

Blackburn Community Association
Meeting Minutes
September 19, 2019 7:30 pm
Community Hall

1. Call to order 7:36pm.
2. Approval of Agenda
3. Minutes from previous meetings
 - June 20, 2019
 - Motion to approve Kiel Dixon. Seconded Lisa Margeson. Approved.
4. Budget & CRA Update (Lisa Margeson)
 - To continue as a registered corporation, we have to comply with CRA requirements to submit annual returns, which has not been done since the rules changed over 10 years ago. Mark has volunteered to assist us in completing the forms and will provide an update at the October meeting.
 - The Budget is balanced.
 - Suzanne Sanford is now our contact for the City of Ottawa. Lisa will send her contact information to the board.
5. Parks and Recreation Budget (Lisa Margeson)
 - Spent \$4,500 for Parks cleaning (\$2,200 was originally budgeted).
 - The contract wording needs some improvement for next year. Lisa to circulate a draft.
6. Hall Administrator Budget (Lisa Margeson)
 - \$450/month Stipend has not been increased in a number of years, yet workload has increased due to growth in hall bookings. A Motion to increase the stipend amount will be submitted for the Annual General Meeting.
 - There will need to be a contract identifying roles and responsibilities. Lisa to circulate a draft.
7. Innes Ward Councillor Update (Laura Dudas)
 - Arena expansion is progressing. City staff are working on the site plan and logistics with the intent to start construction next spring. This will impact the 2020 Funfair and Canada Day events. We need to ensure that the storage locker access remains outside the Arena so we can reach it at any time.

- The city staff have agreed that the Splash pad should be located in the the area around the hall and will start working on the site plan. This project will likely be delayed a few more months due to the Arena expansion.
- The broken Speed board on Innes has been replaced but was not moved further East, as was requested. Laura is following up with City staff.
- We now have crossing guards at Innes/Bearbrook.
- The City is looking to fill in gaps in the cycling network.
- Bus changes on Oct 6 will be geared to keep busses in the same part of the city instead of interlining across the city. This should improve on time performance as well as service to the community. Once the routes have settled in, citizens are encouraged to contact the city to resolve any residual concerns and issues.

8. Earth Path Nature School Program (Bryarly McEachern)

- Earth Path is looking to build an insulated cabin on the Just Foods land to support their ongoing education programs as well as for use by funding partners and rental by community organizations. Since most of their programs run during week days, that would leave the cabin available to others on evenings and weekends.
- They have received a \$50k Trillium grant and have also raised another \$8.5k.
- Additional funding is needed to complete fit-up of the space, including the addition of Solar panels for lighting (the cabin will be completely off-grid).
- The Cabin will be able to accommodate 18 people in a circle.
- 393 individuals participated in Earth path programs in 2018, with a large percentage coming from the local area, including Blackburn Hamlet.
- The existing barn at Just Food is not insulated and it would be costly to retrofit.
- They have an affordability program which subsidizes attendance for those who are low income.
- The Land lease is for 25 years, but building will be built to allow a move if needed.
- Bryarly will submit a formal application for the BCA board to review.

9. Redevelopment of 65 Eastpark (Jessica Roussau)

- An application will be submitted to the City for a variance needed to divide the lot in half and build two single family homes on it.

10. BCA Library Display (Ali Yassine)

- The BCA display in the library has not been updated in many years. Kiel and Ali to follow up with the Library and determine if we wish to continue using the BCA display there.

11. Picnic Tables (Ali Yassine/Ian Chamberland)

- Garneau high school is willing to build picnic tables to be used around the Community Hall, if we pay for materials.
- Ian is following up with the City on what we can/cannot do at this location.
- Some tables will need to be accessible.
- In addition to the tables, we will need to buy chains and locks to secure them.
- We have budgeted \$2,400 for this project. Ian and Ali will work out more details in the next month.

12. Police Checks (Lisa Margeson)

- To meet City funding requirements, BCA board members require a level 2 clearance from Ottawa Police.
- Ali has signed a letter that will reduce the cost to \$10 for those who do not already have a clearance (Clearance lasts 3 years).
- Lisa will send a copy of the signed letter as well as instructions on how to submit a request to Ottawa Police.

13. Board Structure (Kendra Brett)

- Since revised bylaws will not be ready for the AGM, we need to revise the board structure to meet current needs.
- The agenda for the October BCA meeting will include a board vote on changes to the structure.
- Kendra and Kiel will draft a notice to be included in the November BANAR identifying the first 30 minutes of the November 21 meeting as a Special Members meeting to approve the change to the board structure starting with the elections at the January Annual General Meeting.

14. Website and Banar contacts for Funfair, Cancer Chase & Seniors (Lynn Lefevre)

- Should we have a generic “community” email address managed by Kiel?
- For vacant posts the mail boxes need to auto forward to another board member.
- Ian Chamberland is the Funfair Contact.
- Don Kelly is the Cancer Chase Contact.
- Seniors and Youth positions are both Vacant.
- The contact form on our website is sent to info@blackburnhamlet.ca. We need to identify who receives these messages.

15. Volunteer Recognition Date – Recognition week is Apr 19-25 (Lynn Lefevre)

- We need to find an open date that does not conflict with Easter or other activities scheduled in the Hall – even if it is a weekday evening or the day before the official volunteer week. Lynn to follow up.

16. Funfair Update (Ian Chamberland/Brent Lawrie)

- We had a good year and have \$28k in the bank. The final total is expected to be around \$31k. Of this, \$15k will be divided into 56 community shares going community organizations who helped run the Funfair.
- Ian Chamberland is taking over as chair for 2020. Brent Lawrie, who has been the chair for 5 years, will assist Ian this year.
- Kiel Dixon will be writing the Funfair articles for the BANAR.

17. Canada Day Update (Ian Chamberland)

- The Fireworks were fantastic, weather was perfect and crowds were amazing.
- Ian Chamberland will be stepping down as the leader as he will be fully occupied with the Funfair.
- BCA will need a Canada Day lead to step forward in order to continue growing this event.
- Some funds will be needed before the end of the year in order to start the process of reserving the park and other activities.

18. Adjournment (Next meeting October 17, 2019, 7:30pm in the Community Hall).

Attendees

Ali Yassine
Chelsey Wynne
Lisa Margeson
Lynn Lefevre
Ian Chamberland
Kendra Brett
Kevin White
Kiel Dixon
Brent Lawrie
Jessica Rousseau
Nina Ryan
Laura Dudas
Bryarly McEachern
Wayne Fussy

Environment Committee Report

The Environment Committee has had a busy summer, especially Sarah Morgan-White and the tree team. Here are a few updates:

CommuniTree Conference

- Sarah and her team will be hosting a CommuniTree conference on Saturday October 19th, at the Just Food Farm.
- The conference will include various panels, a networking break and a tour of a Community Food Forest. The Conference is an opportunity for community members to share tree-related stories, data and projects and provide attendees with new ideas, information and resources to carry out tree-related initiatives in their communities.
- Registration link: <http://blackburnhamlet.ca/communitree/>
- If you would like to be involved, please contact Sarah at treeteam@blackburnhamlet.ca
- Once the details are finalized, we will be circulating the information, and we hope you will share it within your networks

Neighborwoods Project

- One of our Tree Team members, Clifton, has agreed to take on the Neighborwoods project. We will be meeting in the fall to discuss what is needed for this project, and drafting a budget, with the hopes of starting it in the fall.
- You can protect what you don't know. Neighborwoods is a community-based tree inventory program. The Beaverbrook (Kanata) Community Association is an active participant in the program and we have the opportunity to learn more from them and determine if the Hamlet would benefit. This project is ideal for individuals interested in learning about trees, their health and identification and would involve walking.

Environment Speaker Series

- Angelina, from the environment committee has worked hard this summer to launch our Environment Themed Speaker Series. We held the first event on Invasive Species in August, and the second talk on Trees was in September.
- Talks are being hosted at the Bearbrook retirement residence, which has generously donated the space for the talks.
- We're hoping to make these talks happen regularly

Invasive Species

- The environment committee welcomed a new member, Patrick, who is passionate about protecting our local parks from invasive species (and bringing back the trilliums).
- This summer we met with representatives from the Invasive species council, and other community groups, to learn what they are doing to remove invasive plant species and how they are replacing them.
- We hope to do a pull of invasive species this fall, or in the spring, and work towards restoring the health of our native ecosystem.

Planting flowers at the Blackburn entrance signs

- Another Tree Team member, Supattana, is organizing the planting of flowers at the Blackburn Hamlet entrance signs. We are currently waiting for city of Ottawa approval, as we don't want any volunteers to get in trouble with the city.
- A number of community members were on board with the initiative and wanted to donate flowers to the gardens.
- Patrick, the environment committee's invasive species expert, has reviewed the proposed plants to make sure that they aren't invasive species.

Tree planting through the city

- Sarah has worked with the city to arrange for trees to be planted at John Kemp Park and Bearbrook Park this fall

Garbage cans

- After receiving feedback about the high volume of litter in the Hamlet we contacted the City of Ottawa for some information about city-owned garbage cans, and about the possibility of getting more garbage cans in the Hamlet.
- We did not receive a direct answer to our request for more cans along Innes road. We were informed that the lack of roadside cans is due to the amount of household waste that they attract, resulting in overflowing receptacles.
- In the summer, garbage cans are emptied between once a week to once every two weeks, depending on service requests. During the winter they are not emptied as frequently. For the seasonal steel drum garbage can in Budd park, the city acknowledged the need for a permanent (i.e., year round) can in this location, and has said it will add this request to the list for park improvements for consideration for the budget in 2019 or 2020.
- And we would like to give a Shout Out to Angie Jodoin, a community member who has been organising Saturday morning clean ups in response to people complaining about trash in the Hamlet.

Schoolyard tree planting grant

- Erika and Sarah from the environment committee worked to complete the City of Ottawa Schoolyard Tree Planting grant for Good Shepherd School, which recently got approved by the City to plant 30 of the requested 36 trees, of various species, at Good Shepherd! Plan will be submitted to the Board and, upon approval, trees will be planted in May/June of 2020!! This will increase the community's tree canopy and biodiversity!
- Luisa, Julie and David from the Tree Team are working for a grant for Glen Ogilvie. The intention is to submit in June 2020 for planting 2021.

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: Vacant
Community Relations: Vacant
Community Communications: Kiel Dixon
Environment: Kendra Brett

Standing Committees

Senior Action Committee: Vacant
Community Beautification: Vacant
Splashpad: Ian Chamberland
Transportation: Dave Garand

Operational Groups

Banar: Evelyn Budd
Fun Fair: Ian Chamberland
Canada Day: Vacant
Community Hall: Auramarina Sawyer
Cancer Chase Lee Stach & Don Kelly