

Blackburn Community Association

Meeting Minutes

April 21, 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 March 17, 2022 by Lisa Margeson. Seconded by Barbara Whittaker. Approved.
4. Councillor Update (Laura Dudas)
 - Hydro Ottawa will be completing upgrades in Blackburn Hamlet that will affect 480 homes. Work will run from May 24 to end of December. Two information sessions will be held on Tuesday, May 3.
 - The 3rd Annual Gems of Innes Awards nominations open soon to celebrate outstanding businesses and organizations in Innes Ward. Winners will be announced end of May/Early June.
 - Councillor Dudas has asked the Cirt to organizing a planning primer information session in early May so that Community Associations will have a better understanding of the Planning process for upcoming developments.
5. BCA Finances (Lisa Margeson & Mark Lister)
 - Reviewed the 2022 Income and Expenses.
 - To date we have received \$38,423.64 in income from City Grants, Friends of Mer Bleue Grants, Donations, Memberships, BANAR advertising and Community Hall Rental. It should be noted that as of mid-April, our Hall rental income was \$8,000. If this continues throughout the year, it is expected to be significantly higher than the annual \$15,000 we had budgeted.
 - We have spent \$12,105 so far this year on Rinks, Environment, Youth, Beautification, Hall Administration, Advertising, Audit fees, IT Costs, BANAR Printing and Supplies for the Community Hall.
 - We have \$74k in our bank account.
 - In the future we may need to review our Bank Account as there are extra charges when we have excessive transactions and we have seen an increase due to the move to use eTransfers for Hall rentals, BANAR Advertising and Membership renewals.

- The final 2021 Financial Statements were presented and sent to the board. Kelly, Huibers and McNeely found no major errors with the statements. The BCA President has signed the approved statements and the Treasurer has paid Kelly, Huibers and McNeely.

6. Vacant Positions & Email (Lynn Lefevre)

- Transportation remains vacant. Email alias will be changed to Lynn Lefevre.
- Don Kelly may be interested in returning as Safety. Mark Lister to follow up.
- The Seniors Info Event remains vacant.
- Seniors is being managed by Sarah Morgan-White and Maureen Forsythe. Lynn Lefevre to delegate email to Sarah Morgan-White.

7. Funfair Update (Brent Lawrie)

- The 50th funfair will be held on June 3/4/5
- Activities will include Northern Screams, rock climbing, field games, BBQ, Pancake Breakfast, a parade, obstacle course, Vengeance Van, car smashing, axe throwing, mega slide, midway games, bubble soccer, book sale, movie night, silent auction, magic show, Rays Reptiles, Community showcase, bouncy castle, Glow sports, softball tournament, basketball competition, skate Park show, face painting and dunk tank.
- There will be a beer garden with free live music on Friday and paid admission on Saturday as well as Fireworks on Saturday.
- There will also be a Dog Show and a Fun Run on Sunday.
- Sponsorships & Silent Auction items have started to come in.
- Looking for a number of volunteers to help run all of the activities!

8. BCA Event Signage (Brent Lawrie)

- We have received the new Spring Cleanup signs and the Garage Sale signs should be ready soon.
- We will need to construct a frame to hold the signs at the East and West entrances as we cannot use the metal posts near the fibre conduit and gas lines.
- The Cleanup signs will be installed this weekend and will be replaced with the Garage Sale signs after the cleanup is finished.
- Erica is looking to purchase feather signs for the funrun in addition to four BCA feather signs.

9. FunFair Parade Participation & T-shirts (Lynn Lefevre)

- The BCA Board will be participating in the Funfair Parade. Cancer Chase will also participate and will ask the organizer to keep the 2 groups together.
- Mark Lister and Barbara Whittaker to coordinate t-shirt orders.
- Lynn Lefevre to work with other Board members to either locate or recreate the BCA Logon in Vector Format.

10. Enviro Update (Sarah Morgan-White)

- **Upcoming Events**

Date and time	Event	Location	How to Register or Attend
Friday April 22, 2022	Earth Day - look for tree and environment themed books on display at the Library	Blackburn Hamlet branch Ottawa Public Library	In person - no registration required
Wednesday Apr 27, 2022 12:00 - 12:45pm	Virtual information event with Enviro Centre	Webinar	Register: https://www.eventbrite.ca/e/home-retrofits-incentive-programs-energy-audits-an-introduction-tickets-315671159937?aff= Passcode is: BCA Retrofits
Saturday Apr 30, 2022 9:30 - 11:30am (rain date Sunday May 1st)	Spring Cleanup	Blackburn Community Hall - 190 Glen Park Drive	In person - no registration required. More info: https://blackburnhamlet.ca/event/spring-cleanup/
Saturday May 7th, 2022	Garage Sale Tree giveaway. We have 100 eastern white cedars and 100 white spruce available to give (while quantities last).	Blackburn Hamlet	Residents interested in handing out trees at garage sale should email: treeteam@blackburnhamlet.ca Residents wanting trees can complete the form: https://forms.gle/oacRbFgcJ4f8FGZY6
Saturday May 28th and Sunday 29th, 2022	Neighbourhoods Training	Blackburn Community Hall - 190 Glen Park Drive	Register by emailing: treeinventory@blackburnhamlet.ca More info: https://blackburnhamlet.ca/our-work/environment/tree-team/neighbourhoods/
Sunday May 29th, 2022 9am to noon	Ecology Ottawa Tree Giveaway	On sidewalk next to Metro	Registration is required to pick up trees: https://www.ecologyottawa.ca/tree_giveaway_events (calendar is not yet up)

- **Climate - Anna-Sarah Eyrich**
 - April 27 virtual information event with EnviroCentre on home energy upgrades and programs available. It's a lunch-and-learn from 12:00 to 12:45 that is open to all. More info: See Facebook, and Register here: the EventBrite link.
 - Two April BANAR articles; one on climate grief and one contribution from Sierra Club Breathe Easy on Air Quality.
 - Building on Tree Team's initiative, provided the library with a list of adult and children environment and climate-related books for an Earth Day feature.
- **Spring Cleanup – Lisa Margeson**
 - Everything is on track for our Spring Cleanup event taking place on April 30th (rain date May 1st). The event has been advertised. Bags and gloves have been picked up from the City. We are currently contacting local businesses to obtain prizes.
 - We still need to make arrangements to use the BBQ and have access to the Supplies in the Hall.
- **Bird Feeders**
 - Both retirement homes in Blackburn will be getting a seed bird feeder and a hummingbird feeder by the end of April and will install and take care of replenishing the feeders. Once the feeders are purchased, Sarah will install a plaque or something to identify provenance from the BCA and Friends of Mer Bleue. Miriam is having a call with Just Food to see if we can install bird feeders along trails on their property. As part of this, Sarah is thinking of putting together laminated bird identification cards that can be attached near the feeders so that passersby can see photos and descriptions of birds they might see.
- **Monarch Waystation**
 - Sarah will be working with Norman Johnston to set up a Monarch Waystation. A few seeds have been purchased and the gardening class starts at the beginning of May so the project will go from planning to production mode quickly throughout the month of May! Miriam has graciously offered her help when the time comes to help with the project (her green thumbs are amazing)!!
- **Celebrating Earth Day with Brownies!**
 - On April 19th, Devon, Anna-Sarah and Sarah will be joining the Brownies and leading various activities and games to promote environmental sustainability and stewardship!

- **Invasive Species**
 - Laura wrote a great article in the BANAR on Garlic Mustard with more invasive species related articles to appear in future BANARs!
 - Sarah is hoping to work with the City to streamline a process so that we can remove invasive species in our parks - and generally so that we can be involved in the stewardship of our greenspace. Sarah will be attending a CAFES meeting on April 18th to discuss invasive species stewardship at the City. Stay tuned. Sarah attended a virtual training session on Garlic Mustard offered by the Invasive Species Plant Council which complemented the buckthorn and phragmites workshops she attended in 2021.
- **Seeds And books!- Stephen**
 - Stephen started a seed collection initiative with the Foret Capital Forest. Article was published in the BANAR and we have received one email so far expressing interest in donating tree seeds in the Hamlet for this project.
 - Stephen made recommendations to the Blackburn branch Ottawa Public Library for a series of tree-themed books for children to be featured in the library for Earth Day!
- **Adopt a Tree - Sarah and Chris**
 - 4 trees/bushes have been purchased, but not yet picked up. Once they are picked up (early May) we will promote the event where residents can sign up to adopt one of the trees/bushes. Chris and Sarah are currently working on putting together the profiles for each tree/bush.
- **LDD/Spongy Moths**
 - Egg Removal: We've held 3 successful LDD/Spongy moth campaigns as of April 18th. 1 hour (NCC lands between Innes and Glen Park) with 10 volunteers; 1 hour with 170th Blackburn Girl Guides on the trail between Tavette and Hornets Nest; and 1 hour (NCC lands between Innes and Glen Park) with 16 volunteers (thanks to Sun Shan for leading one of the walks!). Overall almost 2 pounds of eggs have been removed from these 3 events! (To give you an idea, each egg is at most 1mm in diameter). Our facebook posts have been widely shared and the community is very engaged. Those interested should follow @bhtreeteam on Facebook. We are inviting everyone in the community to check their trees, patio furniture etc and scrape off and dispose of any eggs they find. For more on LDD/Spongy moth: <https://blackburnhamlet.ca/our-work/environment/tree-team/ldd-moth/>

- Burlap: As we signed up to receive burlap from the City we did not purchase our own with our budget. We should receive the burlap kits on or after April 25th. Those interested in receiving a kit are asked to email treeteam@blackburnhamlet.ca or fill out the following form: <https://forms.gle/tqs9DtvueUS79tYa8>. It is unknown how many kits we will receive and what they will consist of.
- **Tree Team cards:**
 - This past winter we had 1000 cards printed through the Forest Canopy Regeneration Project which promoted our events for 2022. I stapled information promoting Neighbourwoods and asking residents to check for Spongy moth eggs before May. We focussed distribution on areas near NCC lands as those saw more Spongy moths last year. Thanks to Monica, Miriam, Scott, Luisa, Lee, Clifton and Regina in helping to distribute them - almost 400 have been delivered or are in the process of being delivered. Thanks also to Heather and Thomas Crowe for helping me put some cards together and delivering them!
- **Neighbourwoods Clifton & Regina**
 - Everything is on track for our first Neighbourwoods training scheduled for May 28 and 29th at the Blackburn Community Hall Thanks Kendra for giving us the first page! We've received emails for registration and expressing interest in helping! Those interested in registering should contact Clifton and Regina at: treeinventory@blackburnhamlet.ca.
- **New how to plant a tree**
 - In light of all the tree giveaways we will be having - Chris prepared a "How to plant a tree" sheet which is on our website <https://blackburnhamlet.ca/environment/how-to-plant-a-tree/> (thanks Lynn and Steve!!) It will also be printed and handed out with the little sapling we hand out throughout the year!
- **Tree giveaway - May 7th onward**
 - Thanks to Chris's help in connecting with the RVC we have 100 eastern white cedars and 100 white spruce to give! Thanks to the many that have accepted to hand out trees during the garage sale, we will have tables across the community handing out eastern white cedar and white spruce saplings on May 7th (Lino will be putting a tree icon next to participating households, thanks Lino!). We are also inviting those interested in receiving free trees to sign up by completing the survey <https://forms.gle/yod3xLsXWaxRUCjR9> . Available while quantities last!

- **Tree giveaway - May 29th - Ecology Ottawa**
 - We will be hosting a tree giveaway with Ecology Ottawa on the sidewalk in front of Metro from 9am to noon. Thanks to the store manager, Chris, for being so accommodating and letting us use that space! Event will be advertised as soon as the information is up on Ecology Ottawa's website as it will require residents to register in order to attend and pick up trees. If anyone is interested in helping, please email treeteam@blackburnhamlet.ca. Assistance would likely be needed during set up and tear down.

11. Cancer Chase (Barbara Whittaker)

- We are five months away from the September 25 5k walk/run.
- Permit applications have been submitted.
- Waiting for the Running Room to respond on their participation.
- Volunteer planning team has met; more volunteers are needed/welcome.
- As with past Cancer Chase events, activities will include welcome remarks, a warm up, the 5k walk/run and a silent auction.
- Greater focus this year on greening the Chase and involving more young people.
- Promotion for the Chase will be limited now, and will increase once some of the other BCA events have concluded.

12. Youth Update (Maureen Forsythe)

- **Wild Poetry Party**, April 9th - 15 participants including 2 boys and one participant from Glen Ogilvie
- **Midsummer Poetry Party**, planned for June 11th, poster has been shared with schools, library
- **BCA Spring Poetry Prize**, deadline April 27th - 12 submissions so far, Henry Beissel of Blackburn is serving as the sole volunteer judge.
- **Young Helping Hands for Seniors program** - 18 seniors have registered, so far 6 youth have signed up; doing special outreach to Louis-Riel High School to attract more youth; planned start date approx. 21 May through end of September
- Planning for **new community mural on arena wall** is underway - mural artist is Ryan Smeeton, plan to consult / brainstorm with youth in July, and install the mural in early August; seeking City approval now to use the arena wall facing the Metro
- Planning to have a **special youth insert / youth section for the November 2022 BANAR** - two young editors (Emily Carr students) have been identified to lead a small group of youth to do this, still identifying a couple more youth to participate
- **Fall writing contest for youth** will be organised, theme to be determined; poster or article about this will appear in the August BANAR

13. Beautification (Miriam Hampson)

- **Garage Sale May 7th (rain or shine): (leads Miriam Hampson/ Laura Smith)**
 - Advertised event in an article in the BANAR, Metro, Facebook and website.
 - Lino Demasi preparing map of houses participating in the garage sale garagesale@blackburnhamlet.ca.
 - Laura and Miriam have contacted organizations to help with a more “green” approach to the event and a “give back to the community” theme. The chart below will be posted on social media and at Metro.
 - Tree Giveaway- interested residents are also invited to participate in the Treeteam tree giveaway in conjunction with the Garage Sale event.
 - We will need volunteers to:
 - set up tents for drop off donations at the Community Centre
 - two volunteers per tent to help with sorting of donations
 - 5 volunteers (high school students looking for volunteer hours?) to load trucks

Blackburn Hamlet Garage Sale - Donation Guide		
Drop off: Blackburn Community Hall, Saturday, May 7th, 2:00 - 4:00 PM		
Item Type	Destination	Requirements
Clean linens, Cookware and kitchen items, Irons, Ironing boards	From House to Home Ottawa https://www.facebook.com/FromhousetohomeOttawa/	Items cannot be dirty, stained, ripped, or noticeably worn out. No large appliances, futons, large desks, or buffets
Furniture, housewares, hangers, small appliances, books and toys for children.	Helping With Furniture https://www.hwfottawa.org/	No blinds. Disassembled items must have all hardware in a bag attached to the item
Lightly used computers/lapt ops	Helping With Furniture https://www.hwfottawa.org/	Software must be reasonably up to date (2-3 years old)
Bikes	Dr. Cycle http://www.drcycleservice.ca/	Any bicycle
Books	Blackburn Hamlet Funfair Book Sale	Books must be in good condition.
Money	Life Centre Food Bank	e-transfer to foodbank@lifecentre.org , donate on their website at https://foodbank.churchcenter.com/giving/to/food-bank or bring cash or cheque to 2675 Innes Rd. on the morning of Tuesday, May 10th

- **Community Bird Feeders/ Butterfly Monarch WayStation (Sarah Morgan new LEAD)**
 - Miriam to meet with Moe from Just Food to discuss possible areas to build these projects (week of April 11th). Sarah and Miriam discussed the possibility of putting community bird feeders on Just Food property. [Sarah Morgan-White](#) to follow through with 2021 plans with use of FOMB grant and BCA budget allocation for these projects.
 - Sarah in touch with Kara Kaufman from Norman Johnson for Monarch Butterfly Waystation.
- **Blackburn Gateway Gardens**
 - Miriam has reached out to last year's volunteers who watered the gardens to begin rebuilding a watering team to water the three gardens at the Gateway signs and the one garden at the Art Sculpture. Another post asking for more volunteers was added to the Facebook page and in the BANAR. Sign repairs to begin as soon as the weather is dry
 - Planting of some annuals will begin in May (weather permitting)
 - Watering schedule to be sent out to volunteers via excel sheet once gardens are completed
- **Garden Tour (July 9th and 10th, 10-4pm) (Cynthia Hoisak LEAD)**
 - [Cynthia Hoisak gardentour@blackburnhamlet.ca](mailto:Cynthia.Hoisak@gardentour@blackburnhamlet.ca) , Miriam Hampson and Garth Hampson have formed the Garden Tour committee and have begun planning the event slated for July 9th and 10th. Some details have been posted on the BCA Facebook Page and the Blackburn Hamlet Garden and Horticultural Facebook page, as well as on the website. An article was also included in the latest issue of the BANAR. Cut-off date to enter a garden in the tour is June 15th.
 - Miriam to let Brent know what to put on signage before the end of May.
 - Miriam reached out to Evelyn and Don Budd (past participants and organizers of this event) but unfortunately they are not interested in helping out this year.
 - We have a brochure from past years of this event and will model this year's version with Garden Tours from the past.
 - Miriam to look into cost of brochure printing
 - Lino Demasi has agreed to provide a garden tour map for this event
 - The event will be free this year with the idea of promoting gardens and encouraging residents to care for their house property. (Next year (as was done in the past) we could charge \$10 to join the tour and collect money towards a donation etc.,)
 - We thought of having a donation jar of some kind at each garden for the local Food Bank

- **Photo Contest (Blackburn in Bloom)**
 - Jen Read (jenakaread@gmail.com) has offered to help organize a photo contest in conjunction with the Garden Tour. Discussion in progress. Plans to be determined.
- **Light Post Banner/ Planters**
 - Spoke to Rita Chalabi from Heart of Orleans BIA about cost and process of light post banners in Blackburn and cost of hiring a gardening company to help water gardens. Both seem very cost prohibitive (e.g., Banners along St Joseph cost \$16,000 and planters \$12,000). Miriam will continue to gather information.
- **Other:**
 - Bulletin Board at Metro and BCA Showcase at the Library have been updated with new BANAR articles and BCA events. (I am trying not to take over the entire bulletin board at Metro!)
 - Article for BMHA (Blackburn Minor Hockey Association) recognizing another great Hamlet association and its amazing volunteers submitted to the BANAR.

14. Community Developments (Mark Lister)

- 98/100 Bearbrook
- 2380/2396 Cleroux
- 2441 Cleroux
- 2458 Cleroux
- 2487 Innes
- 3044 Innes
- Mark Lister is asking for volunteers to form a subcommittee that will be tasked with coordinating community engagement and our response to upcoming developments.

15. Membership (Satinder Sahota)

- Satinder Sahota will be away until June 5th and cannot attend the Funfair.
- Heather McCuaig Edge will be assisting during Satinder's absence.
- Steve Vesely and Maureen Forsythe will assist at the Funfair table. Need one or two other volunteers.

16. President Updates (Mark Lister)

- Jason and Tracy have resigned from the Canada Day event and this years event has been cancelled. Lynn Lefevre will forward Canada Day emails to Brent Lawrie until a new event chair is found.
- Fresh Mango has chosen not to hold another market in the Hall due to time constraints.
- We need to decide if we are going to keep the ping pong table that is currently stored in the hall.
- Lisa Margeson and Mark Lister are working on renewing the Insurance policy provided by the City of Ottawa.

17. Adjournment at 10pm (Next Board meeting May 19, 2022)

Attendees

Mark Lister

Brent Lawrie

Lisa Margeson

Lynn Lefevre

Barbara Whittaker

Heather McCuaig Edge

Jenny Lawrence

Kiel Dixon-Lawlor

Laura Smith

Miriam Hampson

Nina Ryan

Sarah Morgan-White

Satinder Sahota

Cynthia Hosiak

Kendra Brett

Pamela Barton

Chelsey Wynne

Laura Dudas

Mark McEvoy

BCA Board 2022-2023

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 Portfolios

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

Committee Chairs

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

Events

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