

Blackburn Community Association
Meeting Minutes
April 15, 2021 7:30 pm

1. Call to order at 7:30pm
2. Approval of Agenda
3. Minutes from previous meetings
 - Motion to approve the minutes from March 19, 2021 by Kiel Dixon. Seconded by Lisa Margeson. Approved.
4. Community Fires (Mark Lister)
 - There have been two house fires in Blackburn Hamlet in the last two days. Looking for ideas to support the affected families.
 - Miriam to Hampson will reach out to local members of the fire department to see if we can organize an online fire safety presentation and/or articles regarding fire safety.
 - Ritchie O'Neil and Joanne from Studio Jade are already looking to support the victims of today's fire. Mark will contact them to see what the BCA can do to assist.
 - One option to consider would be an online Virtual Garage Sale to raise funds.
5. BCA Financial update (Lisa Margeson)
 - In March we cashed in one of our GIC's and wrote a cheque to the City for our \$125k contribution to the splash pad. Other payments totaling \$6k included the accountants for the 2020 financial statement review, the rink attendant salaries, rink maintenance, AGM Voting software and BANAR delivery. We received \$7.5k in income from the City Rink Grant, memberships, and BANAR advertising.
6. Roles and Responsibilities
 - a) Director Portfolio's
 - Environment: Devon Ellis and Miriam Hampson
 - Parks: Kiel Dixon
 - Rinks: Mark Lister and Brent Lawrie
 - Communications: Barbara Whittaker, Patrick Phillips, Daniel Gosson and Nina Ryan
 - Community Relations: (Manages the default info@blackburnhamlet.ca email address and redirect valid enquires to appropriate board members. Liaise with the City, our Community, other Community Associations). Vacant.

- Website: Vacant. Lynn Lefevre and Satinder Sahota will manage on an interim basis.
- Transportation: Don Kelly with assistance from Dave Garand
- Community Safety: Don Kelly
- Youth: Maureen Forsythe with assistance from Barbara Whittaker and Nina Ryan.
- Membership: Satinder Sahota.
- Seniors: Don Kelly with assistance from Jessica Faure, Maureen Forsythe and Barbara Whittaker.
- Facilities and Operations: Brent Lawrie with assistance from Kiel Dixon.
- Volunteer Management (Central repository of volunteers, tracking of volunteers and volunteer hours and recognition): Mark Lister with assistance from Devon Ellis and Brent Lawrie.

b) Committee Chairs

- BANAR: Kendra Brett
- Beautification: Miriam Hampson with assistance from Kiel Dixon
- Community Hall: Will remain vacant until we can reopen the hall.

c) Events

- Fun Fair: Ian Chamberland
- Canada Day: Tracy Wilson & Jason Wegner
- Cancer Chase: Don Kelly
- Hockey Day: Mark Lister
- Pot Luck Dinners: On hold while hall is closed.
- Santa's Pancake Breakfast: Tracy Wilson & Jason Wegner
- Volunteer Appreciation: Mark Lister
- Spring/Fall Cleanup: Lee Stach
- Seniors Information Event: To be managed by the Seniors Committee
- Bike Rodeo: Dave Garand

7. BCA Email Accounts & Committee Chair Email List (Lynn)

- New board members will be issued a blackburnhamlet.ca email address in the next week.
- We have two main email lists – one for the board and executive and another for Committee chairs that includes those who run events as well as a number of members working on the Environment committee. Lynn to review the membership and verify if the membership of this list is still valid..

8. Community Mural (Maureen Forsythe)

- The deadline for submitting a funding application to the Ottawa Paint it Up program is April 23 and any work funded must be completed by Sept. 23.

- We will need to finalize the site selection. Our preferred option is the white wall (Metro side) of the Arena, but we may need to pick an alternate site such as the community hall or the pool as the City is planning to repaint the arena this Summer at the end of the renovation.
 - We are reaching out to artists to identify the costs and are also planning on engaging local students to assist.
9. Community Gateway Signs and Gardens (Miriam Hampson)
- We are working on improving the look with flower beds and making minor repairs to the signs as they are showing signs of age.
 - We will need volunteers to help water the gardens. Don Kelly will take care of watering the flowers at the west side sign.
 - The sign at the east end of the Hamlet is off limits due to recent Enbridge construction and some structural issues. Enbridge will be returning to finish their construction when they are permitted and will repair the sign structure at that time.
 - She is also looking to add plants at four corners in front of the artwork on Sienna Living property (if they approve and as long as it does not conflict with plans from other groups).
 - Jeff Miller was involved with the sign refresh and may have some documentation on maintenance.
 - Previous plantings were donated by Budd Gardens and would be a good source for this project in addition to local gardeners who are willing to donate plants.
 - Lafarge is also a source for rock/gravel.
10. BANAR Committee (Kendra Brett)
- We are looking to form a sub-committee of board members to review how some aspects of the BANAR are managed, including guidelines on which groups pay for ads, which ones receive free ads and which ones receive reduce rates.
 - The chair will be Kendra Brett with Mark Lister, Kiel Dixon, Lisa Margeson, Barbara Whittaker and Nina Ryan as committee members.
11. President Updates (Mark Lister)
- Ottawa Infrastructure Master Plan – Barbara Whittaker and Sarah Morgan White will participate and report back to the board.
 - Police Checks – We are verifying to see if this is currently a requirement under our City funding agreement.
 - Sugar Bush – The BCA was part of the Just Food funding application to plant a grove of maple trees on the farm with the goal of creating a small sugar bush.
 - Spring Cleanup – The city has suspended the official program. Our hope is to resume it in the fall or earlier when restrictions are eased.

- Neighbourhood Watch – We are planning on sending out another batch of information kits, which will be delivered by high school students as long as it is permissible under current lockdown rules. We are receiving positive feedback and interest from the article in this month’s BANAR.
- BANAR Digitization - Sarah Morgan-White has received copies of all previous BANAR publications from Evelyn Budd and is planning to digitize them so that all editions can be featured on our website. Once complete, the back issues should be donated to the City of Ottawa archives or the Library. The BCA would need to determine which scanning service to use and provide the funding. It should be noted that if we are donating the editions to the Archives, we should be using a non-destructive scanning service.
- Just Food – They have recently posted updated policies regarding access to the farm property. We met with Moe Garahan to discuss the recent change. The BCA will be assisting by watching for mis-information posted on our social media platforms and will advising Moe so that she can provide accurate information. We are also planning to setup a meeting with Moe and our community police liaison, Const. Larue in the coming weeks.

12. Summer Park Cleanup (Mark Lister)

- In previous years we have hired a student to help keep the parks clean and are planning to resume the program this year. The student who took care of our parks in 2020 has approached us about returning this year. We will be updating the contract and adjusting the fixed weekly price before finalizing any agreement.
- Adjustments to the budget will be brought to the board for a vote and will include additional costs for protective equipment (~ \$2500 + PPE).

13. The next BANAR article deadline is May 7 (Kendra Brett)

14. Safe Roads Ottawa (Don Kelly)

- Safe Roads Ottawa replied to our application for portable slow down/stop for us signs as they are now ready to be picked up.
- These will be distributed throughout the neighbourhood in late Spring and would be displayed for a maximum of 3 months to avoid any possible bylaw infractions.
- We now need to determine where the signs should be placed. Don will reach out to the Neighbourhood watch captains for feedback and we will use BCA Social Media to gather feedback from the community.
- Devon Ellis will assist.

15. The Tree Giveaway with Ecology Ottawa has been suspended due to the lockdown. Watch for a new City program to be launched later this year.

16. 2021 Grad Walk (End of June)

- Nina Ryan and Satinder Sahota are interested in running it again.
- Satinder will set up a form on the website to collect the information for each Grad and we will advertise it using our social media platforms and email blast list.
- The cost to rent the portable sign will be brought to the board for approval.

17. Membership Renewals (Satinder Sahota)

- Motion by Satinder Sahota for all membership applications and renewals received between March 25, 2021 and June 30, 2021 to expire on June 30 2022. Seconded by Jessica Faure. Approved.

18. Sharon Kes raised a concern about children driving electric ride on toys on the paths through the Hamlet as they could pose a safety risk. Don White will follow up.

19. Adjournment at 9:50pm (Next meeting May 20, 2021 at 7:30pm)

Attendees

Mark Lister
Brent Lawrie
Lisa Margeson
Lynn Lefevre
Don Kelly
Kendra Brett
Nina Ryan
Satinder Sahota
Barbara Whittaker
Kiel Dixon
Jessica Faure
Miriam Hampson
Patrick Phillips
Daniel Gosson
Maureen Forsythe
Devon Ellis
Laura Smith
Sharon Kes

BCA Board

Executive

President: Mark Lister

Vice President: Brent Lawrie

Secretary: Lynn Lefevre

Treasurer: Lisa Margeson

Director Portfolio's

Environment: Devon Ellis and Miriam Hampson

Beautification: Miriam Hampson with assistance from Kiel Dixon

Parks: Kiel Dixon

Rinks: Mark Lister with assistance from Brent Lawrie

Communications: Nina Ryan, Daniel Gosson, Patrick Phillips and Barbara Whittaker

Community Relations: Vacant

Website: Temporarily managed by Satinder Sahota and Lynn Lefevre

Transportation: Don Kelly with assistance from Dave Garand

Community Safety: Don Kelly

Youth: Maureen Forsythe with assistance from Barbara Whittaker and Nina Ryan

Membership: Satinder Sahota

Seniors: Don Kelly with assistance from Jessica Faure, Maureen Forsythe and Barbara Whittaker.

Facilities and Operations: Brent Lawrie with assistance from Kiel Dixon

Volunteer Management: Mark Lister with assistance from Devon Ellis and Brent Lawrie

Committee Chairs

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Cancer Chase: Don Kelly

Hockey Day: Mark Lister

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