

Blackburn Community Association

Annual General Meeting Agenda

March 25, 2021 7:30 pm

1. Call to order at 7:38pm
2. Motion to Approve the agenda by Lisa Margeson. Seconded by Barbara Whittaker. Motion Approved.
3. Motion to approve the minutes of the previous Annual Meeting held on January 16, 2020 by Kiel Dixon-Lawler. Seconded by Barbara Whittaker. Motion Approved.
4. Community Report by Councillor Laura Dudas
 - Laura is taking this opportunity to recognize Evelyn Budd who has been the editor of the Blackburn BANAR since May 1997 and has produced over 100 editions of this community resource for news and information. Evelyn's in-depth knowledge of the community's history, dedication to publishing, editing, and writing for the BANAR, as well as her involvement with the Blackburn Community Association, will be appreciated by residents for years to come. To commemorate Evelyn's work and dedication to Blackburn Hamlet, Laura Dudas delivered a signed plaque to Evelyn earlier this week.
 - Laura had a preview of the Arena renovation recently and has produced a video which will be posted on her website soon as well as a series of photos that will appear in the April edition of the BANAR. The results are looking great and construction on track for completion in June.
5. Board and Committee Reports
 - a. President: Mark Lister
 - It was a challenging and yet a successful year. Mark took over as president in January 2020 and we set a goal of improving our By-law, financial statements, governance structure. Shortly after that, we were presented with pandemic related challenges. Despite this we accomplished a lot thanks to the efforts of all our volunteers.
 - Brent Lawrie, VP, took a lead in many of the improvement initiatives. He also strengthened our ties to other groups such as Friends of Mer Bleue and Just Foods.
 - Lisa Margeson, Treasurer, was instrumental in the By-law update as well as restructuring our finances and hiring a bookkeeper. She also worked on the funding application revamp.
 - Lynn Lefevre, Secretary, kept us organized, setup all the meetings, helped with many of our IT requirements, and helped us pivot to online meetings.
 - Nina Ryan took the lead on social media promoting BCA initiatives and events as well as organizing the Grad walk and Halloween event.
 - Satinder Sahota managed the memberships at a time when we had limited opportunities to engage with the community in person. She also worked on reviving the email newsletter, helped with the Grad walk (including the rental of the electronic billboard) provided valuable input into the By-law and the requirements for the upcoming website redesign and took the lead for tonight's on-line voting.
 - Kiel Dixon had the best Halloween decorations in the Hamlet. Jumped into the meetings when needed and assisted with By-law.

- Patrick Phillips and Daniel Gosson continued managing the Facebook moderation fostering community engagement, ensuring it ran smoothly and everyone felt safe. Patrick also worked with Algonquin on the website revamp.
 - Kevin White kept us running online, even though he had to pull back due to the pandemic.
 - Kendra Brett started year as Environment director and ran the TD Park Photo contest and scavenger hunt. Later in the year she transitioned to the role as the new BANAR editor.
 - Zack Jackson kept the rinks running despite a late start and the pandemic challenges.
 - Don Kelly took on a growing role supporting the community. He started the year as Director of Safety and then took on reviving the Seniors committee. His crowning achievement for the year was having two streets officially recognized as part of neighbourhood watch.
 - Evelyn Budd continued to be the BANAR editor during the challenging year before handing over duties to Kendra at the end of the year.
 - Ian Chamberland started as a Director but stepped down while remaining as the Funfair chair. We are looking forward to the completion of two projects that he had started as Director being completed this year – the Splash pad along with the additional picnic tables to be installed nearby.
 - Auramarina Sawyer ran the hall and helped us deal with the pandemic closure before stepping down. She also helped us conduct a review of the hall use and fees during the year.
 - Chelsey Wynne is missed, but it is good to see her attending on behalf of Laura's office.
 - Dave Garand is our transportation guru and resident bike guy. His input was valuable regarding the MUPs leading to the new Montreal road station as his Bike days are always appreciated by the community.
 - Sarah Morgan-White continued to run the Tree team and other important environmental initiatives.
 - In 2021 we are looking forward to the opening of the expanded and fully renovated Arena in the spring and the completion of our new splash pad in the fall. Lee Stach is planning for a socially distanced Spring cleanup and Don Kelly hopes to be able to hold the Cancer Chase in the late fall.
- b. Vice President: Brent Lawrie
- Mark Lister had a stellar performance for his first year as the BCA president. We accomplished a lot this year including the revised By-law; Integration of the Funfair finances into the BCA budget; Revised roles and responsibilities document; and the move to a New Storage container to deal with the closure of the Arena. We are looking forward to the Arena completion this year when we can install another BCA storage container that will allow us to better organize our event supplies.
- c. Treasurer: Lisa Margeson
- Presented the BCA 2020 Financial Statements. Kelly Huibers McNeely Chartered Professional Accountants reviewed our 2020 statements and found no areas of concern. The closure of the Community hall for most of the year reduced our revenue significantly. We received one grant during the year from TD, which was used for the Park photo contest. Deferred Revenue includes funds received in 2020 for Rinks and Membership that are split between 2020/2021. Special expenses were for the container needed to store all the BCA items that used to be stored in the Arena. Professional expenses were for the bookkeeper and the year end financial assessment. Our bookkeeper helped combine the BCA and Funfair income and expenses and

also registered the BCA with CRA. Starting this year, we will have to report all GST received and paid to CRA.

- Presented the 2021 Budget 2021. Our largest expense this year will be our \$125,000 contribution to the new splash pad.
- Lisa Margeson motioned to appoint Kelly Huibers McNeely Chartered Professional Accountants as Accountants for the 2021 financial year. Seconded by Brent Lawrie. Motion Approved.

d. Environment & BANAR: Kendra Brett

- Neighbourhoods planning will resume in the fall as it has been postponed until 2022. The TD Grant for the Blackburn is Beautiful photo contest was well received. Prizes were purchased from local businesses. We also held a scavenger hunt in the parks. At the end of the year took over as the new BANAR editor and will not be returning as Environment Director.

e. Transportation: Dave Garand

- Moving forward with the bike repair stand north east corner of Innes and Bearbrook this year with some additional funding from Laura's office. We are hoping to run the Bike Rodeo event near the end of May, but the Pandemic situation may result in it being postponed. Dave has also been working with the Bike Ottawa East End coordinator and they have had a lot of engagement from east end residents on how to add more safe routes to the transportation master plan. Two proposals relating to Blackburn Hamlet are to add a crossing near the firehall for a safe link to the Orleans path and a segregated bike lane on the south side of Innes with a bi-directional path off Pepin to the lights at the Corrections facility. Residents are being reminded on the procedures for reporting any traffic related incidents so that the City and Police have accurate statistics and are encouraged to make suggestions on ways to improve the safety at Innes and Bearbrook.

f. Community Safety & Seniors: Don Kelly

- Don is looking to create an awareness plan relating to reporting traffic incidents. The Neighbourhood Watch now has 24 captains and 145 members and they are working to expanding their reach again this year. As part of his work with seniors, he has confirmed that no one will be left behind for City distribution of vaccines. He is also planning the Cancer Chase for this fall.

g. Communications: Daniel Gosson. Patrick Phillips and Nina Ryan

- Daniel Gosson – Our facebook membership had 250 new members last year for a total of 2599. There were no blocks or bans during the year. 1739 of the members were actively posting during the year and the volume of posts increased significantly. Pandemic mis-information were actively removed and only official posts from Ottawa Public Health were allowed. Business posts were temporarily allowed on all days during the lockdowns. The moderation focus is on language, kindness and courtesy. The goal for 2021 is to update the facebook community rules and standards.
- Patrick Phillips – Worked with Algonquin college students and faculty on a redeveloped BCA website (no charge as it was part of a course curriculum). The project is finished and the final prototype will be delivered in early April for presentation at an upcoming board meeting. The new site will meet Government accessibility requirements, permit more delegated management of content, provide an e-commerce plugin and database for memberships, a

home for all past and present BANAR issues, a business directory and the potential to expand to include hall booking.

- Nina Ryan – She actively promoted Hockey Day, the Virtual Fun Run (which raised over \$700 for the food bank), the nature photo contest, the Grad walk (which she helped organize), the Park scavenger hunt and the Halloween photo contest (which she organized) on our social media platforms.

h. Membership: Satinder Sahota

- Membership was down as the events where we normally do the majority of signups were all cancelled. Our normal membership is around 200 and is currently at 98. This year she will be focusing on more online and social media promotion to encourage participation.

i. Parks & Rinks: Mark Lister

- Hockey Day was one of our last events of 2020 on Family day. It was a great success and also included a included a hockey school activity. This season had a late start due to warm weather, but had great ice once the weather cooperated. The Ice huts were closed due to COVID protocols and hockey was limited for much of the season.

6. Motion to approve the revised Blackburn Community Association By-Law dated January 19, 2021 by Brent Lawrie. Seconded by Kiel Dixon-Lawlor. Motion Approved.

7. Motion to adjourn the meeting at 9:22pm by Conrad Laplante. Seconded by Brent Lawrie. Motion Approved.

8. Board Elections

a. Appointment of Returning Officer Kendra Brett

b. Elections of all BCA Board of Directors positions - Returning Officer

I. President

- Brent Lawrie Nominates Mark Lister. Mark Accepts. **Acclaimed.**

II. Vice-President

- Kiel Lawlor-Dixon nominates Nina Ryan. Nina Declines.
- Lisa Margeson nominates Don Kelly. Don Declines.
- Lynn Lefevre nominates Brent Lawrie. Brent Accepts. **Acclaimed.**

III. Treasurer

- Satinder Sahota nominates Lisa Margeson. Lisa Accepts. **Acclaimed.**

IV. Secretary

- Mark Lister nominates Lynn Lefevre. Lynn Accepts. **Acclaimed.**

V. Directors (up to 11 Directors)

- Satinder Sahota nominates herself. **Acclaimed**
- Kiel Lawlor-Dixon nominates himself. **Acclaimed**
- Kendra Brett nominates Nina Ryan. Accepts. **Acclaimed.**
- Satinder Sahota nominates Devon Ellis. Accepts. **Acclaimed**
- Sarah Morgan-White nominates Miriam Hampson. Accepts. **Acclaimed**
- Brent Lawrie nominates Patrick Phillips. Accepts **Acclaimed**
- Patrick Phillips nominates Daniel Gosson. Accepts **Acclaimed**
- Kendra Brett nominates Don Kelly. Accepts. **Acclaimed**
- Brent Brett nominates Dave Garand. Declines.
- Satinder Sahota nominates Maureen Forsythe. Accepts. **Acclaimed**
- Satinder Sahota nominates Barbara Whittaker. Accepts. **Acclaimed**
- Miriam Hampson nominates Sarah Morgan-White. Declines.
- Nina Ryan nominates Jessica Faure. Accepts. **Acclaimed**

BCA Board

Executive

President: Mark Lister

Vice President: Brent Lawrie

Secretary: Lynn Lefevre

Treasurer: Lisa Margeson

Past President:

Directors

Barbara Whittaker

Daniel Gosson

Devon Ellis

Don Kelly

Jessica Faure

Kiel Dixon-Lawlor

Maureen Forsythe

Miriam Hampson

Nina Ryan

Patrick Phillips

Satinder Sahota

Committee Chairs

BANAR: Kendra Brett

Seniors: TBD

Beautification: TBD

Community Hall: Vacant

Events

Fun Fair: Ian Chamberland

Canada Day: Tracy Wilson & Jason Wegner

Cancer Chase: Don Kelly

Hockey Day:

Pot Luck Dinners:

Santa's Pancake Breakfast: Tracy Wilson & Jason Wegner

Volunteer Appreciation: Mark Lister

Spring Cleanup: Lee Stach

Seniors Information Event: Vacant

Bike Rodeo: Dave Garand