

**Blackburn Community Association**  
**Meeting Minutes**  
**April 18, 2019 7:30 pm**  
**Blackburn Community Hall**

1. Call to order 7:35pm.
2. Approval of Agenda.
3. Minutes from previous meetings
  - March 21, 2019 – Draft Not Available
4. Innes Ward Councillor Update (Rebecca Kwan)
  - There will be an LRT Information session on Thursday April 25 from 6:30pm to 8pm at Shenkman Arts Centre.
  - They are assembling a list of community garage sales to promote on the Councillor website and social media accounts. Kevin White to send the Google map link for our garage sale event.
5. Budget & CRA Update (Lisa Margeson)
  - a) Rink budget was used 100%
  - b) CRA Annual Returns
    - The last report filed with Corporations Canada was in 2008. Corporate information returns are to be sent to CRA as of 2009. The 2018 deadline is the end of June.
    - We will need to assemble the previous 10 years of budgets and board membership. Sarah White can assist with assembling the board member list. Lisa has the financial history.
    - More consultation is needed with a Lawyer and an Accountant and BCA board members. Lisa will collect cost estimates for expert assistance and present them at the next meeting for board approval.
    - We still need to deal with contracts for Hall rentals and rink monitors. Please review the samples that Lisa circulated.
6. Innes Ward Community Council (Ian Chamberland)
  - Met with Innes Ward Councillor and other Innes Ward Community Associations.
  - These meetings are scheduled 4 times a year.
  - The Councillor would prefer to have the same participants at each meeting for consistency.

- Help us to keep in touch with the other associations.
- We need to review our priorities and be ready to present at the September meeting, which will be used to feed into the next City budget.

#### 7. Canada Day

- Application to city for fireworks was late, but City is OK.
- Planning for the Field Games is going well.
- One Band has been confirmed. Still working on securing a second Band.
- Volunteers will be needed. Ian to create a list of tasks that the volunteers need to cover using the FunFair list as a template so that we can circulate a call for volunteers.

#### 8. Environment (Kendra)

- The Environment Committee would like the BCA President to send a letter to our Councillor and Mayor in support of the climate emergency motion. A template letter from the Old Ottawa East Community Association was circulated.
- Kendra Brett motioned that the BCA President send a letter to the Mayor and our Councillor in support of the declaration. Seconded by Lisa Margeson. Motion Carried.
- Kendra Brett to send a letter to Ali Yassine for him to sign and send out.

#### 9. BCA and Event Signs (Brent Lawrie)

- Had new signs made and will post the cleanup signs on Friday.
- Some posts are missing/damaged and need to be replenished/repared.
- We still need long term plan for handling signs.
- After the Community Cleanup, the next events are the Garage Sale and Bike Rodeo on May 4. Brent to check locker for these signs on Friday.

#### 10. Bike Rodeo

- To be held at the Good Shepherd school on May 4 from 10 to 2.

#### 11. Communication Kevin Whalen.

- What is our mission? Our website does not really communicate the BCA Value to the community. How do we improve the marketing of events before, during and after the event?
- Kevin Whalen will work with Kiel Dixon, Kevin White and Brent Lawrie to improve our connection to the community.

12. SOCAN Annual Fee

- It was agreed that the BCA would pay this annual fee so that we can play music at any of our events.

13. New Email and G-Suite (Kevin White)

- Kevin presented a quick overview of the new features and will work with the Board Members and Committee Chairs to migrate them to the new platform.

14. Bylaw Review (Chelsey Wynne)

- Review was postponed as we need to simplify the bylaws using the Provincial template. Will present a new version at the next meeting.

15. BCA Cancer Chase (Don Kelly)

- Ottawa Hospital Foundation is helping to cover the need for volunteers.
- Don Kelly motioned that we reallocate \$600 from the Community Safety budget to cover the cost of City/NCC permits and the St. John Ambulance fees. Seconded by Ian Chamberland. Motion Carried.

16. Community Safety (Don Kelly)

- Neighbourhood Watch is growing slowly this year, but will not need the funds that were allocated until next year.
- Don Kelly met with our Community Police Constable. The Ottawa Police are still looking for Blackburn Hamlet to participate in the Neighbourhood Watch program. He will be working with the Constable to target a specific are of the hamlet to start (Orient Park). The city will provide all required literature.
- The Constable would also like to provide a 30 minute community safety presentation to the BCA board at 7pm on May 16.

17. BCA Inventory (Don Kelly)

- Completed an initial review of the items in storage but will need to assess the items when Brent empties the lockers to check the status of the equipment needed for the FunFair.

18. Adjournment (Next meeting May 16, 2019, 7:00pm in the Community Hall)

## **Attendees**

Chelsey Wynne  
Lisa Margeson  
Lynn Lefevre  
Kendra Brett  
Kevin White  
Ian Chamberland  
Don Kelly  
Lee Stach  
Dave Garand  
Brent Lawrie  
Rebecca Kwan  
Kevin Whalen  
Chantal Goyette

## **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