

Blackburn Community Association
Meeting Minutes
November 18, 2021 7:30 pm

1. Call to order
2. Approval of Agenda
3. Community Safety (Constable Marc Leroux)
 - Ottawa Police Service (OPS) is creating a new Neighbourhood Resource Team in early 2022. A team of eight officers will be covering Orleans, which will include Blackburn Hamlet. This program is modeled on a successful pro-active policing team in the downtown core.
 - NRT officers will only work in their assigned neighbourhoods for a minimum of two years, where they will work with local people and community partners, non-profit organizations, businesses and City staff to look at crime and other related problems in Ottawa. The NRTs are made up of experienced officers who are well trained in crime prevention, dealing with emergencies, problem solving, communication and cultural understanding. Each NRT will also include Youth Officers, Community Police Officers (CPO) and Traffic officers for their neighbourhood.
<https://www.ottawapolice.ca/en/news-and-community/neighbourhood-resources-teams.aspx>
 - Good to see increase the Neighbourhood watch growth in the Hamlet as it raises awareness on suspicious activities (see something, say something).
 - For those running events, feel free to contact Constable Leroux regarding police presence, parades, etc.
 - The OPS has a free safety review program to make businesses safer. This might be good for the BCA and City to have a review completed around the hall and arena.
 - Reminder to report crimes and traffic violations as it helps the OPS focus on trouble areas. Also, do not keep parcels and valuables in cars and note that the bulk of suburban thefts from cars are from those with unlocked doors.
 - Reviewed the Community Safety Zone camera to be installed by the City of Ottawa on Bearbrook in 2022. If we start seeing an increase in speeding traffic using Eastpark/Ridgeburn/Northpark to bypass the camera we will need residents to advise the Councillors office.
 - OPS Home safety audits are on-hold as these are volunteer driven and COVID has suspended these activities. Constable Leroux can do a presentation at a BCA organized session if there is sufficient interest.

4. BCA Financial update (Lisa Margeson)
 - Presented the current state of the budget expenses for 2021.
 - We have \$53.5k in our bank account and \$84.5k in a GIC.
 - A cheque of just over \$28k has been sent to the providers of the Orleans movie from the BCA account, but this amount is to be offset with sponsorship funding from 3 companies and 4 counsellors; none of this funding has yet been received.
 - The majority of the October expenses were related to operating the Hall.
 - All board members that are responsible for the 2022 programs or projects have submitted a description of their plan and estimated costs. This is the first time all programs have submitted proposed budgets by the November board meeting. A big thank you to everyone that participated in this. The total BCA draft budget for 2022 is still under review. A Proposed 2022 budget will be circulated to the Board and Committee chairs prior to the vote to pass it during the January board meeting.

5. BCA Website (Steve Vesley)
 - The website redesign is 50% completed although content on many of the pages needs to be updated.
 - Once more content has been moved to the new site (including forms for Bike Rodeo and other activities), we will circulate a link to the Board and Chairs for their Feedback.

6. Cancer Chase 2022 (Barbara Whittaker)
 - Don Kelly and Barbara Whittaker are co-chairs this year.
 - The tentative date for the event is September 25, 2022.
 - The content from Cancerchase.com will be migrated to the BCA site and the new cancerchase@blackburnhamlet.ca email will be used for contacting the event chairs.
 - Event applications to the City of Ottawa and NCC will be sent out this week.
 - A new document repository was created in our google docs folders to help the current and future organizers track their activities.
 - If you are able to assist with the event (before or during), please let the co-chairs know.

7. Membership (Satinder Sahota)
 - BCA Memberhips expired on June 30, 2021. If you have not paid for a renewal since then, please send your \$10 etransfer to treasurer@blackburnhamlet.ca and include your name and address in the memo field.
 - Excited to see the functionality Steve is building into the new website to help manage the Memberships.

8. Newsletter

- A reminder to the Board and Chairs to send messages and short articles to newsletter@blackburnhamlet.ca so that can be used as content for the next edition.

9. Environment and Beautification Update (Miriam Hampson and Devon Ellis)

a) BCA Volunteer Gardens (Miriam)

- The four gardens have all been cleared and “put to bed”. A few more perennial donations were planted in all four gardens. Mums were purchased and pumpkins were donated by Metro to help reflect the change of seasons and still beautify our four focal entry points. Recycled tulip bulbs were replanted at the Art Installation site.
- A Google survey was sent out to all 20 watering crew volunteers asking for their comments and input. Feedback was very positive. Most replied that they would enjoy volunteering with this initiative again. Only one responded that they would prefer to volunteer with other initiatives next year.
- A token photo was taken of some of the volunteers in front of the Art Installation in early November. It was sent to Kendra for the Banar (and Lynn for the website) to acknowledge the volunteer efforts with this initiative.
- To date we spent \$476.26 of the \$800 allocated budget off-setting initial estimated costs by donations from Sienna Living (\$250), Budd Gardens (perennial plant donations totalling over \$100), and Metro (pumpkins \$20)

b) Beautification (Miriam)

- Talking to Laura Dudas and Tree Committee on how we can best tackle the idea of creating/ promoting/ planting a tree canopy along Bearbrook Road and other areas.
- A letter was sent to the property owners of the four corners (Bearbrook and Innes) to ask for their engagement and support in beautifying the grass areas and strip mall entrances. No response has yet been received.
- Looking at forming a small beautification committee with Kiel Dixon-Lawlor and Brent Lawrie to formulate a proposal of possible ideas (including a description, cost and pictures). Ideas range from hanging flower baskets, benches, lighting, planters, trees, etc.,

c) Environment Website Content (Miriam)

- Five articles were submitted to Lynn for the website on various topics (Tree options from City website, Gypsy Moth info, Rainwater/ Barrel options, Garden Volunteers, Tree pruning tips).

- Articles yet to be included: Community Clean up date and info, Garage Sale date and info, Butterfly WayStation info.

d) BANAR articles (Miriam)

- Four articles were sent to Kendra on various topics (tree pruning, rainwater/barrels, photo of volunteer watering crew, Tree Team and Enviro Committee Update.) Kendra is unsure of space available for this edition. Will include some articles if possible.

e) Blackburn Hamlet Gateway Sign Repairs (Miriam)

- As of April 2021, much time was spent trying to get information re: Gateway signs. This involved contacting Laura Dudas' office and various city workers, contacting former BCA Board members (who were involved with the initial sign purchase and installation), finding old contracts, invoices, minutes from former BCA meetings and other documentation.
- Information gathered from former BCA member Alan Ross indicated that the stone structure was refurbished in 2015 by Mike Keogh, Shamrock Masonry (\$11,254) to repair the three signs.
- Emails (and phone calls were made to 5 different companies but only one responded with a quote.
- Robert Sharkey Renovations (thanks to Brent Lawrie) sent a report and estimate of what it would cost BCA to repair the signs (\$2400).

f) LDD Moth

- Egg scraping took place on Oct. 17. The event was organized and coordinated by Luisa Cardarelli.
- The Environment Budget includes the purchase of burlap for resident use in the spring.
- Various articles were written for the Banar and the website

g) Butterfly Waystation (Miriam/Devon)

- One of our 2022 projects is trying to develop a community Monarch butterfly garden. Miriam sent a letter to Norman Johnson, Just Food, and the City to inquire whether they could help us with a location for this initiative. We are following up with the responses and collecting volunteer names for this project.
- Devon will look into the application process and signage, explore developing each space, and hold a small launch event.

h) Library Showcase (Miriam)

- The display case at the public library was updated with BANAR information and Remembrance Day info. Miriam will continue to update regularly. Please let Miriam know if you have anything you would like to add.
- Miriam will contact Metro and BMHA (re: Lois Kemp Arena) to see if we can create an area to advertise/ promote BCA initiatives on their bulletin boards.

i) Community Clean Up (Devon)

- Proposed date: Saturday April 30th, 2022 (rain date Sunday April 31st)

j) Community Garage Sale (Miriam)

- Proposed date: (rain or shine) Saturday May 7th, 2022

k) Air Pollution

- An email was received from a resident enquiring about the smoke coming from the Larfage site related to Coco Paving. Mark is following up on this with Lafarge. They indicated that asphalt work is related to the LRT constructions for phase 2.

10. Tree Team (Sarah Moran-White)

- With Ecology Ottawa's tree giveaway we lucked out and got some free trees to hand out. We were able to give new forever homes to 92 eastern white cedar and white birch) trees mostly in Blackburn with a handful in Orleans and Beacon Hill. I was also able to work with Ecole Sainte-Marie and several have been planted in the school yard by students and teachers. I will then go around to stake, install protective fencing and burlap (hopefully with some help).
- As part of the CA Neighbourhood Canopy Regeneration Project we were invited to an interesting Little Forests Workshop on November 17 "an earth-centric approach to landscaping that helps restore our relationship with the natural world." The invitation was shared with all tree team members. Hoping there is good attendance and new ideas we can use for Blackburn.
- The CA Neighbourhood Canopy Regeneration Project they will be printing cards to promote tree-related programs and our events for 2022. We are still working on the wording. Hopefully coming to your mailbox before the next meeting.
- Over winter I'm hoping to get the French version of the Diceman Interpretive Experience completed and work on an interpretive experience for Isaiah Scharfe park.
- Other things we'll be looking at for 2022 are:

- participating in another Ecology Ottawa tree giveaway
- working with schools to green their schoolyards
- acquiring some tree seedlings (I'm hoping for sugar maples) to hand out
- organizing a tree seed collection workshop
- kicking off Neighbourwoods (subject to budget approval)
- holding an Adopt a Tree event (subject to budget approval)
- handing out and helping residents to install burlap on trees to help protect against LDD moth (gypsy moth) caterpillars (subject to budget approval)
- promoting the city's trees in trust program
- organizing walks on our trails for new residents (subject to interest. See advertisement in the BANAR)

11. Storage (Brent Lawrie)

- We received the donated crushed stone from Lafarge (9 yards approx.13 tons). John Sharkey had already prepped the area with landscape cloth and will move the gravel into place and compact it. Once this is completed, I will order the second shipping container and have it placed. We then need to move the contents of our current container to the new container before we can relocate the current container to the new site.

12. Funfair (Brent Lawrie)

- I had raised the issue of the amusement rides not being at the FunFair this year due to the new design of the arena parking lot. We are now looking into the possibility of closing Glen Park Road from the Metro parking entrance to Compata Way, which should hopefully give them enough room to place the rides.
- The next FunFair meeting is scheduled for the 22nd of Nov. at 7 pm.

13. Community Hall (Mark Lister/Barbara Whittaker)

- We are looking at a temporary increase to the monthly Hall Coordinator honorarium due to the additional workload needed to manage COVID requirements. An email vote will be held due to lack of quorum.
- The City removed the outside keypad due to concerns over building security. The City will be installing a lockbox nearby to store the Hall key.
- The table inventory was completed. Many were missing screws which will be repaired soon. There should only be a small number of tables that will need to be replaced.
- We are checking with the City on the best tables to buy or if we can buy through their contract.
- Someone broke the lockbox we are using to store COVID forms and has stolen all of the sign in sheet pens. Appropriate steps are being taken to deal with the incident as well as prevent a repeat.
- We are still following up with the City regarding the outstanding Hall repairs.

14. BCA Vaccine Policy (Mark Lister)

- According to Ottawa Public Health (OPH) guidelines, we need to comply with their Vaccination requirements when holding all events. Based on the current policy, we will need to ensure all events verify participant Vaccine status until the guidelines are relaxed.
- The OPH website has guidelines on how to hold an event during COVID restrictions.

15. BCA Background Checks (Mark Lister)

- We need to ensure that all individuals who interact with youth obtain a vulnerable sector check and anyone dealing with BCA finances, including signing cheques, obtain a full criminal record check.
- Renewals are to be completed every three years.
- For those who need to request an updated background check, contact Mark for a formal letter in order to reduce the cost.
- All completed checks must be sent to Mark.

16. BCA Timeline of Activities (Mark Lister)

- The 2022 budget will be voted on at the January Board meeting.
- The Financial Statements will be completed and a review will be conducted in February.
- The AGM will be held in March. Satinder Sahota will manage registrations and voting. Note, as per by-law section 4.10, Members must have paid their membership dues at least 7 days prior to the date of the AGM to be eligible to vote.

17. President Updates (Mark Lister)

- The December Pancake Breakfast is still under discussion with assistance from Councillor Dudas' office.
- Fresh Mango is looking to hold a Christmas Market in the Hall on December 12th 11:30am to 3:30pm. They are looking for assistance from the BCA to advertise to potential vendors and the community as well for assistance staffing the event.
- The BCA Volunteer appreciation event is planned to be held during the April 24-30 National Volunteer Week.
- Canada Day planning is starting as we need to start booking the Park, tent, fireworks and permits.
- The Earthpath cabin at Just Foods has now been completed.

18. Adjournment at 9:25pm (Next meeting January 20, 2021, 7:30pm).

Attendees

Mark Lister

Lisa Margeson

Lynn Lefevre

Barbara Whittaker

Devon Ellis

Maureen Forsythe

Satinder Sahota

Steve Vesley

Dave Garand

Kendra Brett

Sarah Morgan-White

Pamela Barton

Anna Eyrich

Laura Smith

Constable Marc Laroux

Sharon Kes

William (Bill) Taylor

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

E-Newsletter: Nina Ryan and Satinder Sahota

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

City Liaison: Kiel Dixon

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: Barbara Whittaker

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