

**Blackburn Community Association**  
**Meeting Minutes**  
**September 17, 2020 7:30 pm**

1. Call to order 7:32pm
2. Approval of Agenda
3. Minutes from previous meetings
  - July 16, 2020
  - August 20, 2020
  - Motion to approve Lisa Margeson. Seconded by Mark Lister. Approved.
4. Councillor Update (Chelsey Wynne)
  - East end Councillors have been lobbying for a new centre in the East end COVID testing site, increased hours at existing sites and an online booking system for all sites in order to improve testing options and availability for East End Residents.
  - Laura Dudas is willing to help promote and supporting any Haloween events that the BCA organizes.
5. Website (Angela Giddings)
  - The BCA website needs to be updated in order to meet accessibility legislation and meet the needs of the organization.
  - Angela grew up on Blackburn Hamlet and is now living in the Hamlet. She is an Algonquin College professor who coordinates a program that has students working on projects, such as our website revamp, and would like to include ours in this year's program.
  - She has worked on a number of web development projects in her career and in the Algonquin program.
  - The 150 Students are given a list of potential projects and are asked to rank their preferences.
  - Angela would oversee the BCA project and will liaise with Patrick.
  - Most of the students have coop experience as well as an array of courses in the program.
  - The first prototype would be ready in early October, a second prototype would be ready in early November and the finished product would be delivered in December.
  - It would be good to include a French version, but we would need good translators to provide the content.

- The proposal is to use Wordpress Multisite so that the BCA main site could be linked to the sub-sites such as the BANAR, Funfair, Cancer Chase, and Canada Day with a consistent look and feel.
- All board members need to provide feedback to Patrick on what they need/would like to see. Some suggestions include:
  - Closer linkages to our social media.
  - Main events page that can roll up all individual BCA events as well as other events being held in the community.
  - Corporate Document Repository.
- Brent to work with the Funfair team to encourage their participation.

#### 6. BCA Financial update (Lisa Margeson & Mark Lister)

- Need input from the Directors for their 2021 funding requirements. If there is no feedback, we will use the amounts from the 2020 budget and assume that events will resume in 2021 or alternate events will be held in their place.
- The Funfair treasurer is still assembling the details needed for their Income and Expenses to be incorporated into our records.
- The BCA records are up to date until end of August. Some formatting cleanup remains.
- For capital assets (stage components, containers, tractor, etc), items previously purchased would not be included. It would be possible to add the storage container we bought this year as a capital asset.
- Mark will ask if there is any way we can find out what the payments are for in the reports as it is not clear.
- With the inclusion of Funfair details in our books, what obligation does the board have to approve their budget expenses? By default, the BCA has given delegated authority to the Funfair and there has always been BCA representation on the Funfair board. This year we are represented by Brent Lawrie our VP. Future discussions will be held on the integration between BCA and Funfair.

#### 7. Banar (Evelyn Budd)

- Kendra Brett has agreed to take on the role of Editor.
- Evelyn has a graphic designer who can take on the role for assembling the content and make it ready for publishing. The estimated cost would be \$25/page.
- For financials we should work with Lisa and our book keeper.
- Joanne is taking care of distribution.
- We still need to find someone who can liaising with and soliciting new advertisers.
- Evelyn is not happy with the quality of the printing in the last issue and will try a different publisher for the next edition.

#### 8. By laws (Brent Lawrie)

- They are still working on completing the updates and preparing a final version for the board to review.

#### 9. AGM - Date and Voting (Mark Lister)

- Financial statements should be presented at AGM, but it is not possible to have them reviewed and ready 3 weeks after our fiscal year end. We will need to move the AGM date to the 1<sup>st</sup> week of March. Mark to confirm if the accountants would be able to deliver the statements by that date.
- How will we vote at a virtual AGM? There is no voting option available in the platform we use for virtual meetings. Voting is available in other platforms, such as Zoom so we may need to ask if we can use our councillors account for the AGM.

#### 10. Halloween (Mark Lister)

- As an alternate to regular trick or treating, we could look at holding a pumpkin walk through the Parks. Areas of consideration include the outdoor gathering limit of 25 people, the need for community members to carve and deliver the pumpkins, volunteers to watch over the pumpkin and a method of disposing the pumpkins after the event. We may have some options for disposal but would need to confirm prior to advertising the event.
- Another alternate would be an “upside down” parade like the one we held for Hamlet Grads. There is a concern about mixing cars driving around at same time as some kids may be out trick or treating and those who choose to walk the route. The parade could be held during daylight hours to limit the risk.
- It is not clear what Provincial or City guidelines will be regarding Halloween activities.
- A safe option would be to hold a Digital event on Facebook, such as a pumpkin carving contest, best Halloween Theme, best Costume, etc. These types of posts are always popular on our Facebook page.
- We will create an open poll on our Facebook page regarding the possible options and make note that we would need volunteers to move forward. Once we decide what we are doing and what rules will be in place we can advertise with a poster/flyer in addition to our email list and our Social Media pages.
- Nina Ryan to take the lead for the activity.

#### 11. Neighbourhood Watch (Don Kelly)

##### Overview

Twenty-five (25 emails) have been received from interested citizens within the Hamlet for the Neighborhood Watch (Watch) program. The Ottawa Police Neighborhood Watch Registration Form (Registration) and a brief of the Neighborhood Watch has been sent to the 25 parties. As of September 17, ten (10) residents have returned their Registration Form, 7 have signed the form to be Captains and 3 as Members. All forms are forwarded to the Ottawa Police. The

other 15 respondents have expressed sufficient interest to suggest that they will be part of the Watch. Emails (reminders) to the other 15 interested citizens was sent today requesting their support.

#### The Road Ahead

For the Registration process of the Watch to start the Community must have a minimum of 8 Captains. It is expected that from the forementioned emails the minimum number of Captains will be attained. Once the Captain number has been achieved the focus will be to have the Captains canvass their street to have their neighbors sign the Registration Form as Members. Each Captain will be asked to sign up 8-10 Members on their street or apartment unit.

After the network is in place the next strategy will be expand the program using community tools, social media, BCA network, Banar, flyers, etc., to get more Captains on other streets. The Blackburn Hamlet network is not intended to extend beyond the boundaries of Blackburn Hamlet, although assistance will be available for any interested party in another community.

On September 18 the Coordinator will meet with Constable Leroux (Community Police Officer) to begin the Registration process.

#### 12. 2487 Innes development update (Patrick)

- Feedback regarding the development proposal included limited parking (35 units 40 spots), water runoff, garbage storage location, noise & light pollution. Individuals were asked to submit their feedback directly to the City.
- Since the site is zoned for the building, it is likely the City will approve it. The best we can hope for are some small adjustments to limit the impact on the neighbours and Gravelle Crescent.
- We can expect more developments in the neighbourhood as other properties are sold (Cleroux & Bearbrook properties are currently for sale and there is a six unit development already planned for Cleroux).

#### 13. Theater Group Trailer (Brent Lawrie)

- The Theatre group would not charge us to transfer ownership of the trailer, but there is likely Ministry of Transportation retail tax due based on the current value of the trailer. Brent to follow up on the exact costs.
- We will need to assume cost of insurance next year.
- Another option is for Funfair to take ownership as they would be the primary users of the trailer and stage.
- Arrangements have been made to store it, but we are waiting for a pile of dirt to be moved.

#### 14. Blackburn Tree program update (Kendra Brett)

- We met with the City to talk about planting trees near the splashpad and discuss 3 trees that appeared behind the community centre where we put our funfair beer garden.
- The 3 trees were relocated due to the arena construction. Despite the risk of over stressing the trees, they will need to relocate them again next year as well as replace dead trees near the hall parking.
- The city is limiting trees in areas that might be needed for access to a future transitway, which restricts where we can plant them and provide shade to the splash pad.
- We will be talking to the Soccer association to see if we can plant trees between field and splash pad.
- We are also continuing to identify Parks that could use more trees.

#### 15. President update on general items (Mark Lister)

- Storage move – We need some volunteers on Saturday September 19th at 10am to move our equipment from temporary storage to our container.
- Volunteer Awards – we will be nominating a deserving member of the community for the 2021 Canada's Volunteer awards.
- Community Hall – The Hall will remain closed until the COVID restrictions are lifted. The city of Ottawa will be running programs out of the venue and will be responsible for taking all necessary COVID 19 measures for their events.
- Community Hall Review – The review is complete and recommendations are ready. The City is encouraged by the new fee schedule. This will be brought to the board for vote in October.
- Elected Officials Meeting – The meeting was rescheduled to the 22nd of September. Will be promoted on our social media platforms.
- Blair road consultation. The road design is not final as some adjustments will be needed. There is still no plan for safe bike path from Blackburn Hamlet to Blair.
- Innes Ward Community Council meeting. Many events have been cancelled or are on hold due to the ongoing COVID outbreak. The Ward boundary review is proceeding - all options have Chappel hill and Bradley estates moving out of Innes Ward.
- The City budget continues to be in a deficit. As a result, the City will not be introducing any new spending programs next year. It is not clear if this will affect the grant program for picnic tables for the splash pad area or whether there will be funding to repair the Bearbrook outdoor rink cement pad and boards.

16. Filming in Blackburn Hamlet (Brent Lawrie)

- A local production company is looking to use the hall as a staging location.
- We would need approval from the City as we would not be tracking participants or cleaning.
- Also, City has already scheduled some activities for the hall that may conflict with the dates.
- There are also concerns about the limited space and parking and conflicts with construction traffic.
- Mark Lister to Follow Up with the City and Production company.

17. Banar Deadline October 14 with Delivery starting October 31.

18. Newsletter deadline – No newsletter this month.

19. Adjournment 10:32 (Next meeting October 15, 2020, 7:30pm)

## **Attendees**

Mark Lister  
Brent Lawrie  
Lisa Margeson  
Lynn Lefevre  
Nina Ryan  
Patrick Phillips  
Daniel Gosson  
Satinder Sahota  
Kendra Brett  
Kiel Dixon  
Kevin Whyte  
Dave Garand  
Evelyn Budd  
Chelsey Wynne (Councillors Office)  
Angela Giddings

## **BCA Board**

### **Executive**

President: Mark Lister

Vice President & Facilities and Operations: Brent Lawrie

Secretary: Lynn Lefevre

Treasurer: Lisa Margeson

Past President: Ali Yassine

### **Director Portfolio's**

Environment: Kendra Brett

Parks & Rinks: Zack Jackson

Communications: Nina Ryan, Dan Gosson, Patrick Phillips

Community Relations: Kiel Dixon

Website: Kevin White

Transportation: and Community Safety: Don Kelly

Youth: Vacant

Membership: Satinder Sahota

### **Committee Chairs**

BANAR: Evelyn Budd

Seniors: Vacant

Beautification: Vacant

Community Hall: Auramarina Sawyer

### **Events**

Fun Fair: Ian Chamberland

Canada Day: Vacant

Cancer Chase: Don Kelly

Hockey Day: Mark Lister & Zack Jackson

Pot Luck Dinners: Auramarina Sawyer

Santa's Pancake Breakfast: Vacant

Volunteer Appreciation: Mark Lister

Spring Cleanup: Kendra Brett

Seniors Information Event: Vacant

Bike Rodeo: Dave Garand

## **OUTLINE OF NEIGHBORHOOD WATCH**

September, 2020

The Neighborhood Watch (herein called Watch) is an organized group of citizens supported by the Ottawa Police Services. The Watch is devoted to reduce and prevent crime in their community (herein called Watch Area). Above all, the Watch is neighbors watching out for neighbors. For the Watch to be effective it must have the engagement of its community taking an active role in both security improvement and observation.

The Neighborhood Watch is comprised of four principal components:

1. Community Police Officer (CPO)
2. Watch Coordinator
3. Block/Street Captain
4. Watch Member

**The Neighbor Watch Community Police Officer** is the main link with the Watch Coordinator and the Watch Block Captains. The CPO is responsible for processing the registration of the Watch's application through the City of Ottawa. In addition, the CPO is the principal authority on where Neighborhood Watch street signs will be posted.

**The Watch Coordinator** serves as the Watch's contact with the CPO and the Watch Block Captains. The principal duties include:

- (1) disseminate information on crime stats, crime prevention tip, etc., to the Watch via the Watch Captains.
- (2) assist in maintaining sufficient Block/Street Captains and Members.
- (3) maintain contact with the CPO on criminal activity in the Watch Area.

**The Block/Street Captain** is a key member of the Neighborhood Watch program. The Block Captains generally have 10-15 homes within their Watch Area.

The responsibilities may include:

- (1) assisting in welcoming new neighbors, informing them about the Watch.
- (2) encouraging residents within their Watch Area to join the Watch.
- (3) adopting appropriate home security measures at their residence.
- (4) maintaining an accurate list of Members within the Watch Area.
- (5) disseminating information on criminal activity, crime stats and crime prevention tips, to Watch Members within the Watch area.
- (6) act as liaison between block residents and the CPO.

**The Watch Member** act as the ears and eyes of their street and are the backbone of the Watch. The principal role of the Watch Member is to look out for the best interests of their family and their neighbors.

Other responsibilities include:

- (1) remaining alert to any suspicious activity in the Watch area,
- (2) reporting suspicious activity promptly to the Police, then to the Watch Captain.
- (3) informing neighbors of crime activity within the Watch Area.
- (4) assisting neighbors by monitoring their home during their absences.
- (5) assisting the Block Captain.
- (6) adopting appropriate home security measures at their residence.

Note 1

Once the application for a Neighborhood Watch is approved the Ottawa Police will provide the Watch Coordinator, Block Captains and Members with additional documentation such as the Ottawa Crime Map: <https://www.ottawapolice.ca/en/crime/crime-mapping-tool.aspx>

The Ottawa Crime Map will display the last 14 days of data including Homicide, Break and Enter, Vehicle Break and Enter, Robbery, Theft, Vehicle Theft, and Assaults, however, you can change the date selection by clicking on the Calendar button located above the map. You can also select more crime categories by clicking on the Crime Types button above the map.

Other safety tips include:

1. When and How to contact the Police.
2. How the Police respond to calls for service.
3. How to recognize and respond suspicious activity in your Watch Area
4. Leaflets, pamphlets and booklets on safety tips.
5. Home security tips.

NOTE 2

Constable Leroux has provided us with a Canvassing Letter, signed by him, for Block Captains to use when requesting residents to become Members of the Watch. Constable Leroux will also provide guidelines on the How to Canvass new Members.

## REVIEW OF CRIME STATS FOR BLACKBURN HAMLET 2018-2019

### Overview

According to the Crime Analyst with the Ottawa Police crime in 2020 is down across the board in the Hamlet. The Analyst warns that while the low number is good news, it could also be because people are not calling in as well.

### Specifics

The presented statistical data is based upon police reports for 2019 for Innes Ward. The data for 2020 is not yet available. Innes Ward does not have issues of guns, drugs or prostitution. However, there was a slight increase in:

1. impaired driving charges, 24 from 22 previous year.
2. theft from vehicles, 25 from 19 from previous year
3. robberies, 17 from 12 from previous year.

A helpful tool in understanding crime in our area is to look at crime in some of the other 22 Wards.

Item	Innes	Other Area	
Break & Enter	47	Vanier	353
		Alta Vista	172
		Nepean	155
Impaired Driving	24	College	35
		Gloucester South	25
		Beacon Hill	25

Another helpful tool is to look at crimes in other community and across the City as a whole.

Item	Innes	Ottawa
Assaults	80	3647
Robbery	17	566
Mischief	74	3342