

Blackburn Community Association
Meeting Minutes
March 17, 2022 7:30 pm

1. Call to order at 7:35pm
2. Approval of Agenda
3. Minutes from previous meetings
 - Motion to approve the minutes from February 17, 2022 by Lisa Margeson. Seconded by Brent Lawrie. Approved.
4. Councillor Update (Laura Dudas)
 - The City of Ottawa Forestry Department City will be contacting BCA regarding LDD/Spongy Moth Burlap distribution. If we do not hear from them in April, we are asked to contact Councillor Dudas office.
 - The number of Blackburn Hamlet infill projects is increasing. Upcoming Developments include:
 - Cleroux and Orient Park, which has an application on file. There has been limited a limited number of concerns raised so far.
 - The City is expecting to receive an application for the property next to the fire hall that is looking to build a 4-storey building with 43 units.
 - The City is also expecting to receive an application for the 2 properties on Bearbrook next to the strip mall. These properties are zoned AM-11 and the developer is looking to build a 9-storey building with 9 townhomes on the lower level and 159 apartments on the remaining floors. The City has requested a traffic study and will be requesting a public consultation.
 - As part of the larger developments, the developer is required to either provide public amenities or cash in lieu to be used in the community Parks. It is recommended that the BCA start preparing our list of Priorities if cash in lieu for parks development is included with the development (some suggestions include, Park path repaving, improved play structures, outdoor drinking fountains, Hall improvements and repairs to the Outdoor Rink paving).
 - Even though there has been limited concerns voiced by Hamlet Residents, if the BCA wishes to hold a public Blackburn Hamlet meeting regarding the proposed Brian Coburn extension, we can set one up through Councillor Dudas office.
5. BCA Finances (Lisa Margeson)
 - Most of the \$9,000 in expenses in February have been related to the Rinks (which were open from Late December to mid-March) and the BANAR Printing. Income from the Hall was under \$1000 and Membership was \$145.

- The 2021 Financial Statements have been delayed and will not be ready for the AGM. We are working with the accounting firm that is reviewing the statements to finalize them as soon as possible.
 - Motion from Lynn Lefevre that we present internal draft financial results for the 2021 year at the AGM for consideration. A Finance Committee will be formed to review and approve the financial statements once they are finalized. These will be presented to the BCA board at our April meeting. Seconded by Mark Lister. Approved.
 - Lisa Margeson has updated our incorporation file with the Government.
6. Community Hall status and Rates (Lisa Margeson)
- Ontario is ending the Proof of Vaccination and Mask mandates at end of March and capacity limits have already been lifted, which means that we can now use the hall at full capacity. Restrictions may be reimposed if/when there is another COVID wave.
 - Motion to restore hall rates for future rentals to the full amount effective April 1, 2022 by Lisa Margeson. Seconded by Brent Lawrie. Carried.
 - Motion by Mark Lister to remove the temporary COVID \$150/month honorarium to manage the Community Hall effective April 1, 2022. Seconded by Barbara Whittaker. Approved.
 - Motion by Lisa Margeson to increase the monthly honorarium to manage the Community Hall from \$300 to \$350 effective April 1, 2022. Seconded by Mark Lister. Approved.
 - Brent Lawrie or Mark Lister will follow-up with the City on the outstanding Hall Repairs.
7. Environment (Devon Ellis).
- Additional articles have been written for the next BANAR.
 - Working on a number of events including the Garage Sale and Spring Cleanup.
8. Environment, Spring Cleanup and Garage Sale, Library Display & Beautification (Miriam Hampson)
- The Friends of Mer Bleue (FOMB) grant was approved. This will be used to help fund three initiatives:
 - Planting of annuals at the three entrance signs (\$800 plus \$1,000 from BCA budget)
 - Monarch Butterfly Waystations at Just Food and Norman Johnson Alternative School (\$400 plus \$400 from BCA budget)
 - A Community Bird Feeder area along Hamlet walking trails and at Just Food (\$300 plus \$300 from BCA budget).

- The FOMB will need to clarify what would be acceptable for recognizing these contributions as the cost of installing plaques would exceed the amount of the grants.
- In addition to the dedicated BCA bulletin board in the Library, we now are able to use a portion of the board in Metro. This will be updated regularly using articles from the BANAR as well as any BCA event and activity posters we wish to display.
- Laura Smith and Miriam are leading the Garage sale and are hoping to promote reuse/recycle of unsold items instead of leaving them out for trash collection. They will need to identify a drop-off location and are looking for volunteers to collect donated items left over after the Garage Sale. They are also looking at encouraging residents to donate some of their sale proceeds to either the local Food Bank or helping Ukraine. Lino Demasi will be creating the Google map as he has done for past Community Garage Sales. More details will be posted on the website and in the April BANAR.
- A survey of the volunteers who helped water the gardens at the entrance signs and the four corners in 2021 indicated that most are willing to help this year. They are looking for improved methods to water the gardens as there are no taps near any of them. Another goal is to reduce the time needed to maintain the gardens, such as more perennials instead of annuals.
- They received a suggestion that the BCA restart the annual Garden Tour activity. They will consider it if volunteers can be found to manage this activity.
- Miriam is looking into the cost and feasibility of using Light Post Banners to create a "small town" "Mainstreet" feel to Blackburn.
- For the Garage Sale and Spring Cleanup, they will need to work with Brent Lawrie to retrieve and update the signs so they can be posted a week before each event.

9. Climate (Anna-Sarah Eyrich)

- The focus is on information sharing and building the conversation around climate in the community at this time. The expectation is that larger initiatives can be undertaken once more volunteers have been recruited to the team.
- They are planning to hold an online community session in Mid-April with Envirocentre, focused on current programs for Home Energy retrofits.

10. BCA Website (Steve Vesley/Lynn Lefevre)

- There are only some minor items that need to be resolved which can be addressed at any time in the future. This includes:
 - Determining the optimal number of posts on each page so that the pages are not excessively long, but current content is not hidden in multiple archive pages.

- Updating the PDF version of the membership form to align with the new form on the website, which Satinder Sahota is working on.
- Satinder Sahota motioned that the new site go live this weekend with ongoing modifications as required. Brent Lawrie Seconded. Approved.
- Lynn Lefevre will create a short article that will be used in the April BANAR and on Facebook to announce the updated website.

11. AGM (Mark Lister)

- The AGM will start with board updates, a review of our finances and close with the vote for the new Executive and Board members.
- The actual director roles will be allocated at the first board meeting following the AGM.
- In order to run for a board position or to vote for the board you must have a valid membership.
- Satinder Sahota Motioned to extend the membership renewal deadline to Monday, March 21 at 5pm. Seconded by Kiel Dixon-Lawlor. Carried.
- Satinder will be conducting a test of the voting during the upcoming week.

12. President Updates (Mark Lister)

- After the AGM and determination of Director roles have been completed, the next item for the board to consider is what project(s) the BCA should prioritize for our reserve funds which need to be reduced so that we do not lose access to the City of Ottawa program funding.
- Vendor Marketplace
 - Fresh Mango is asking the BCA to continue a partnership on holding a local vendor marketplace in the hall on a quarterly basis, similar to the one that was held in December. They plan to charge \$40 per table and are asking for BCA to waive or reduce the hall fees and to assist in promoting and running the event.
 - Many vendors expect 8 hour event to help cover the cost of their table rentals and also would like having volunteers to assist with load in/out and cover tables if the vendor is alone and needs a break.
 - The last event was too crowded in the hall. There either need less tables or some will have to be placed outside on the patio.
 - Satinder Sahota motioned that we offer Fresh Mango two options.
 1. They pay the commercial rate for the Hall and run the event without the BCA involvement or
 2. The BCA co-hosts the event with Fresh Mango; No fees will be changed rent the hall; Local vendors and business owners would be

invited to participate free of charge; The BCA will help advertise the event and Fresh Mango would be responsible for organizing the event.

Seconded by Kiel Dixon-Lawlor. Carried.

13. Adjournment (Next meeting AGM March 24, 2021, 7:30pm, Board April 21, 2022)
10:33pm.

Attendees

Mark Lister
Brent Lawrie
Lisa Margeson
Lynn Lefevre
Barbara Whittaker
Devon Ellis
Kiel Dixon-Lawlor
Maureen Forsythe
Miriam Hampson
Nina Ryan
Satinder Sahota

Anna-Sarah Eyrich
Kendra Brett
Steve Vesely
Laura Dudas
Laura Smith
Sharon Kes
Jack Denovan

BCA Board

Executive

President	Mark Lister	president@blackburnhamlet.ca
Vice President	Brent Lawrie	vp@blackburnhamlet.ca
Secretary	Lynn Lefevre	secretary@blackburnhamlet.ca
Treasurer	Lisa Margeson	treasurer@blackburnhamlet.ca

Director Portfolio's

Environment	Devon Ellis and Miriam Hampson	enviro@blackburnhamlet.ca
Beautification	Miriam Hampson	beautification@blackburnhamlet.ca
Parks	Kiel Dixon- Lawlor	kiel@blackburnhamlet.ca
Rinks	Mark Lister	parksandinks@blackburnhamlet.ca
Communications	Nina Ryan, Daniel Gosson, Patrick Phillips and Barbara Whittaker	communications@blackburnhamlet.ca
E-Newsletter	Nina Ryan and Satinder Sahota	newsletter@blackburnhamlet.ca
Community Relations	Vacant	
Website	Lynn Lefevre	webadmin@blackburnhamlet.ca
Transportation	Don Kelly	transportation@blackburnhamlet.ca
Community Safety	Don Kelly	safety@blackburnhamlet.ca
Youth	Maureen Forsythe	youth@blackburnhamlet.ca
Membership	Satinder Sahota	membership@blackburnhamlet.ca
Seniors	Don Kelly	seniors@blackburnhamlet.ca
Facilities and Operations	Brent Lawrie	vp@blackburnhamlet.ca
Volunteer Management	Mark Lister	president@blackburnhamlet.ca
City Liaison	Kiel Dixon	kiel@blackburnhamlet.ca

Committee Chairs

BANAR	Kendra Brett	banar@blackburnhamlet.ca
Climate Team	Anna-Sarah Eyrich	climate@blackburnhamlet.ca
Community Hall	Pamela Barton	hall@blackburnhamlet.ca
Tree Team	Sarah Morgan-White	treeteam@blackburnhamlet.ca
Website	Steve Vesely	webadmin@blackburnhamlet.ca

Events

Bike Rodeo	Dave Garand	Davethebikeguy@gmail.com
Canada Day	Tracy Wilson & Jason Wegner	canadaday@blackburnhamlet.ca
Cancer Chase	Barbara Whittaker & Don Kelly	cancerchase@blackburnhamlet.ca
Fun Fair	Trish Cloutier, Mike Murphy & Brent Lawrie	funfairchair@gmail.com
Garage Sale	Laura Smith and Miriam Hampson	garagesale@blackburnhamlet.ca
Hockey Day	Mark Lister	parksandinks@blackburnhamlet.ca
Pot Luck Dinners	Auramarina Sawyer	
Santa's Pancake Breakfast	Tracy Wilson & Jason Wegner	santasbreakfast@blackburnhamlet.ca
Seniors Information Event	Don Kelly	seniors@blackburnhamlet.ca
Spring Cleanup	Lisa Margeson	cleanup@blackburnhamlet.ca
Volunteer Appreciation	Mark Lister	president@blackburnhamlet.ca