

Blackburn Community Association
Meeting Minutes
September 16, 2021 7:30 pm

1. Call to order 7:30pm
2. Approval of Agenda
3. Minutes from previous meetings
 - Motion to approve the minutes from June 17, 2021 by Lisa Margeson. Seconded by Kiel Dixon. Approved.
4. Councillor Update (Laura Dudas)
 - The Lois Kemp Arena opening event last Saturday also included first responders in recognition of the 20th anniversary of 911
 - An EV Charger has been installed in the parking lot. Ottawa staff are working to have it activated in the next few days.
 - The Community Hall roof repair starts on September 23 (weather permitting) and is expected to take one or two days to complete.
 - The Splash pad is closed for the season.
 - There are a number of Ottawa public consultations coming up this fall:
 - 2022 city budget. Laura's priority is infrastructure in Innes ward and she will be encouraging City staff to include repairs to Innes Road in the Hamlet as part of the budget.
 - The official plan final consultation will be held on September 29 at 6:30pm.
 - The Bench request for the bike repair station has been received. The cost could be up to \$4,000, although it may be less since there is already a concrete pad in place. Dave is planning to submit a grant request to fund the installation.
 - There may be a possibility to combine additional plantings with the bench request and our beautification work, but due to all the underground infrastructure trees would not be possible.
 - Laura partnered with Ecology Ottawa for a tree giveaway in Orleans. A larger Innes Ward tree giveaway that was being planned has been cancelled due to supply challenges. Capital Forest/foret capital at Just Food will be raising seedlings for future giveaway's and are already working with our Environment team.
 - The Hamlet Trail system report by Don Kelly on deteriorating conditions and width concerns has been shared with City Staff.

5. BCA Financial update (Lisa Margeson)

- Expenditures for August include \$800 for Park Cleaning, \$400 for BANAR delivery and \$4000 for the Community Hall Mural.
- Income was from Memberships and BANAR Ads.
- Due to an error by the City, the \$5,043 provided for the Mural project were deposited into the Funfair bank account, which the BCA Board does not have access to. We are still working with the Funfair team to transfer the mural grant funding to our main BCA account.
- At the end of the year, the BCA needs to provide a report the city on the 2020 budget vs actual expenditures along with the budget for 2022. We will need estimates from each chair in October so that we can prepare a draft budget to present to the City.

6. Community Hall

- Lisa Margeson prepared a proposal addressing the rental rates for the hall. This proposal was defeated and replaced with one by Kendra Brett to reduce the rates for everyone due to the current strict city limitations on the number of people that may attend an event in the Community Hall.
- Mark Lister motioned that the BCA implement reduced capacity rates for all hall users. Seconded by Barbara Whittaker. Motion Carried.
- The following was Motioned by Kiel Dixon. Second by Brent Lawrie. Motion Carried: **Whereas** the Board acknowledges the impact of COVID-19 restrictions on community hall users

Whereas the Community Hall has already approved and implemented changes to the rate structure for Hall rentals:

Not-for-profit Rental: \$9.85 per hour

Private activity Rental: \$39.50 per hour or \$300 per event

Commercial Rental: \$54.50 per hour

Be it resolved that the Board temporarily reduce the above charged rates by 50%;

Be it further resolved that the Board be committed to revisit this decision no later than March 31 2022;

Be it further resolved that all users who previously (prior to September 16, 2021) made a down payment ("credit") to rent hall space, will have that rate honoured, so long as all outstanding credits are used up by June 30, 2022;

Be it further resolved that during all future hall rentals, it is made expressly clear to all users that the rates may return to the full fee with no notice, and any pre-paid amount will be converted to a down-payment of that rental or may be returned, whichever the user prefers.

- Hall Reopening (Mark Lister)
 - The Community Hall will be reopening starting on Monday September 20 in compliance with COVID regulations of the city. We are limiting access to our regular users and will reassess the status in October.
 - The Hall will only be open to vaccinated participants and masks must be worn at all times. Sign in sheets will be used to track attendees.
 - Capacity is limited to 20 people (14 if food and drink are to be served).
 - The City will install sanitization stations and signage.
 - It was recommended that we have an end of event waiver for organizers to attest they sanitized and followed the rules and make it clear that while organizers need to verify vaccination status, they are not to record personal information. We should also remind organizers that if they do not follow the Ontario Government rules they could face a fine up to \$1,000 and loss of access to the Hall for future activities.
 - We will need to manage keys for Hall Entry as the keypad has been disabled.
 - The BCA needs to followup on replacing broken tables with lightweight 6' tables as well on City repairs to the outside display case and toilets.
 - The costs to open hall include Pencils, lockbox mailbox for sheets, hand sanitizer, wipes, boot mats, masks and replacement tables etc at an estimated cost of up to \$1000.
 - Mark Lister Motioned to approve a budget of \$1,000 to reopen the hall. Seconded by Lisa Margeson. Motion Carried.

7. Website Update (Patrick Phillips)

- No update to report. Brent Lawrie to work with Patrick to reach out to Angela and will ask if Steve Vesely (Funfair website manager) see if he can also help out.

8. BANAR Digitization (Sarah Morgan-White)

- Mark Lister Motioned to approve AMS Imaging to perform non-destructive scanning of all the old copies of the BANAR, contingent on a satisfactory sample scan approved by BCA representatives, at a cost of \$4,176.11. Brent Lawrie Seconded. Motion Carried.
- Daniel Gosson, Sarah Morgan-White and Lynn Lefevre to review the results.
- Ottawa Library has agreed to host digital copies after the scanning has been completed (in addition to copies that will also be stored on the BCA website).
- National Archives would need us to complete a detailed form to determine if they can accept the physical copies. The Gloucester Historical Society may also take the physical copies.

9. Youth Engagement Strategy 2021-2022 (Maureen Forsythe)

- Maureen presented an overview of the overall strategy and next steps for engaging Blackburn youth, for board review and discussion.
- Next steps include the following:
 - Build network/contact list of interested parents/youth e.g. develop and deliver an invitation/information flyer door-to-door e.g. social media (ongoing)
 - Consult local school principals, OPL, others e.g. share ideas, posters with them (ongoing)
 - Organize an engagement brainstorming session for youth e.g. outdoors by the Hall (likely for the spring or early summer 2022)
 - Develop and implement a survey to identify areas of interest of youth (in-person and/or online) e.g. get feedback on 8 possible engagement approaches (likely spring/early summer)
 - Support the development of activities/projects that engage youth in meaningful and interesting ways (based on youth interests/priorities)
 - Strengthen communication to support youth engagement e.g youth landing page on BCA website, social media campaigns, use of library and community hall display case, youth-generated content for the BANAR, Blackburn Newsletter etc. (ongoing)
 - Board members are welcome to assist with upcoming activities
 - Reminder that those working with youth require a police records check
 - Budget proposal for 2022 will be submitted shortly

10. Library Display Case (Maureen Forsythe)

- Gloucester Locksmith estimates \$175 (almost definitely less than \$200) based on \$65 for the visit plus \$65/hour plus keys. HST would have to be added.
- City. Locksmith & Key Service estimates that the cost is not more than \$165 to pick open or drill out the lock and replace it. HST would have to be added.
- Lynn Lefevre Motioned to allocate up to \$200+HST to rekey the BCA library display case lock. Seconded by Satinder Sahota. Motion Carried.

11. Funfair Chair (Brent Lawrie)

- At the Funfair meeting this past Monday, Ian Chamberland tendered his resignation.
- The three past chairs Trish Cloutier, Mike Murphy and Brent Lawrie have assumed the duties in the interim while the search for a new chair is underway.
- We will need to start a search for a volunteer to take on the Chair position as well as volunteers to join the committee to share the workload through BCA and Funfair social media.
- The interim chairs will take care of the most immediate needs, such as starting the planning and submitting requests for permits and park rental.
- The 2022 50th Anniversary edition of the Funfair will be held on June 3/4/5, 2022.

12. BCA Storage (Brent Lawrie)

- Our existing container is full, plus we own a small trailer and a large trailer that holds the stage and lighting trusses.
- We need a permanent place to store the trailers, the existing container and an additional container, but the City is pushing back on placing the containers behind the Arena. We are working with Laura Dudas and the City to find a solution to the storage challenge.
- Brent Lawrie will be organizing a day to clear out the container and itemize the contents and eliminate the things that are broken or that we no longer need.

13. Environment and Beautification (Miriam Hampson)

- National Tree Day is September 22 (Miriam Hampson)
This year marks the 10th anniversary of National Tree Day. Laura Dudas is challenging Innes Ward to be the greenest Ward in the City by planting as many trees as possible! There are some upcoming tree planting events (family-friendly activities):
 - September 18 – Ecology Ottawa and Councillor Dudas Tree Giveaway
 - September 22 – Tree Canada Tree Planting in Chapel Hill North
- Neighborwoods (Sarah Morgan-White)
Reminding BCA about the proposed budget for Spring 2022. Neighborwoods is a community-based tree inventory, monitoring and stewardship planning program. It is designed to help community groups and volunteers conduct an inventory of their urban forest and use that information to inform urban forest stewardship in their communities and neighbourhoods. Clifton has agreed to lead the project in 2022 and they will prepare a budget for BCA approval.
- CAFES Neighbourhood Canopy Regeneration Project (Sarah/ Miriam)
Discussions involved next steps/activities (Greater Avalon CA - Discussed Miyawaki/Edible forest at Lalande Conservation Park-Fall 2021 area preparations, submitting City of Ottawa Community Tree Planting Project application for spring 2022 planting). Suggestion was made to share resources and city contacts to help minimize duplication of efforts and to facilitate quicker implementation of projects. We are awaiting more info as to how exactly CAFES will be assisting our community with tree canopy regeneration/ development.
- Adopt a Tree Proposal (Sarah)
A proposal will be submitted to the BCA to include funding in the 2022 budget for an adopt-a-tree program where residents would be asked to step forward to care for 10 new trees that would be planted in the Hamlet.
- Monarch Butterfly Way Station Application (Miriam/ Devon/ Sarah)
Miriam is compiling a volunteer list of interested community members to help with the butterfly initiative that was announced in the September BANAR. Devon has reached out for interest in the community garden near the alternative high school, but has not received a reply. Sarah confirmed that the Hornet's Nest and Farm are

NCC leased to the City and to Just Foods respectively. Devon will contact both to confirm if they would be willing to let us use their land. As of 4 August 2021, there have been 35,768 Monarch Waystation habitats registered with Monarch Watch in North America (including Canada). The BCA would be registered as part of this network and be displayed on the interactive map. Monarchs are vulnerable to modern farming practices and displacement of land. This is a positive effort.

- Gypsy Moth Update (Miriam Hampson)
Article in BANAR provided feedback how to tackle eggs etc.. In addition to the BANAR article, information on the BCA website is being updated. The Tree Committee is developing a 1 page handout to distribute to homes with trees that are directly impacted/close to an infected area. Luisa Cardarelli hopes to have the pamphlet done this week and will send out for comments.
- Blackburn Hamlet Signs (Miriam Hampson)
It is unlikely that the City will agree to repair the signs at the entrances to the Hamlet even though it was part of the original agreement with the City of Gloucester. Kiel Dixon will contact Enbridge to see if they would be willing to help fund needed repairs.
- Flower Gardens (Miriam Hampson)
Miriam will complete the perennial planting at the existing four gardens by the end of October (after the annuals are removed). The watering schedule to end on October 5th. Still looking for some more perennial donations.
- Community Bird Feeders (Devon Ellis)
Devon is looking at applying for the 2022 Environment Grant/ Community Environmental Projects Grant to install community bird feeders. Feeders can cost under \$100 the ones hanging with ropes. For standing feeders on poles and situated in cement, Devon will contact the city for rules on use of City/NCC property.
- Climate Survey (from Laura Dudas' Newsletter)
The City is developing a Climate Resiliency Strategy to assess how Ottawa is vulnerable to climate change and identify strategies to mitigate the greatest climate risks. Climate change impacts us all in our daily lives; heatwaves increase heat-related illnesses, shifting freeze-thaw cycles cause more damage to roads, and more intense rainfall increases the risk of flooding. If we do not prepare now, climate change will pose a massive financial burden on the City in the future. To develop a strategy the City is looking for residents' feedback; to fill out the survey please go to: engage.ottawa.ca/climate-resiliency.

14. Pathway Report (Don Kelly)

- A report highlighting deficiencies in our deteriorating park paths was submitted to Laura Dudas office as part of budget priority suggestions.
- The BCA will need to establish a list of the most urgent repairs.
- We need to remind residents to report areas are dangerous or where accidents have happened to 311.

- The report can be found at <https://blackburnhamlet.ca/wp-content/uploads/Hamlet-Pathways.pdf>
15. Future Meetings (Zoom vs Onsite)
 - We will continue virtual meetings for now.
 16. President Updates (Mark Lister)
 - There were 18 vaccinations given at the recent vaccination clinic. We expect there will be a second one at the end of September or in early October.
 17. Adjournment (Next meeting October 21 2021, 7:30pm) 10:30pm

Attendees

Mark Lister
Brent Lawrie
Lisa Margeson
Lynn Lefevre
Barbara Whittaker
Daniel Gosson
Devon Ellis
Don Kelly
Kiel Dixon
Maureen Forsythe
Miriam Hampson
Nina Ryan
Patrick Phillips
Satinder Sahota
Kendra Brett
Sarah Morgan-White
Pamela Barton
Laura Dudas
Laura Smith
Miriam M
Sharon Kes
Chris Rowland

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

BANAR: Kendra Brett

Community Hall: Pamela Barton

Events

Fun Fair: Interim co-chairs are Trish Cloutier, Mike Murphy & Brent Lawrie

Canada Day: Tracy Wilson & Jason Wegner

Cancer Chase: Vacant

Hockey Day: Mark Lister

Pot Luck Dinners: Vacant

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

Youth Engagement Strategy 2021-2022: Overview

Context:

- Covid-related challenges since early 2020 e.g. remote learning, less in-person interaction with peers
- Low income and lone parent families in Blackburn may face challenges in creating engagement opportunities for their children/youth
- Increasing rate of crime (person, drug, property)
- Youth defined as 13-18 years (youth v children)

Vision:

- Our vision is to engage youth in effective and meaningful ways that will help to support and strengthen their personal development and engagement with the wider community of Blackburn Hamlet

Goals, Priorities and Strategies:

- Create new and sustainable ways for engaging with both parents and youth
- Create opportunities for youth to get together and engage with the community in meaningful ways e.g have fun, socialize, learn something new, develop or improve a skill, including leadership skills

Eight Possible Youth Engagement Approaches:

- **youth council** (formal bodies made up of youth who advise decision makers on matters pertinent to young people).
- **youth governance** (support young people in leading an organization and encourage them to develop efforts that nurture healthy adolescents)
- **youth serving on boards** (consider establishing a youth position on your organization's governing board and ensure it is filled regularly)
- **youth voice** (An important component of youth engagement is creating opportunities for youth to express themselves, voice their ideas, and provide input for projects or programs. It is critical for youth to actually be heard.)
- **youth leadership** (A wide variety of youth leadership programs exist throughout the United States to provide leadership training to young people and give them opportunities to develop important life skills.)
- **youth advocacy** (Offer ways for youth to speak out on issues affecting adolescent health, such as texting, later start times in schools, tobacco use, or healthy eating, and to advocate for themselves and their needs.)
- **youth service** (youth who participate in service projects tend to feel more community connections, are more engaged in school, and better prepared for the workforce.)
- **youth organizing** (Encourage youth to develop and implement a project or initiative that brings together their peers for a cause related to adolescent and young adult health)

Next Steps:

- Build network/contact list of interested parents/youth e.g. develop and deliver an invitation/information flyer door-to-door e.g. social media
- Consult local school principals, OPL, others e.g. share ideas, posters with them
- Organize an engagement brainstorming session for youth e.g. outdoors by the Hall
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