

**Blackburn Community Association**  
**Annual General Meeting Minutes**  
**March 24, 2022 7:30 pm**

1. Call to order (Quorum = 8 Board members / 5 BCA Members) at 7:35pm
2. Introduction to Online AGM (Lynn Lefevre/Mark Lister).
3. Motion to approve the minutes of the previous Annual General Meeting held on March 25, 2021 by Kiel Dixon-Lawlor. Seconded by Lisa Margeson. Motion Approved.
4. Community Report by Councillor Laura Dudas
  - Thank you to the BCA Volunteers and board members for their continued support of the community, including significant accomplishments in 2021 which included the opening of the Spash Pad, the new Mural on the wall of the Community Centre and the Flowers that were planted by the signs and at the Four Corners sculpture.
  - Community businesses that are supporting the Ukraine include the Soul Stone Restaurant on St Joseph and the Black Walnut Bakery in Cumberland. Other avenues of support including donations to the Red Cross and the Ukrainian Canadian Congress.
  - Additional updates can be found in the minutes from the March 17, 2022 BCA Board meeting.
5. Board and Committee Reports
  - a. Treasurer: Lisa Margeson
    - Presented an overview of the 2021 Financial Statements.
      - Revenue was \$85,536 which came from corporate grants for the Halloween drive in, BANAR advertising, City Grants, Hall Rentals, Donations and Memberships.
      - Expenses were \$207,403 which included the BCA portion of the Splash Pad (\$125,000), New Storage Containers, Operating expenses, Events, Parks Cleaning and Rink Maintenance.
      - The BCA assets end of year were \$143,083.
    - Presented the approved 2022 Budget.
    - Mark Lister motioned to appoint Kelly Huibers McNeely Chartered Professional Accountants as Accountants for the 2022 financial year. Seconded by Kiel Dixon-Lawlor. Motion Approved.

- b. Beautification: Miriam Hampson
- The Blackburn Hamlet entrance signs will be repaired this year thanks to a grant from the Friends of Mer Bleue.
  - We will be planting the gardens at the entrance signs and by the sculpture again this year.
  - The Annual Garden Tour will be held this year along with another Blackburn is Beautiful Photo Contest
  - We are also investigating the possibility of hanging some light post banners.
- c. City Liaison & Parks: Kiel Dixon-Lawlor.
- A student is hired each year to clean the Parks and rake the sand. There were some additional expenses in 2021 as we needed to provide PPE in order to conform to COVID guidelines.
  - In 2022 we will be looking at initiating projects to enhance services in the Parks, such as adding chess tables, as well as working with City to refresh aging equipment and repair deteriorating paths.
  - We are aware that the community is asking for Pickle Ball courts, but since the Tennis Courts are not under the BCA or City of Ottawa control, we have no influence on their use. Orleans Tennis courts are being updated with new lines to support Pickle Ball and Councillor Dudas is investigating the use of the Lois Kemp Arena during the Summer.
- d. Communications: Nina Ryan
- The past 2 years have been relatively quiet for event promotion. We are looking forward to promoting all of the planned 2022 events.
  - Daniel Gosson and Patrick Phillips have been playing a key role in moderating our Facebook group during these challenging times.
- e. Environment: Devon Ellis and Miriam Hampson
- Thanks to a grant from the Friends of Mer Bleue, we will be setting up a Monarch Butterfly Waystations and Community Bird Feeders this year.
  - With the help from a number of volunteers, Sarah Morgan-White completed the English version of the Diceman Park Interpretive Trail in 2021. The French version should be completed this year, followed by one for Isaiah Scharfe Park.
  - The members of the Tree Team under Sarah worked on LDD Moth mitigation measures and held a Tree Giveaway last year and published a number of Tree Talk articles in the BANAR.
  - This year, we have added a Climate Team under Anna-Sarah Eyrich and are planning for a Spring Cleanup on April 30 and the Annual Community Garage sale on May 7. For the Garage Sale we are hoping to collect furniture donations at the end of the day as well as encouraging residents to donate to either the Food Bank or a Ukrainian relief fund.

- f. Membership: Satinder Sahota.
- We currently have 146 paid members and the new cards were distributed last week.
  - In addition to membership renewals, we also received \$270 in additional donations.
  - Membership renewals have been lower during the pandemic as the FunFair was cancelled and it is the largest event for encouraging renewals.
- g. Rinks: Mark Lister
- Thanks to good weather, the season ran from the end of December until mid-March. It was a successful year, but was affected by the closure of the Ice Huts that was required to meet COVID protocols.
- h. Youth: Maureen Forsythe.
- The Mural on the Wall of the Community Hall was completed in August thanks to funding from the City of Ottawa.
  - A new Youth landing page was added to the BCA Website.
  - Poetry and short story contests were held last year along with some Poetry events.
  - This year we are holding a number of activities including a spring poetry contest and adding a new Youth volunteer Garden service to assist Seniors who reside in the Hamlet (over a dozen Seniors have applied for assistance and two youths have already signed). The April BANAR will have an article asking for more Youth volunteers to sign up for the Garden service
  - We are considering adding another mural on the Arena wall and will need to consider touching up the aging pool mural in the near future.
- i. BANAR: Kendra Brett.
- For the BANAR editions in early 2021 it was challenging to locate content due to the limited number of BCA events. As things are opening up more content is being submitted.
  - We are still looking for a new BANAR Distribution coordinator.
- j. Community Hall: Barbara Whittaker.
- The Hall was closed for much of 2021 and when it reopened in September, it had limited capacity. To compensate for the COVID protocols and capacity restrictions we temporarily reduced the rental rates.
  - The Hall will be at full capacity and full rates starting on April 1, 2022.
  - The broken tables have been replaced so we now have 20 large and 20 small tables. We are still waiting for the City of Ottawa to complete the list of outstanding repairs.

- k. Website: Steve Vesely & Lynn Lefevre
- Presented a quick overview of the new BCA website (<https://blackburnhamlet.ca>) which went live on March 19, 2022. Highlights include more content for each Portfolio and Event, Articles showing the History of the Hamlet and the BCA, Archives of past meeting minutes and BANAR issues dating back to 1967.
- l. Vice President: Brent Lawrie
- The two new Storage Containers are now located behind the Arena and the Stage Trailer is parked at an offsite location.
  - As interim FunFair Co-Chair, planning is underway for the 50<sup>th</sup> Anniversary edition. There will not be any carnival rides so it will be a throwback to old fairs with a Parade, Softball games, a Movie Night, Live Music, Fireworks and Field Games.
  - We need to review the signs for this year's events and determine what needs to be updated, repaired and replaced.
- m. President: Mark Lister
- Thank you to all the BCA Directors and Volunteers for their fantastic work over the past year. Your continued efforts help foster a greater sense of community.
  - One of the biggest highlight was the opening of the new Splash pad.
  - Maureen Forcythe's first year on board had non-stop Youth oriented activities that included the Hall Mural, Poetry events and Contests.
  - Miriam Hampson's efforts meant we had beautiful gardens by the entrance signs and the sculpture.
  - Brent Lawrie was instrumental in resolving our long overdue Storage challenges.
  - Thank you to Councillor Dudas for her help with Storage and the Splashpad.
  - Pamela Barton joined us as the new Hall Administrator and did a great job during a very challenging time.
  - The Hall committee consisting of Lisa Margeson, Brent Lawrie, Barbara Whittaker and Pamela Barton worked hard to put required COVID measures in place so that the Hall could be reopened in September.
  - In addition to regular activities, the Hall also supported a Vaccine Clinic and a Christmas Market.
  - Don Kelly did a great job on Safety growing the Neighbourhood Watch, completing a park walk space audit to highlight areas that need repairs and working with Const. Larue on making the Hamlet safer.
  - Nina Ryan kept the BCA communications flowing.
  - Patrick Phillips and Daniel Goson did great job moderating our Facebook group.
  - The Environment team was very active with new initiatives almost every month. From Invasive Species education to LDD Moth mitigation to other Tree Team and Climate Team initiatives the work was outstanding.

- Thanks to Kiel Dixon-Lawlor, Councillor Dudas and support from the other east end Councillors we were able to hold an East End Halloween Drive-in Event.
  - The Grad Walk continues to grow thanks to Nina Ryan and Satinder Sahota.
  - Outstanding work from Lynn Lefevre and Steve Vesely to finally bring a new Website to fruition.
  - Sarah Morgan-White developed the Interpretive trails initiative and spearheaded the BANAR Digitization which are now available on the revamped website.
  - Kendra Brett's first full year as BANAR editor accomplished fantastic work.
  - We are looking forward to resuming events in 2022 including Funfair, Canada Day, Garage Sale, Spring Clean-up and more.
  - From the rest of the Board, thanks to Mark Lister for all his tireless work as our President.
6. Motion to adjourn the meeting at 9pm by Satinder Sahota. Seconded by Barbara Whittaker. Motion Approved.
7. Elections of all BCA Board of Directors positions
- I. President
    - Lisa Margeson nominates Mark Lister. Seconded by Kiel Dixon-Lawlor. Mark Accepts. **Acclaimed**
  - II. Vice-President
    - Satinder Sahota nominate Brent Lawrie. Seconded by Kiel-Lawlor. Brent Accepts. **Acclaimed.**
  - III. Treasurer
    - Barbara Whittaker nominates Lisa Margeson. Seconded by Kiel Dixon-Lawlor. Lisa Accepts. **Acclaimed.**
  - IV. Secretary
    - Mark Lister nominates Lynn Lefevre. Seconded by Satinder Sahota. Lynn Accepts. **Acclaimed.**
  - V. Directors (up to 11 Directors)
    - Kiel Dixon-Lawlor nominates Barbara Whittaker. Seconded by Lisa Margeson. Barbara Accepts. **Acclaimed.**
    - Satinder Sahota nominates Kiel Dixon-Lawlor. Seconded by Kendra Brett. Kiel Accepts. **Acclaimed.**
    - Brent Lawrie nominates Maureen Forsythe. Seconded by Kendra Brett. Maureen Accepts. **Acclaimed.**
    - Satinder Sahota nominates Miriam Hampson. Seconded by Kiel Dixon-Lawlor. Miriam Accepts. **Acclaimed.**

- Kiel Dixon-Lawlor nominates Nina Ryan. Seconded by Brent Lawrie. Nina Accepts. **Acclaimed.**
- Kiel Dixon-Lawlor nominates Satinder Sahota. Seconded by Brent Lawrie. Satinder Accepts. **Acclaimed.**
- Satinder Sahota nominates Sarah Morgan-White. Seconded by Brent Lawrie. Sarah Accepts. **Acclaimed.**
- Kiel Dixon-Lawlor nominates Laura Smith. Seconded by Sarah Morgan-White. Laura Accepts. **Acclaimed.**
- Satinder Sahota nominates Jenny Lawrence. Seconded by Kiel Dixon-Lawlor. Jenny Accepts. **Acclaimed.**
- Miriam Hampson nominates Heather McCuaig Edge. Seconded by Seconded by Sarah Morgan-White. Heather Accepts. **Acclaimed.**

VI. Motion by Satinder Sahota to close nominations. Seconded by Brent Lawrie. Nominations Closed.

## Attendees

Brent Lawrie  
 Kiel Dixon-Lawlor  
 Lisa Margeson  
 Lynn Lefevre  
 Satinder Sahota  
 Mark Lister  
 Nina Ryan  
 Miriam Hampson  
 Maureen Forsythe  
 Barbara Whittaker  
 Kendra Brett  
 Laura Dudas  
 Laura Smith  
 Sarah Morgan-White  
 Steve Vesely  
 Peri Unligil  
 Jenny Lawrence  
 Heather McCuaig Edge  
 Miriam M  
 Charles Ashbourne  
 Sharon Kes  
 Chelsey Wynne

## BCA Board 2022-2023

### Executive

President	Mark Lister	<a href="mailto:president@blackburnhamlet.ca">president@blackburnhamlet.ca</a>
Vice President	Brent Lawrie	<a href="mailto:vp@blackburnhamlet.ca">vp@blackburnhamlet.ca</a>
Secretary	Lynn Lefevre	<a href="mailto:secretary@blackburnhamlet.ca">secretary@blackburnhamlet.ca</a>
Treasurer	Lisa Margeson	<a href="mailto:treasurer@blackburnhamlet.ca">treasurer@blackburnhamlet.ca</a>

### Director Portfolios

Environment	Sarah Morgan-White	<a href="mailto:enviro@blackburnhamlet.ca">enviro@blackburnhamlet.ca</a>
Beautification	Miriam Hampson	<a href="mailto:beautification@blackburnhamlet.ca">beautification@blackburnhamlet.ca</a>
Parks	Kiel Dixon-Lawlor	<a href="mailto:parks@blackburnhamlet.ca">parks@blackburnhamlet.ca</a>
Rinks	Mark Lister & Brent Lawrie	<a href="mailto:parksandricks@blackburnhamlet.ca">parksandricks@blackburnhamlet.ca</a>
Communications	Nina Ryan & Barbara Whittaker	<a href="mailto:communications@blackburnhamlet.ca">communications@blackburnhamlet.ca</a>
E-Newsletter	Satinder Sahota	<a href="mailto:newsletter@blackburnhamlet.ca">newsletter@blackburnhamlet.ca</a>
Community Relations	Jenny Lawrence	<a href="mailto:jenny@blackburnhamlet.ca">jenny@blackburnhamlet.ca</a>
Transportation	<b>Vacant</b>	<a href="mailto:transportation@blackburnhamlet.ca">transportation@blackburnhamlet.ca</a>
Community Safety	<b>Vacant</b>	<a href="mailto:safety@blackburnhamlet.ca">safety@blackburnhamlet.ca</a>
Youth	Maureen Forsythe	<a href="mailto:youth@blackburnhamlet.ca">youth@blackburnhamlet.ca</a>
Membership	Satinder Sahota	<a href="mailto:membership@blackburnhamlet.ca">membership@blackburnhamlet.ca</a>
Seniors	Maureen Forsythe & Sarah Morgan-White	<a href="mailto:seniors@blackburnhamlet.ca">seniors@blackburnhamlet.ca</a>
Facilities and Operations	Brent Lawrie	<a href="mailto:vp@blackburnhamlet.ca">vp@blackburnhamlet.ca</a>
Volunteer Management	Mark Lister	<a href="mailto:president@blackburnhamlet.ca">president@blackburnhamlet.ca</a>
City Liaison	Kiel Dixon-Lawlor	<a href="mailto:kiel@blackburnhamlet.ca">kiel@blackburnhamlet.ca</a>
Director at Large	Laura Smith	<a href="mailto:laura@blackburnhamlet.ca">laura@blackburnhamlet.ca</a>
Director at Large	Heather McCuaig Edge	<a href="mailto:heather@blackburnhamlet.ca">heather@blackburnhamlet.ca</a>

### Committee Chairs

BANAR	Kendra Brett	<a href="mailto:banar@blackburnhamlet.ca">banar@blackburnhamlet.ca</a>
Climate Team	Anna-Sarah Eyrich	<a href="mailto:climate@blackburnhamlet.ca">climate@blackburnhamlet.ca</a>
Community Hall	Pamela Barton	<a href="mailto:hall@blackburnhamlet.ca">hall@blackburnhamlet.ca</a>
Tree Team	Sarah Morgan-White	<a href="mailto:treeteam@blackburnhamlet.ca">treeteam@blackburnhamlet.ca</a>
Website	Steve Vesely	<a href="mailto:webmaster@blackburnhamlet.ca">webmaster@blackburnhamlet.ca</a>

### Events

Bike Rodeo	Dave Garand	<a href="mailto:Davethebikeguy@gmail.com">Davethebikeguy@gmail.com</a>
Canada Day	Tracy Wilson & Jason Wegner	<a href="mailto:canadaday@blackburnhamlet.ca">canadaday@blackburnhamlet.ca</a>
Cancer Chase	Barbara Whittaker	<a href="mailto:cancerchase@blackburnhamlet.ca">cancerchase@blackburnhamlet.ca</a>
Fun Fair	Trish Cloutier, Mike Murphy & Brent Lawrie - Interim co-chairs	<a href="mailto:funfairchair@gmail.com">funfairchair@gmail.com</a>
Garage Sale	Laura Smith & Miriam Hampson	<a href="mailto:garagesale@blackburnhamlet.ca">garagesale@blackburnhamlet.ca</a> <a href="mailto:laura@blackburnhamlet.ca">laura@blackburnhamlet.ca</a> <a href="mailto:miriam@blackburnhamlet.ca">miriam@blackburnhamlet.ca</a>
Garden Tour	Cynthia Hoisak	<a href="mailto:gardentour@blackburnhamlet.ca">gardentour@blackburnhamlet.ca</a>
Grad Walk	Nina Ryan & Satinder Sahota	<a href="mailto:gradwalk@blackburnhamlet.ca">gradwalk@blackburnhamlet.ca</a>
Hockey Day	Mark Lister	<a href="mailto:parksandricks@blackburnhamlet.ca">parksandricks@blackburnhamlet.ca</a>
Pot Luck Dinners	Auramarina Sawyer	
Santa's Pancake Breakfast	Tracy Wilson & Jason Wegner	<a href="mailto:santasbreakfast@blackburnhamlet.ca">santasbreakfast@blackburnhamlet.ca</a>
Seniors Information Event	<b>Vacant</b>	<a href="mailto:seniors@blackburnhamlet.ca">seniors@blackburnhamlet.ca</a>
Spring Cleanup	Lisa Margeson	<a href="mailto:cleanup@blackburnhamlet.ca">cleanup@blackburnhamlet.ca</a>
Volunteer Appreciation	Mark Lister	<a href="mailto:president@blackburnhamlet.ca">president@blackburnhamlet.ca</a>