    - Summary of the budget to be posted on the website with the meeting minutes.
  - c) OTranspo Route 28 Changes (Ali)
    - The focus of the discussion is to be constructive as we all know the impacts this has had on the community. We are looking for suggestions, ideas and volunteers.
    - Jean raised concerns two years ago, including bringing petition to city transportation committee with little success. Cuts to 28 this year have had a severe impact on parts of the hamlet. Looking for a collective community voice to take concerns to OTranspo and the City.
    - Does the BCA Transportation committee have any mechanism for raising the visibility of this issue?
    - Those who have contacted OTranspo are frustrated with a lack of personal response and no action.
    - We are not the only community affected. The other 5 community organizations in Orleans have similar concerns in their areas and there is a city-wide grassroots group who are trying to raise visibility and concerns

for all the communities affected (Jean knows the organizer of the grassroots group).

- Concern raised that not all cuts have had the same impact as cutting the 28 frequency and reducing the route evenings and weekends.
- Why not route another bus through the hamlet to deal with very low ridership on some runs?
- What is a minimum level of acceptable service? 28 evening/weekend runs are now far below what citizens would consider acceptable – especially for those who cannot drive or walk long distance.
- Delay to the launch for the train gives us more reasons for pushing back against the cuts.
- Did our councillor's office know about the changes in advance? OCTranspo is a separate entity and makes decisions based on funding and ridership as per their operating principles. Councillors office was only informed days before the public announcement. This decision was based on the minimum levels of service that the City asks them to meet. Note only 4 emails were received at the councillor's office so our residents need to call, write, visit and email the office to let them know of our concerns. Councillors office is looking forward to working together on this issue. Decision would have been based purely on low ridership.
- Are OCTranspo documents subject to ATIP rules? Can we get info related to the decisions related to the cuts?
- Use the Banar as a tool to bring the community together on this issue.
- Pros cons vs banding together with others. Either focus on overall service minimum levels or the 28 cuts had more impact on a community than some of the other cuts.
- Need to push now to have this issue on the table for the next service review.
- The BCA board will appoint a point person from the BCA to work with Jean and others who sign up at the meeting.

d) Vacant board positions (Chelsey)

- Communications, Community Safety, Education & Youth, Web Admin all need to be filled.
- Kathleen Parisien, who runs the free fitness classes, is interested in the Education & Youth position. Chelsey Wynne nominates Kathleen. Kiel Dixon seconded. Motion Approved.
- Don is interested in the Community Safety. Board to follow up.
- We may also have someone interested in Communications. Board to follow up.

e) Senior Action Committee (Linda)

- Seniors Information Afternoon is being held on October 13 from 1-4 in the Community hall. There are 16 vendors. Admission is free and is open to all with an interest in products and services aimed at helping seniors.

- f) Banar (Evelyn)
  - The deadline for submissions to the next Banar is October 19 and it would be better if the articles were received earlier than that. The deliveries will start on November 1. Ali knows a group who can assist with deliveries.
- g) Cancer Chase (Chelsey)
  - Reminder that the Cancer Chase will be held on October 14 and they are looking for participants and volunteers. See full report below.
- h) Volunteer Recognition Nov 17 (Chelsey)
  - To thank volunteers, we have an annual dinner and awards for volunteers and families in the hall. This is to celebrate all volunteers who help make Blackburn Hamlet a great place to live, not just those who helped at BCA events and activities. A planning committee is working on the details and more information will be posted soon.
- i) Funding Form (Kiel)
  - Looking to ensure there is a uniform nature on the grants we give out.
  - Provides documentation to help justify the funds we hand out to various groups.
  - Will be need to be translated and posted on the website once it has been approved.
- j) Funfair update (Brent)
  - Disbursements of \$13,000 go back to the community groups who helped run the fair this year.
  - Volunteers who help out the funfair are allocated shares for the groups they represent. Worked out to \$250 per share. A full report will be posted in the next Banar.
- k) École Catholique Sainte-Marie Funding for their outdoor classroom (Ali).
  - Last vote was a 4 – 4 tie on a motion of \$5,000 funding.
  - Not comfortable giving funds to just one of the five schools in the Hamlet.
  - Space is open to the public use after hours and is in a very central location in the Hamlet.
  - Classroom is phase 1. Community garden will be the next phase.
  - We should encourage other schools to look at initiating similar programs and ask BCA for a similar level of funds.
  - They are rethinking the sunshade due to recent vandalism and are looking to add some security cameras in the future.
  - Other schools in Ottawa have had opportunities like this which lead to increased enrolment and higher public funding enabling them to improve the overall school programs.
  - Rainer Bloess has some suggestions to help them tap into a city capital funding grants program.
  - Ian Chamberlain motioned to fund \$5,000 for the outdoor classroom. Seconded by Brent Lawrie. Motion Carried.

4. Adjournment (Next meeting October 18, 2018, 7:30pm in the Community Hall)

## **Attendees:**

Ali Yassine President & Parks  
Chelsey Wynne Vice President, Community Relations, Communications  
Lynn Lefevre Secretary  
Lisa Margeson Treasurer  
Mark Lister Rinks  
Kiel Dixon Acting Membership  
Kaitlyn Demasi Website  
Ian Chamberland Community Safety & Social  
Kathleen Parisien Education and Youth  
Kendra Brett Environment & Transportation  
Linda Gray Seniors Action Committee  
Brent Lawrie Fun Fair  
Jean Phillipe Seguin  
Ron Haley  
Barbara Whittaker  
Paul Cardegna  
Rita Davies  
Jean Clark  
Louise Clark  
Ilya Shifrin  
Tammy Lynch, Candidate Innes Ward Councillor  
A. Manouchehri  
Eric V.  
Melissa L.  
Annick Laport  
Karen Smith  
Rainer Bloess  
L. Leduc  
Robert B.  
Henrique Santos  
Chris Kelly-Bisson  
Suzanne LeBlanc-Beaupre  
Satinder Sahota  
Laura Dudas, Candidate Innes Ward Councillor  
Donna Leith-Gudbranson, Candidate Innes Ward Councillor  
Belinda Joy  
Michelle Chiasson  
Francois Trepanier

## **BCA Board**

President: Ali Yassine

Vice President: Chelsey Wynne

Secretary: Lynn Lefevre

Treasurer: Lisa Margeson

Parks: Ali Yassine

Rinks: Mark Lister

Acting Membership: Kiel Dixon

Website: Kaitlyn Demasi

Community Safety: Ian Chamberland

Social: Ian Chamberland

Education and Youth: Kathleen Parisien

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

## Cancer Chase

- Cancer Chase still planned for October 14, 2018.
- City of Ottawa permit received.
- NCC permit still pending. Insurance has been sent to NCC.
- Canvassing at the Metro will take place over three weekends (5 days) in the lead up to the Cancer Chase.
- St. John's ambulance will be in attendance if First Aid services are required.
- Many generous corporate sponsors on board this year including Lafarge (t-shirts), Fiesta Ottawa (table and tent rentals), David's Tea (hot and cold beverages), BGM Realty (water station), MediGas (swag bags).
- Still looking for volunteers to assist on the day of. Please email me if you are interested in helping us out.
- 25 participants currently registered. If you would like to join as a participant, you may register here: <https://www.events.runningroom.com/site/?raceId=15220>.
- \$2500 has been raised so far for the Ottawa Hospital Foundation. We have set a lofty goal of \$20,000. If you would like to donate, you can do so here: <http://ohfoundation.ca/our-events/blackburn-hamlet-cancer-chase-1>.
- Lawn signs will be going up around Blackburn Hamlet this week. We have one large sign to be put at the main Blackburn Hamlet community sign. Please let me know if I require permission to do this, and if so, when I can put it up.



## 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"/>
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Name of Contact Person: \_\_\_\_\_  
*Last* *First*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position with organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

*City* *Province* *Postal Code*

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:	

**PART B – FUNDING REQUEST**

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

**Briefly outline the project you are seeking to fund – *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: \_\_\_\_\_

Have you or the organization previously requested funding from the BCA? YES  NO

If yes, explain: \_\_\_\_\_



Have you applied, or will you apply for other/additional sources of funding?

YES

NO

If yes, 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 Agree

Name of the Organization's Representative	Name of the Organization's Representative *
<b>Name (Print)</b>	<b>Name (Print)</b>
<b>Signature</b>	<b>Signature</b>
<b>Position Title</b>	<b>Position Title</b>
<b>Date (DD/MM/YYYY)</b>	<b>Date (DD/MM/YYYY)</b>

\* 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 Board expresses agreement via a majority vote. Requests **over \$5000** 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. Please note that submissions may require up to 90 days for BCA approval.