

Blackburn Minutes Association
Meeting Agenda
May 20, 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 April 15, 2021 by Devon Ellis. Seconded by Jessica Faure. Approved
4. Councillor Update (Laura Dudas)
 - Splash pad construction has started with a target completion of the end of early fall.
 - The Arena is on track for a June opening.
 - An EV Charger will be installed at the Arena. As part of the Federal stimulus funding, Hydro Ottawa will be working with the City to identify businesses that are open to installing chargers.
 - Innes Road resurfacing West of the Hamlet will be starting soon. Road closures will only be off-peak.
 - There is also construction closures scheduled to take place on Navan Road, Renaud Road, Jeanne d'Arc and Orleans and on Highway 174 (LRT construction) this Summer.
 - The Province has released their updated reopening schedule. The City plans to open pools and splashpads has been delayed as a result (note, a subsequent announcement from the Province allows Splash pads to open). The City is still working through the details from the announcement.
 - We need to confirm that the City will still permit us to install two storage containers behind the Arena. Laura's office will ensure we connect to City staff to make appropriate arrangements.
5. BCA Financial update (Lisa Margeson)
 - A motion to approve a \$500 allocation for Beautification Mural Project was approved secretarially. The city of Ottawa approved our Youth Engagement Mural Fund application, providing BCA with a grant of \$5,043. The \$500 secretarially approved by the Board is a contribution in support of this program/project.
 - A Motion to approve an \$800 allocation for Beautification Flower Project was approved secretarially. Sienna Seniors residence contributed \$250. Budd Gardens will be donating some perennials. Lafarge will be contacted for more stones once the third sign rebuild is completed. We will be posting a thank you message in the BANAR.

- A Motion to approve an allocation of \$549 + tax for the 2021 Grad Walk was approved secretarially.
 - Cancer Chase will be closing their bank account and all expenses will be funded through BCA. Their account was only used for paying the event expenses. All donations go directly to the hospital foundation.
 - Expenditures for April were for our Bookkeeper and the BANAR printing – total of \$3300. Income from Memberships and BANAR advertising was \$1500.
6. Website Update (Patrick Phillips)
- Efforts to recover the student built site have not been successful. Angela is recreating it with another group of students. It will be a few months before a prototype will be ready. The expectation is that it will include more functionality than was included in the original version.
 - Angela has two questions that we need to answer:
 1. Are we OK with an annual fee for web-commerce and how much? The price can start at \$150/year. For membership applications we need a form that feeds into a secure database which then leads them to payment by cheque or e-transfer. For the Hall we may need a mechanism to collect payments online but that will not be reviewed until we are closer to reopening the hall.
 2. For the bilingual option, will we have someone translating the text or would we use free, automated translation?
 - Satinder Sahota asked if we should we revisit hiring an external company to speed up the process? It was decided that we will revisit the question as progress reports come in.
 - We also need to start thinking about the content rewrite. This will be discussed at the next board meeting.
7. BCA Poetry Prize (Maureen Forsythe)
- A proposal was circulated to the board earlier (attached at the end of the minutes).
 - A committee (possibly two) will be needed to review and rate the submissions.
 - We need to ensure students who are working online are included as they are not linked to the local schools.
 - The Library used to run youth poetry workshops. We should connect with them.
 - We will need to work out details if we're going to run a separate contest for French submissions.
 - Maureen will revise the proposal and bring it back to the next meeting.
8. Community Workshop Funding for Invasive Plant Species (Devon Ellis)
- The Environment committee is working on a strategy for engaging and educating the community. Any education funding from BCA would need to clearly identify how we would benefit.

- Pre-Covid, Patrick Phillips had a plan and funding from TD to do a Save the Trillium event that would train and assist the community to safely remove invasive species impacting our neighbourhood trilliums. This will need to be revisited post pandemic.
- We also need to consider the steps for safe disposal. Laura's office will connect us with the appropriate to link to appropriate Parks and OPH contacts.

9. BCA Email Accounts (Lynn Lefevre)

- New accounts have been created for all board members.
- Board, Committee chair and Communications lists have been updated.
- The Website and BANAR contact lists have been updated.
- Outstanding items include:
 - Delegated access to the Environment account for Devon and Miriam.
 - New Accounts for Tracy and Jason for Canada Day and Santa's Breakfast (One for each event).
 - Removal of sponsor@blackburnhamlet.ca email.
 - Replacement of info@blackburnhamlet.ca with an account for Satinder to use.
 - Provide Mark access to parksandrinks@blackburnhamlet.ca. He will forward Parks messages to Kiel.
 - Status of the treeteam-td-trees-project@blackburnhamlet.ca list. Lynn will contact Sarah with a deadline before removing it.

10. E-Newsletter (Satinder Sahota)

- Reminder if you have content for the e-newsletter send it to newsletter@blackburnhamlet.ca

11. Canada Day (Tracy Wilson & Jason Wegner)

- They are preparing a proposal for a Canada Day scavenger hunt for the board to review.

12. Summer Park Cleanup cost (Mark Lister)

- Mark Lister motioned that we increase the Summer Park Cleanup budget from \$2,000 to \$2,600. Seconded by Brent Lawrie. Approved.
- The contract will be presented to the candidate and we hope to have him working on cleanup by the end of the month.

13. Grad Walk (Satinder Sahota)

- UTG Digital Media has been contracted for the sign and music. If the number of submissions exceed the amount of time allocated in the contract, we may need to increase the budget.
- The company will plan the route this time.
- The form has been completed and will be advertised soon.

14. Community Safety (Don Kelly)

- The Deputy Fire chief for fire prevention provided input to an article that will be in the June BANAR.
- Don will continue to monitor trails and will ensure Parents are advised of any concerns regarding motorized toys and bikes. A reminder to residents to be respectful and share the pathways will be included in the next eNewsletter.
- Neighbourhood walk established another street and are working on Orient Park. They will be using their network of captains and volunteers for distributing OPS notices, such as package theft advisories.

15. Vice President Updates (Brent Lawrie)

- Friends of Mer Bleu approved our grant request for \$3k to fund the purchase of another storage container.
- The Lawn tractor/snow blower is now being used at Just Foods for the Summer. Ali will be submitting a repair invoice to Lisa as part of our Rinks budget.

16. Petrie Island Community Building Canoe Club (Brent Lawrie)

- There was a meeting with East end community organizations last month looking for support to promote a permanent building for storage and community space as they are growing and the existing containers are not sufficient.
- The BCA is not expected to provide funding at this time.
- They will be starting with an Environmental assessment and are already working with the City and Councillor Matthew Luloff.

17. Infrastructure Master Plan (Barbara Whittaker)

- This was one of the initial meetings that will be part of ongoing engagements on an updated infrastructure plan focused on water, sewer and stormwater as they need to manage capacity for intensification and new developments. A copy of the presentation will be posted on our google drive.

18. Tree Giveaway (Devon Ellis)

- There are two initiatives this year. We can either partner with Ecology Ottawa who are giving away 15,000 saplings or participate in the Ottawa Tree Challenge leading up to 10th anniversary of Tree Day on Sept 22.
- Devon, Miriam and Sarah to connect with Councillor Laura Dudas' office to work out the best option for the BCA.

19. President Updates (Mark Lister)

- Lafarge has increased the cleaning of Bearboork to Monday, Wednesday and Friday due to excessive dust. We will continue to monitor the results.
- Mark has asked the City to repaint the lines on Bearbrook as the line dividing the road from the walking/cycling portion is missing in key places.
- We have created a new BCA Role - City Liaison – which will be managed by Kiel Dixon.

20. Adjournment (Next meeting June 17 2021, 7:30pm) 9:52pm.

Attendees

Mark Lister
Brent Lawrie
Lisa Margeson
Lynn Lefevre
Don Kelly
Nina Ryan
Satinder Sahota
Barbara Whittaker
Kiel Dixon
Jessica Faure
Miriam Hampson
Patrick Phillips
Daniel Gosson
Maureen Forsythe
Devon Ellis
Tracy Scott
Jason Wegner
Laura Dudas
Chelsey Wynne
Laura Smith
Sharon Kes
Isabel Mainville

BCA Poetry Prize Proposal

April 2021

Prepared by M.Forsythe

OBJECTIVE

The purpose of creating a BCA Poetry Prize is to engage local youth in discovering the joys and benefits of writing poetry.

BAKCROUND/RATIONALE

April is National Poetry Month in Canada (and the USA).

Some of the benefits of poetry include:

- Improved cognitive functioning
- Helps heal emotional pain
- Leads to greater self-awareness
- Inspires and educates others
- Helps us to celebrate

SUMMARY:

It is proposed that there would be an annual BCA-sponsored poetry contest, with each contest focusing on a particular theme and/or age group.

It is proposed to create a poetry contest in 2021 targeting children in grades 4, 5 and 6 (ages 9-11) in Blackburn Hamlet.

It is proposed that BCA reach out to local schools to gauge the overall interest of the principals and teachers to encourage student participation in the contest.

PLANNED ACTIVITIES:

1. Reach out to schools with students aged 9-11 (Sep 2021)
2. Develop simple promotional materials (poster, slogan)
3. Advertise the contest at schools, on BCA FaceBook Page and social media (Aug/Sep 2021)
4. Create a committee to review poetry submissions (Aug/Sep 2021)
5. Create assessment criteria to be used by the Committee (Aug/Sep 2021)
6. Receive poems by submission deadline (7th Oct 2021)
7. Review all poems by established deadline (Oct 21th, 2021)
8. Publish winning poem(s) on BCA website AND in the BANAR, with small photo of the poet

BANAR Submission Deadlines:

- Deadline Aug 12, delivery Sept 4 - include a short advert for the contest
- Deadline Oct 28, delivery Nov 12. --this would be our target issue for publishing

Poems

PLANNED BUDGET: \$150 (3 prizes, \$50 each) (flexible)

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

City Liaison: 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

BANAR: Kendra Brett

Community Hall: Vacant

Events

Fun Fair: Ian Chamberland

Canada Day: Tracy Wilson & Jason Wegner

Cancer Chase: Don Kelly

Hockey Day: Mark Lister

Pot Luck Dinners: Vacant while hall is closed

Santa's Pancake Breakfast: Tracy Wilson & Jason Wegner

Volunteer Appreciation: Mark Lister

Spring/Fall Cleanup: Lee Stach

Seniors Information Event: Don Kelly

Bike Rodeo: Dave Garand