

**Blackburn Community Association**  
**Meeting Minutes**  
**April 19, 2018 @ 7:30 pm**  
**Community Hall**

1. Call to order 7:36pm
2. Minutes from previous meeting
  - Board Meeting March 22, 2018. Motion to approve Belinda Joy-Leung, seconded Ian Chamberland. Motion carried.
3. New Business
  - Internet Access at the Community Hall Chelsey
    - Posted question on facebook to see if there is interest. The City is transitioning to a new internet provider. Suzanne suggests we work through her and City IT to setup the service. If we pay, would be bumped up the priority list. Chelsey to contact Suzanne and look at the possibility of doing an informal survey when people book the hall.
  - Live Stream public BCA meetings. Chelsey
    - Live tweets or FB posts as an alternative. Also posted question on facebook to see if any interest. Would need a member of communications to moderate the stream. The goal is to further engage the community. Consensus is that it is worth running a trial. Chelsey will work out the logistics and bring it back for next meeting.
  - GDRO Funding (Information Only) Laura. As a response to queries on some of the programs that BCA funds.
  - Soup Ottawa. Kendra. Soup dinner \$10 each. Review pitches and winner gets a grant from the pot. Concept could be applied to bring more people into BCA engagement. More of an information item. Will revisit in future as/when needed.
  - Funding Guidelines – Deferred.
4. President's report
  - Janes walk scheduled for May 6 @ 2pm. Annual Ottawa event inspired by Jane Jacobs. Two youths 10 & 11 will be organizing it. Route will be posted on website tomorrow. The theme is Blackburn Hamlet through the eyes of its youth and why spots are important to them. They will need some adults to help support the event.
5. Councillor's report – See attached report.
  - Splash pad –We need to ensure that the final location meets the needs of the community, such as parking. There will be public consultations on location and design once further study has been done on the possible sites.
  - Traffic Calming – Discussion on effectiveness of the measures and lack of enforcement. Community members need to report every single instance so that

Ottawa Police Service detects a pattern. Chelsey to post on our social media pages reminding residents to report these.

6. Treasurer's report – See attached

- Lisa actively taking over as treasurer and met with City to align our accounting reports.
- E-Transfer now available will go straight to our account and is linked to the [treasurer@blackburnkamlet.ca](mailto:treasurer@blackburnkamlet.ca) account. Guidelines on the use of this service to follow and will include recommendations on how we can identify the category for each payment.
- When asking the BCA to reimburse committee expenses, we need it stated clearly what it was for and it needs to add up to the original approved amount. All requests must come from the committee chairs only.
- Our bank balance is currently \$66k.
- Looking at the requirements for auditing our statements.

7. Director's reports

- VP (Ali)
  - Working on bylaw review and amendments.
  - Need to follow new Ontario guidelines
  - Kiel interested in assisting.
- Park and Rinks (Vacant)
  - Ali is helping Belinda to hire a student to clean the parks from Victoria Day to Labour Day. Starts slowly in the first 2 months. Will post an ad on Facebook, in the Banar, and in our e-newsletter.
  - The duties would include watering the plants at the North South entrance signs if Evelyn plants flowers there.
- Membership (Satinder)
  - Renewals are coming in.
- Website (Kaitlyn)
  - Need new web admin to transition before Kaitlyn leaves.
  - Demands up to 2 hours a day during peak times.
- Safety (Ian)
  - Neighbourhood watch is moving forward. Need someone to take on this task from Ali especially as it requires door-to-door sign-up. Will have a table setup at the Funfair.
- Social (Ian)
  - Fireworks person has been found for Canada Day. Planning will be happening over next 3 months. Looking for co-director to assist in the planning and forms. Need volunteers for the event! Will also have a mobile Games to Go truck for 7-15 year old youths.
- Youth and Education (Belinda)
  - BCA field games at Funfair in Soccer field will be family oriented no charge. Kids will be able to take balls and games home with them at the end.

- Working with Chelsey to run classes out of community centre such as safety at home.
    - Annual Awards event. Collecting list of people who have volunteered for BCA over the year.
    - Working with Chelsey to compile a list of a general pool of volunteers for future events.
    - Will post monthly volunteer messages in Banar asking for others to sign up. Email address is [Volunteer@blackburnhamlet.ca](mailto:Volunteer@blackburnhamlet.ca)
  - Community Relations/Communications (Chelsey)
    - April newsletter was sent out 226 recipients. At 250 we will hit the next pricing level. Next issue will be sent out May 1. Send updates to Chelsey ASAP.
    - Signs posted for Spring Cleaning. Need two more signs for Brent.
  - Environment/Transportation Committee (Kendra) – See attached.
    - According to the Treasurer, the Bike Rodeo budget was \$700, so the increase from \$200 to \$450 is well within the budget allocation.
8. Standing Committee Reports
- Seniors Action Committee (Linda) – See attached.
  - Splashpad Committee (Al) See councillors report. If anyone has questions, please send them to Al Ross.
  - Cancer Chase (Lee)
    - Oct 14. Registration open on running room. Separate facebook and Instagram accounts.
    - BCA budgeted \$450 to help run the event. Need to work out mechanics.
    - Brent will help set up the tents
    - For next year will look at possible restructuring.
9. Operational groups
- BANAR (Evelyn)
    - The next Banar deadline is May 9th and the Banar will be posted online May 21st and delivered on the weekend of May 26th.
    - The Louis Riel Basketball group did a good job delivering the April Banar and the Real group (most experienced group) will be doing the June issue.
  - Fun Fair (Brent)
    - June 1,2,3. Everything is on-track. Some costs have risen for permits. City needs copy of insurance certificate. Next meeting this Monday. Councillors office making arrangements to remove flex stakes a couple of days before/after the parade.
10. Adjournment
- Motion Al. Seconded Chelsey.

Next meeting May 17, 2018, 7 p.m. in the Library

## **Attendees:**

Lynn Lefevre  
Laura Dudas  
Kiel Dixon  
Jeremy Wittet  
Jessica Maxwell  
Dave Garand  
Ali Yassine  
Kendra Brett  
Lee Stach  
Ruwan Amaratunga  
Milaine Keutchankeu  
Ian Chamberland  
Chelsey Wynne  
Tammy Lynch  
Belinda Joy-Leung  
Brent Lawrie  
Michelle Chiasson  
Kathaleen Bourque  
Al Ross  
Lisa Marcheson  
Evelyn Budd  
Suzanne Sanford  
Brenda Denault

## **BCA Board**

President: Laura Dudas  
Vice President: Ali Yassine  
Secretary: Lynn Lefevre  
Treasurer: Lisa Margeson/Al Ross  
Parks and Rinks: Belinda Joy/Ali Yassine  
Membership: Satinder Sahota  
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

## **Councillor's Report – BCA Public Meeting – April 19th 2018**

### **Splashpad**

- Parks staff have identified the following parks within Blackburn Hamlet that appear to have suitable existing water and power connectivity
  - Michael Budd
  - Harold Diceman
  - Orient Park
  - John Kemp
- A location with existing power and water connectivity will keep those related costs down which provides an opportunity to have more funds available for the Splashpad features
- Other criteria to be considered included proximity and convenience for residents such as number of residents within walking distance and available parking nearby
- Parks staff would not recommend a location with an existing water feature in order to ensure an even distribution of infrastructure throughout the community
- No final decisions regarding the location has been made
- MCPG submitted in March still require Committee and Council approval. Parks staff hope to have them through before Council breaks for the summer.

### **Blackburn Arena**

- The provincial budget has recognized funding for the Blackburn Arena expansion project
- Thank you to MPP Lalonde for seeing that 1 million dollars in provincial funds was included, joining that 1 million committed by the City of Ottawa
- We look forward to MP Leslie being able to secure the final 1 million through federal funds

### **Orient Park Baseball nets**

- After a request from the BCA our office asked parks staff to cost the installation of nets at the Orient Park baseball diamond to prevent balls from flying into the parking lot
- The cost was placed at 80,000\$
- The cost is too high to be covered by the Councillor's CIL funds
- Currently, over 50% of the Councillor's CIL is set aside for investment within the Blackburn Hamlet community

### **2018 Household Hazardous Waste Depots**

- The 2018 Household Hazardous Waste Depot campaign begins on Sunday April 29<sup>th</sup>
- A depot will be held in Innes Ward on June 3<sup>rd</sup> at the Waste Connections Canada Facility at 3354 Navan Rd.
- Complete Information is available on the city website as well as the Innes Ward website and social media pages

### **Hwy 174 / Blair Road Summer Construction**

- 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

### Temporary Traffic Calming Measures

- New speed board to be installed near 2506 Innes facing eastbound (based on numerous complaints; new speed board on Northpark facing northbound (by Butternut); install 2 permanent Slow Down For Us signs on Centrepark Drive (one near #9 and one near #68)

### Other items

- Our office has not received any new development applications for the Blackburn Hamlet area
- Public meeting regarding the Environmental Assessment for the Brian Coburn extension (Bradley Estates Bypass) will be held May 17<sup>th</sup> at the RAFO, 3349 Navan

## BCA Financial Report – April 19th 2018

	<u>1 Jan - 20 Apr 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Banar Income	3,311.00
Community Hall Income	11,023.50
<b>Grants</b>	
Other Grants	300.00
Outdoor Ice	10,190.00
Parks & Rec Grants	<u>11,224.00</u>
<b>Total Grants</b>	21,714.00
Interest Income	<u>3,747.37</u>
<b>Total Income</b>	<u>39,795.87</u>
<b>Gross Profit</b>	39,795.87
<b>Expense</b>	
Canada Day	75.00
<b>Environment Committee Expenses</b>	
Environment Education	<u>57.25</u>
<b>Total Environment Committee Expenses</b>	57.25
<b>Harvest Moon</b>	
Admin	6.25
Facilities	<u>282.50</u>
<b>Total Harvest Moon</b>	288.75

Membership Expenses	84.75
<b>Operating Costs</b>	
<b>Administration</b>	
Office Expenses	<u>187.58</u>
<b>Total Administration</b>	187.58
Banar Expenses	10,294.28
<b>Community Hall Expenses</b>	
Labour	1,800.00
Supplies	<u>135.51</u>
<b>Total Community Hall Expenses</b>	1,935.51
<b>Parks and Recreation</b>	
<b>Outdoor Rinks Expense</b>	
Equipment & Supplies	310.39
Labour	<u>10,108.00</u>
<b>Total Outdoor Rinks Expense</b>	<u>10,418.39</u>
<b>Total Parks and Recreation</b>	10,418.39
Special Expenses	<u>300.00</u>
<b>Total Operating Costs</b>	23,135.76
<b>Programming</b>	
<b>Civics Affairs Committee</b>	
Beautification	<u>8,996.23</u>
<b>Total Civics Affairs Committee</b>	8,996.23
<b>Family Programs</b>	
Blackburn Tennis Club	6,000.00
Cancer Chase	<u>158.20</u>
<b>Total Family Programs</b>	<u>6,158.20</u>
<b>Total Programming</b>	15,154.43
Special Requests	600.00
Volunteer Appreciation	<u>567.57</u>
<b>Total Expense</b>	<u>39,963.51</u>
<b>Net Ordinary Income</b>	<u>-167.64</u>
<b>Net Income</b>	<u><u>-167.64</u></u>



## Environment and Transportation committee April 19<sup>th</sup>

### Spring Clean Up April 21

- We are good to go and the weather is looking great!
- Will likely go over budget due to needing to buy propane (was previously donated), but will not have numbers until after the food and propane are purchased on the weekend
- Many thanks to everyone who has helped so far and will help on Saturday!

### Bike Rodeo April 28 (rain date May 5)

- Lots of kids are being signed up
- Still looking for volunteers **“Volunteer shifts will officially run from 8:30 a.m. - 12 p.m. and from 12 p.m. to 3:30 p.m. but I will take whatever time you can give me, gratefully.”**
- Need to request additional funding, they would like to increase their budget from \$200 to \$450, see below:

### FunFair table

- Waste/recycle theme

### Park Day June 9:

- Park has been booked
- Sarah has partnered with Earth Path, Ecology Ottawa
- Events and activities are posted to the BCA website (under our committee)

### Environment Education Day September 8:

- We will have a series of speakers as Amica (they have donated the space)
- Community hall and park are booked for information booths and kids activities

### Bike rodeo Budget:

The Bike Rodeo budget is currently \$200. It looks like our expenses will be closer to \$450.

The main reason for the need to increase the budget is the cost of the **CAN Bike Certified Instructor of approximately \$240 for 8 hrs on Saturday, April 28**. Trish and her husband have already attended two meetings, surveyed the site at Good Shepherd and contributed several good suggestions for this year's Bike Rodeo. She has prior experience doing CAN Bike rodeos in the Oakville area. Also worth noting is

that her \$30 rate per hour is **lower** than the normal CAN Bike instructor fee. She and her husband will also be supplying equipment used in the rodeo.

Any material left over such as the medical supplies, pens, clip boards will be passed on to Sarah for future use by the committee and BCA.

It is worth noting that we are expecting to receive contributions of bike safety related swag from Safer Roads Ottawa and bike helmets if a replacement is needed for a participant. Ottawa Safety Council is also supplying swag and equipment for the rodeo and a 2nd CAN Bike Instructor out of their budget. The Ottawa Health is allowing the school nurse to participate and she will be providing a mascot outfit for a volunteer to wear. Enviro Center is also providing a bike mechanic in case some of the kids bikes are not mechanically safe and need a quick tune up.

The three schools have about 400 grade 2,3,4 and 5 students and we are planning for about 75 to 100 kids to attend at no cost.

DETAILED BUDGET		
ITEM	Amount	Person
CAN Bike Instructor	\$240	Trish Cochrane
Printing Posters, Certificates, Check In lists	\$75	Patti Linn
Activity Table supplies (crayons, etc)	\$25	Patti Linn
Post Event Freezies	\$30	Patti Linn
Volunteer Name Tags	\$10	Patti Linn
Pens, clipboards,	\$20	Patti Linn
Medical Supplies	\$20	Patti Linn
Misc	\$30	tbd
	\$450	TOTAL

## **BCA Seniors Action Committee Report – April 19th 2018**

To update everyone on the SAC Committee we are presently down to only three members as one retired and moved away from the Hamlet. I have received a few interested people that I have reached out to and will be inviting to our next meeting. Hopefully we can attract some new volunteers in order to offer more services to our seniors.

We will be announcing the date of the next annual SIN in the Hamlet soon. Issues surrounding picking a date are the Ontario elections have taken two of the Friday's in October. We will therefore have to decide whether a weeknight or a Saturday is better for the show. I will keep you posted.

We have seen more interest in new vendors for the show so I hope to change up some of the vendors to always keep the show interesting for our citizens.

If you know of anyone who would be interested in joining this committee please let me know as we have lots of great ideas but not enough hands.

### **Soup Ottawa**

<http://soupottawa.ca/>

Soup Ottawa is a recurring micro-grant participatory dinner event. Attendees spend the evening hearing about local projects, chatting with the people behind each one. At the end of the evening, you vote for your favourite initiative... with your spoon! The project with the most votes takes home 100% of the money collected at the door.

#### **In short**

Soup Ottawa is a recurring micro-grant participatory dinner event

1. \$10 entrance fee gets you soup and a vote.
2. Presenters showcase their projects that benefit the community.
3. Attendees spend the evening hearing about a series of project proposals and conversing with the people behind each idea.
4. Soup Ottawa events always have a different theme that's focused but also broad enough to spark diversity (ie. 'water').
5. We all vote to grant the proceeds to the most inspiring project.

#### **The Soup Ottawa project:**

- follows a transparent, experimental, philanthropic, grassroots model to fund small to medium-sized creative projects.

- fosters physical place-based community, bringing together funders and fundees around the table.
- is the local chapter of the international [Sunday Soup](#) network of meal-based micro-funding events, taking inspiration from similar projects around the world.

### **Our vision**

The Soup Ottawa project:

- is an experiment in collective civic engagement.
- generates independent funding and sparks dialogue about what's happening in our community.
- stimulates and promotes imaginative practices that may not be eligible for formal funding.
- serves as a way to build a network of support that reaches beyond purely monetary assistance – at its best, it is a platform in which to discuss ongoing projects with new audiences, meet new collaborators, and share ways of working.
- raises awareness about the many needs and resources that help make projects happen.
- allows us to learn from one another and inspires us to dream.

**My initial thoughts were that we could do something similar as a BCA initiative. We've talked a lot of about exploring different ways of engaging with the community, and it could be a different way to either try to attract individuals to consultation meetings, or it could be used as a way of helping the different groups in our community who ask the BCA for money (that don't necessarily fall under the BCA mandate) fund raise for their initiatives.**

—  
April 17, 2018

Prepared for: Laura Dudas, President, BCA

### **Blackburn Hamlet Community Association 2017 Contribution to GRDO**

The following is a breakdown of our total revenues for the 2017 program year. The BCA's contribution is highlighted below:

#### **2017 REVENUES**

Canada Summer Jobs Grant	\$37,413
Cash Donations Revenue	\$1,782
<b>Blackburn Hamlet Community Association</b>	<b>\$3,568</b>
Fundraising Revenue	\$683
Government Funding	\$59,146
Membership Revenue	\$9,640
Other Revenue(s)	\$ -
Program Registration Revenue	<u>\$22,840</u>
<b>Total Revenue 2017</b>	<b>\$135,072</b>

The BCA's total contribution of \$3,568 is calculated from your 2017 allocation of \$2,500 in support of our programs which we received in April of 2017 plus \$1,068 in additional support for the swimming bussing costs for Blackburn participants which we received at the end of the 2017 year.

We thank you sincerely for your support of our programs.

**Sarmad Al-Biladi**

**Director of Operations**

Gloucester Recreation Development Organization

sarmad.albiladi@grdo.ca