

Blackburn Community Association
Meeting Minutes
March 21, 2019 7:30 pm
Blackburn Community Hall

1. Call to order 7:42pm
2. Agenda Update
3. Minutes from previous meetings
 - February 21, 2019
 - Motion to approve Ian Chamberland. Seconded Lisa Margeson. Approved.
4. Budget Update and Amendments (Lisa Margeson)
 - Corrections have been noted. No additional changes are needed.
 - We have identified an issue how we pay for Parks, Rinks, Hall Rental Management and Exercise courses when they are paid more than \$500 in a year. These could now be considered employees by CRA if we do not have formal contracts.
 - We need to start filing annual CRA Returns, which Lisa is looking into.
5. Councillor Update (Laura Dudas)
 - The City of Ottawa budget was approved, which means the City Capital Grant for the Splash Pad has been approved. Parks Planners will be contacting us to work through the logistics. The area around our Community Hall would be a good site as they can plan for a future play structure. The alternate site is Michael Budd Park, but parking is limited. There will be a community consultation as part of the design process – possibly at the funfair Community Showcase. The target is to start construction in the Spring 2020.
 - Traffic Calming flex stakes will return once the snow melts. The City will be adding a Northbound Speed board on Bearbrook. There will be a trial of officer cutouts around the ward.
 - The new Innes Ward Councillor website is running and includes updates related to the ward. The Ward office in the Arena is staffed during the hours published in the Banar, except when there are exceptional circumstances.
 - The Arena expansion is still on hold. City funding is still committed. Grant requests have been submitted to the Federal Government. There is no provincial funding at this time. This also affects our storage challenges.

6. Splash Pad (Ian Chamberland)

- Will meet with Parks Planners and bring the results back to the BCA for consultation.

7. Board Email (Kevin White)

- Located our corporation number through a search at the Library. This was needed for access to free email accounts and other discounts. We also need a copy of the original BCA Ontario Not For Profit application to complete the registration. It would be ideal if this was completed before the April 17 renewal for Dropbox. We may need to pay \$75 fee to retrieve a copy.

8. BCA Website Wishlist (Kevin White)

- Kevin to take the lead with Wifi for the Hall. David is our key contact at the City. Lisa to send the contact information to Kevin.
- Ian is looking for a Canada Day Page.
- Can we roll in the Cancer Chase email and website into ours?
- Can we update the website so that people who run events can update the calendar? Right now it is limited to Web Admin as we had issues in the past when more than one person had access to the calendar.

9. Event and Community Communications

- Satinder still manages the Facebook Page and group.
- We need to identify who has access to Twitter and Instagram so that Kiel can be granted access.
- Kiel now has access to the Email List. Chelsey and Satinder also have access as a back up.

10. BCA and Event Signs

- We need new BCA general and event specific signs.
- Other community associations rent portable signs for their events. Beverly rented a sign that cost \$300 for 3 weeks and will forward information to the board.
- Need one person to take ownership for replacing, installing and removing the signs.
- Brent will find out the cost for getting signs made and take the lead for ordering them. Event organizers need to send their sign requirements to Brent.
- Funding for signs comes from each event.
- Also need a sign to post at the Tennis club announcing BCA contribution.

11. BCA Inventory Checklist (Don Kelly)

- Don would like to create an inventory of all signs and equipment so we know what is available for each event.

12. Bylaw Review

- Is there any way we could engage local law firms to assist? Would be well worth the investment. If not, it will be a challenge for us to complete the update prior to the AGM.

13. Cancer chase (Don Kelly)

- The transition to Don as co-chair has been successful. Will be updating the budget to show the true costs for review by the board and asking if BCA could cover some, or all costs so that all donations and funds raised go directly to Cancer Research.
- The Cancer Chase will be held September 8, 2019.

14. Membership (Satinder Sahota)

- Membership total was 78 last month. This month it is 99.

15. Procedure (Satinder Sahota)

- There needs to be more details in the budget for items that are over \$1,000 so that all Directors have the same level of detail for these budget items.
- Each Director is expected to provide more details to the entire board when submitting their budget request each year. Kevin will assist in creating a standard form for these requests.
- Motion made by Satinder Sahota that we ensure all Directors have complete background information on items to they are voting on, especially matters dealing with the budget. This allows Directors to ask relevant questions and to make informed decisions. Seconded by Kendra Brett. Approved with one abstention and one opposed.

16. BANAR (Evelyn Budd)

- Sending the April BANAR for printing tomorrow. Scouts, Louis Riel, and Tennis Club are not available to deliver. Pathfinders will be delivering this edition.
- The next deadline is May 8.

17. SCAM Warning (Ali Yassine)

- If you receive urgent email from the board or Ali for eTransfers, IGNORE it as it is a scam.

18. The Friends of Mer Bleu looking for a BCA representative to sit on their board as they provide funding support for community events and would like our input.
19. A concern has been raised by community members that emails are not being responded to. Ali to address the issue.
20. Adjournment (Next meeting April 18, 2019, 7:30pm in the Community Hall) Lisa Don

Attendees

Ali Yassine
Lisa Margeson
Lynn Lefevre
Kendra Brett
Satinder Sahota
Lee Stach
Don Kelly
Evelyn Budd
Beverly McGrath
Laura Dudas
Brent Lawrie

BCA Board

President: Ali Yassine

Vice President: Chelsey Wynne

Secretary: Lynn Lefevre

Treasurer: Lisa Margeson

Parks: Ali Yassine

Rinks: Mark Lister

Membership: Satinder Sahota

Website: Kevin White

Community Safety: Don Kelly

Social: Ian Chamberland

Education and Youth: Kathleen Parisien

Community Relations: Vacant

Community Communications: Kiel Dixon

Environment: Kendra Brett

Standing Committees

Senior Action Committee: Beverly McGrath

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 & Don Kelly

Environment Report

Spring Clean up is April 27th (or 28th if it rains)

1. Need assistance from BCA communications with regards to signs (ASAP)
 1. Update and order new ones?
 2. Use a sign company? (see email below)
2. Looking for:
 1. Someone with a pick up truck to help day of
 2. Extra sets of hands to assist with BBQ
 3. Prizes for volunteers (environmentally friendly ones)
3. BCA microphone - does this exist?

Email from our past sign guy:

My recommendation would be to use Curbex for all BCA events. Everybody uses them including at least 2 community associations in Orleans & Cumberland that I have seen. I don't think they are that expensive and they are up for 1 month I believe. If one doesn't see the sign at Petro Canada after 1 month, then you don't live in Blackburn

Many more options for graphics as well. The signs I did probably over 10 years ago are still effective but somewhat dated and show their wear & tear. Obviously this would eliminate all the logistics and headache of coordinating date change, corralling volunteers for the set up / take down and storage of the existing signs.

I would ask them for a cost for 1 sign and for 6-7 signs over a year. Hockey Day, Spring Clean, Garage, Fun Fair (maybe more than one here), Seniors' Day, Pancake Breakfast.

Transportation Report

1. Bike Rodeo
 - We are planning a rodeo again at Good Shepherd. Ottawa Safety Council should be on board. Last year's volunteers are secured.
 - Date: May 4, 2019
 - Cost: requesting a total of \$550 - breakdown to follow.
 - Will need the funds secured in early April
2. Traffic calming
 - Had suggested that the lights at Cleroux (and South Park) be leveraged to help with traffic calming. First response from city is that this is not an option.
 - Working with Traffic Specialist to look at solutions. Especially in light of comments from residents stating they can't cross at Rondel.
 - Also waiting for current speed board data to analyze recent trends.