

Blackburn Community Association
Meeting Minutes
October 18, 2018 7:30 pm
Blackburn Community Hall

1. Call to order 7:40pm
2. Minutes from previous meetings
 - September 20, 2018
 - Motion to pass Lisa Margeson. Seconded Kendra Brett. Motion Carried.
3. New Business
 - a) Car Share (Kaitlyn)
 - Virtucar needs a firm commitment of 75 people in order to locate a car in the Hamlet assuming they can find 3 parking spaces.
 - Firm commitment means the people need to provide \$100 in trust. The money will be refunded if they Virtucar cannot provide service to Blackburn.
 - Would need the BCA to hold the funds in trust until there is a go/no go decision made. No other BCA involvement would be needed after this..
 - A similar approach was used to bring Virtucar to Kingston.
 - Lisa agreed to handle the funds.
 - We will need someone to be coordinator between BCA and Virtucar and to spread word with the community as none of the current board members have sufficient time to take on an additional task.
 - The coordinator would also need to laisse with other community associations along 94 route to increase the likelihood of this initiative moving forward.
 - Evelyn to include a notice in the Banar asking for someone who would be interested in being coordinator to contact President.
 - b) Land Acknowledgement (Kaitlyn)
 - As part of ongoing Truth and Reconciliation activities, it would be good for us to recognize that we are on unseeded territory.
 - We would start with paragraph on the BCA website Main and About BCA pages.
 - Kaitlyn to lead the activity with assistance from BCA.
 - Some schools may already have an acknowledgement that we can use as an example.

c) Operational Activities

- Website Administration & Division of Duties
 - How much content management can we hand over to Communications and other Committee leads?
 - Not comfortable making any changes to roles until new board in January.
 - The request for a new administrator needs to be posted on Facebook and in the Banar again.
- Non-Profit Listings on website.
 - Scouts listing have been fixed. Any expansion will be discussed after the web admin duties are handed over in the new year.

d) Budget Review (Lisa)

- Lisa to correct beer sales total and some other discrepancies.
- Need to restructure GIC's after we have a chance to review with incoming councillor.
- Need to reinvest two GIC's that have matured. Ali to make arrangements with Lisa to visit the bank next week.

e) Wish list for incoming Councillor (Ali)

- Splash Pad commitment.
- Speed boards.
- Items from community surveys (environment and general one from Facebook and our previous priority exercise).
- Please forward all comments to Ali.

f) Bylaws and Procedures (Chelsey)

- Funding Form
 - Intent is to have both English and French versions.
 - Need to add a version date.
 - Lisa to ask someone to translate. If not, Ali will translate it.
 - Kaitlyn will post it on the website once we have a translated version ready.
 - Motion to approve the form Kendra Brett. Seconded Brent Lawrie. Motion Carried.
- Funding Guidelines
 - To be discussed at a future meeting.
- Bylaw Review
 - Chelsey is continuing to collect feedback on changes needed.
 - A draft version will be ready for our November meeting so that we can present it for a membership vote at the Annual General Meeting on January 17, 2019.
 - The current draft will be sent to the board as a reminder.

g) Board Membership

- Vacant board positions
 - Communications
 - Safety
 - Don Kelly has a background in security and would like to take on this role from Ian. Motion to appoint Don Kelly: Ali Yassine. Seconded Brent Lawrie. Motion Carried.
 - Website – Kaitlyn stepping down in January.
 - Transportation
 - David Garand is very active in the area of transportation infrastructure and design.
 - Environment and Transportation is currently one Role, but Transportation needs to be run separately.
 - Motion to create a Transportation Chair until we split portfolio at AGM approved.
 - Seniors Action Committee – Linda will be stepping down in January.
- Outstanding items for new Youth Chair
 - Need to circulate her contact info to Kaitlyn and Evelyn.

h) Upcoming BCA Activities

- Volunteer Recognition Nov 17 Time 6pm to 9pm.
 - Ali to circulate invitation to chairs to circulate to the volunteers for rsvp to Ali.
 - Need ideas for entertaining children.
 - We currently have 5 volunteers and could use more help.
- Santa Breakfast Dec 8 - 9am to Noon.
 - Need volunteers and Santa.

i) OTranspo Route 28 Changes (Ali)

- New Chair to be the BCA point of contact to work with Jean and the rest of the community on the issues with the cuts to the 128.
- Chelsey will past contact list to Dave.

j) Lisa needs a key to the PO Box. Will coordinate with Brent/Kiel to obtain another key.

k) Brent has a concern about who has access to the lockers. BBQ has been damaged. Items have been left over winter that should have been removed. Will work on improving how we handle access and borrowing of items in the locker. May Need to buy a new BBQ for next season. Ian and Brent to review options and cost.

l) Funfair city grant application have been submitted.

m) Canada Day 2019 meetings have started. Ian is looking for feedback for improvements.

n) Banar is ready go be sent to printer. Deadline to send updates is tomorrow night. Scouts will be delivering them.

4. Adjournment (Next meeting Nov 15, 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

Kaitlyn Demasi Website

Ian Chamberland Social

Kendra Brett Environment

Kaitlyn Demasi Website

Don Kelly Community Safety

Dave Garand Transportation

Brent Lawrie Fun Fair

Evelyn Budd, Banar

Erica Coghil

Donna Leith-Gudbranson

Aaron Sawyer

Sherry Woodburn

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: Don Kelly

Social: Ian Chamberland

Education and Youth: Kathleen Parisien

Community Relations: Chelsey Wynne

Community Communications: Chelsey Wynne

Environment: Kendra Brett

Standing Committees

Senior Action Committee: Linda Gray

Community Beautification:

Splashpad: Ian Chamberland

Transportation: Dave Garand

Operational Groups

Banar: Evelyn Budd

Fun Fair: Brent Lawrie

Community Hall: Auramarina Sawyer

Cancer Chase Lee Stach

Rinks Report

We have started preparing for the winter season and the outdoor rinks. We will be including an advertisement in the Banar upcoming addition requesting rink monitors, in addition we will be following up with monitors from last year to see about availability. We have also confirmed with the city our intent to return this year with the rink at Bearbrook, and they will be forwarding the rinks agreement shortly for us to complete and return. Finally, we have reached out to the rinks team from prior years to confirm they will be volunteering this year to help with flooding and maintenance.

Environment Committee Report

1. Sarah Morgan has been focusing her efforts on working with the city to get more trees planted in the Hamlet. Recently trees were planted in Agnes Purdy park (the "2 park"), along the path between Glen Ogilvie School and Ecole Saint Marie, and near the tennis courts. Attached are some photos. The next area Sarah and the city have identified for more trees is Keystone (John Kemp Park) near Norman Johnston school. Sarah will continue to identify areas in need of more trees (e.g., along Innes) and work with the city to have more trees planted. She also plans to engage the local schools and assist them with the City of Ottawa's Schoolyard tree planting grant program, if they are interested.
2. We will be working over the winter on the spring clean up. We would like to better engage the local businesses, schools, churches, etc. to participate in the event, perhaps encouraging a local spring clean up/ beautification week.
3. A goal for 2019 will be to focus on waste issues, specifically getting more garbage and recycling cans in the neighbourhood.

Senior Action Committee
Blackburn Community Association
October 18, 2018

Senior Information Afternoon Trade Show, 13-October 2018

This year due to the elections taking most of the Friday evening spots at the community centre, we decided to hold the fourth annual Senior Information Afternoon Trade Show on a Saturday afternoon. The event was a great success with over 100 persons in attendance and 17 vendors offering information on everything from retirement home, food services, and a 50+ centre.

After speaking to various seniors at last year's show, they were looking for more information on social activities and ways they could stay in their home and in their community. With this in mind the theme for this year's event was Home, Health and Happiness. As a Committee we categorized each vendor into each one of the themes.

The show was also an opportunity for people to mingle, and socialize therefore a small bistro with loads of refreshments was provided for their enjoyment. The vendors provided both door prizes and refreshments for the seniors. Over 8 gifts were given out as door prizes.

Our mandate for vendor participation was to work within the community first, while keeping the event fresh for the participants with a variety of new vendors from the local area. This year we saw approximately 70% new vendors. The following were participants of the show: Sienna Retirement Living, Supperworks, Seniors on Site, Edward Jones, Curves, Queens Pharmacy, Be Well Mobile Fitness, Butterfly Holistic Nutrition, REMAX, Expert Physio Plus, Hearts in Tune Singing, Kowalski Hearing Solutions, Municipal Retirees of Ontario, Nordic Pole Walking, Gloucester 50+ Centre, Expedia Cruise Ship Centre and A. Crandlemire Holistic Health.

An event like this couldn't be done without help from the BCA members and volunteers. I would like to thank Brent for helping me put up all the signs in and around the Hamlet. There



was
no
way I
could

have pounded in the posts by myself. As well, Belinda for helping during the event. As always she steps right in and helps where required. I would also like to thank my family as my daughter, nieces, nephew and my husband help in the set up, manned the coffee/tea bar and helped clean up with me.



2018 Blackburn Hamlet Cancer Chase

Blackburn Hamlet Community Association Update – October 2018

- 2018 Blackburn Hamlet Cancer Chase held on October 14, 2018.
- Record attendance of 163 registered participants. Up from 80 registered participants in 2017.
- While final donation numbers are pending, funds raised for the Ottawa Hospital Foundation are expected to be in excess of \$10,000.
- All donations from the 2018 event will be used to support the research of Dr. John Bell, an Ottawa Hospital cancer researcher whose focus is the use of oncologic viruses.
- Over 150 “swag bags” handed out to participants.
- Many thanks to the incredible community volunteers that came out to support the event. The event relies heavily on the use of community members and requires approximately 20 “day of” volunteers, as well as the planning committee to function.
- Many thanks to the planning committee including Ruwan Amaratunga, Milaine Keutchankeu, Eileen Lindsay, Belinda Leung, Winston MacDonald, Leslie Cartwright and Stephenie Horne.
- Also, many thanks to Brent Lawrie, Chelsey Wynne and Lisa Margeson for their assistance as well.
- I would like to discuss the event in detail with the BCA at the November 2018 BCA meeting, once the final donation numbers are in. Please put the Cancer Chase on the November 2018 agenda.
- Given the Blackburn Hamlet Cancer Chase did not use any of the budgeted funds to execute the 2018 event, I request that these funds be donated to the Ottawa Hospital Foundation on behalf of the Blackburn Hamlet Cancer Chase.



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 *
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 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.