

# Blackburn Community Association

## Meeting Minutes

### October 19, 2023 7:30 pm

1. Call to order at 7:32pm
2. Approval of Agenda
3. Minutes from previous meetings
  - Motion to approve the minutes from September 21, 2023 by Lisa Margeson. Seconded by Barbara Whittaker. Carried.
4. Councillor Update (Laura Dudas)
  - OC Transpo has confirmed that the on-demand pilot will only be running on weekends. It will not affect weekday service and it will not affect the 25 schedule. The app will be available soon for residents to download and test, but no date has been set for the start of the pilot. Additional details, as well as plans for a public consultation, will be shared when they become available. Regular fares will apply to the pilot.
  - A budget consultation has been scheduled for the Ray Friel Recreation Complex on November 18 from Noon to 2pm.
  - The developer of the 98-100 Bearbrook properties has pulled their application and will resubmit it so that it falls under the new Provincial streamlined rules.
  - Repairs to the most deteriorated sections of Diceman park pathways were completed using spare asphalt from another project. The report from Don Kelly on our pathways helped to prioritize these repairs.
5. Outstanding Grants (Lisa Margeson) & Ski Heritage East (Lynn Lefevre)
  - Our 2023 budget has \$3500 allocated for grants. To date we have only spent \$1,000 with another \$500 to be used in November. There will be a discussion at the next board meeting to decide the distribution of the remaining funds.
  - Lynn Lefevre motioned to provide Ski Heritage East with a \$500 grant towards their "Break The Ice" fundraising campaign. Seconded by Lisa Margeson. Carried.
6. BCA Finances (Lisa Margeson)
  - Presented our finances as of the end of September. For income, we have one installment from the City outstanding and our Hall rental income is higher than budgeted. The largest discrepancy for expenses is a due to the cancellation of the Canada Day event. We are now trending towards a surplus instead of the planned \$10,000 deficit.

- Board members are to provide their 2024 draft budgets before the November board meeting.
  - We also need each Director to provide a year end summary, which will be used for our annual report to the City.
7. Recreational Programs at the Hall (Lisa Margeson) - Vote
- Each year the BCA receives funding from the City for operating the Hall and to provide recreational activities in the Hall to our community.
  - A portion of this funding could be used to cover the Hall rental fees for not-for-profit organizations that are renting the hall and are providing recreational activities.
  - Lisa Margeson, Don Kelly and Sharon Kes will work out qualification criteria and will present it at the November board meeting.
8. Volunteer Appreciation (Lisa Margeson)
- Don Kelly and Brent Lawrie will be planning a BCA Community Volunteer Appreciation event for May 2024.
9. Event Updates (Don Kelly)
- Cancer Chase raised \$12,900 for the Ottawa Hospital Foundation. \$4,500 came from the Silent Auction that received 30% of the items from companies who are outside the Hamlet. A lot of support was provided by Hamlet residents despite being held in Orleans this year. Christian and Manon Dussault, who run the regular Orleans Park run events, took on the work to plan the 5k run, allowing us to focus on the rest of the activities. Discussions are starting for next year's event and include the possibility of expanding it to include all Orleans Community Associations and wards.
  - Planning for the November 18 Christmas Craft event is progressing well. There were 37 applications for the 19 tables. The final selection of vendors has been completed and we are starting to receive the fees from the vendors.
  - Santa's breakfast planning has started and will follow the same plan as last year, including 600 pancakes and 500 sausages. Last year the cost was \$1,250 but the cost to the BCA was offset from corporate donations. We are expecting fewer donations this year.
  - We are working to coordinate a meeting with the City of Ottawa Office of Emergency Management and Ottawa emergency services as they need to provide input to and approval of our Emergency Plan.
  - A first aid course director and trainers have been identified but we still need to determine the training content as emergency first aid is different than basic first aid and there is a difference between a regular CPR course and one that qualifies for certification.
  - We will be meeting next week with Maheau's Tree Farm to determine if they can deliver a 15' White spruce and a stand to the Blackburn Pharmacy site. The plan is

to hold a BCA Community Christmas Tree event on December 9 where our community will be asked to help us decorate the tree.

- Motion by Lynn Lefevre to reallocate \$1,500 in unused Canada Day funding to provide an additional \$500 for Santa's Breakfast and \$1,000 for the Christmas Tree. Seconded by Brent Lawrie. Carried.

#### 10. Seniors (Barbara Whittaker)

- We currently have 5 active members on the Seniors advisory committee.
- The monthly breakfasts will continue at Broadway Bar and Grill until a local option is available.
- A short survey will be published in the BANAR and online asking what services Seniors would like us to offer.
- Three walk and talk activities are scheduled.
- A Pot Luck lunch and afternoon of games and activities are being planned for the Hall on February 10.

#### 11. Discovery Café (Barbara Whittaker)

- The first event was held on September 28 and had 25 participants.
- The October 26 event will be "Tales from a Research Laboratory" by Dr. John ApSimon.
- The November 23 event will be Detecting Fraud: A behind-the-scenes look by Robin Grosset.
- The January 25, 2024 speaker will be Jim Davies who is a Cognitive Scientist.
- Planning for the other 2024 speakers is underway.

#### 12. Youth (Maureen Forsythe)

- The deadline for the fall short story contest for youth was 18 October; a total of 25 submissions were received; thanks to Barbara Whittaker for agreeing to judge the submissions; winners will be announced in the November BANAR
- The Horrifying Halloween Costume Party for youth will take place on Saturday October 28th from 2-4pm; at least 20 youth have registered so far
- Final reports for the recent youth mural event at LK Arena have been sent to the City (Crime Prevention Ottawa); a recognition event may or may not be held to mark the completion of the mural
- Maureen will be helping to prepare the BCA Annual Report for 2023 with Lisa
- The planned youth engagement budget for 2024 will be shared with Lisa before the November board meeting

#### 13. Environment (Sarah Morgan-White)

- We have located at one or two people who would be willing to take over the Enviro Director as of the next AGM.

#### 14. Volunteer Management (Mark Lister)

- Presented a quick review of the current volunteer list and highlighted recent additions.
- When communicating with new volunteer contacts we should also take the opportunity to encourage them to take on a more active role in the BCA that aligns with their interests. This could help with our board succession planning.

#### 15. Rinks (Mark Lister)

- While we have had some recent volunteer interest, we continue to seek more ice making volunteers. Another request will be included in the next BANAR and Newsletter in addition to posters that are in Metro, Blackburn Arms and the Community Hall.
- Preliminary planning for the 2024 Hockey Day on Family Day, February 19, 2024, is underway.

#### 16. President Updates (Mark Lister)

- Heather McCuaig Edge is stepping down from the Board. Lisa Margeson will take over Memberships until a new Director is identified. A notice will be published in the next BANAR and Newsletter.
- The Hall Cleanup was completed last week. An updated list of repairs will be sent to the Arena Staff.
- A request was filed with the City to review the design of the Hall and Arena accessible Parking to ensure they parking spots met current code. After a review, the only area that needs to be addressed are upright signs that will need to be installed at three of the spots.
- We have received the draft of the 2024 City of Ottawa Recreational funding agreement and met with the City to review the changes. We expect to complete our review by late November and have a final agreement in place for the new year. Maureen Forsythe and Sarah Morgan-White will assist with the review.
- As part of the new agreement, we will need to ensure signage in the Hall is bilingual. The City of Ottawa will assist with the translation.

#### 17. Adjournment at 9:40pm (Next Board meeting is November 16, 2023).

## **Attendees**

Mark Lister

Brent Lawrie

Lisa Margeson

Lynn Lefevre

Barbara Whittaker

Don Kelly

Heather McCuaig Edge

Jenny Lawrence

Maureen Forsythe

Nina Ryan

Sarah Morgan-White

Kendra Brett

Chelsey Wynne

Laura Dudas

Sharon Kes

## BCA Board 2023-2024

### 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

Beautification	Miriam Hampson	<a href="mailto:beautification@blackburnhamlet.ca">beautification@blackburnhamlet.ca</a>
City Liaison	Kiel Dixon-Lawlor	<a href="mailto:kiel@blackburnhamlet.ca">kiel@blackburnhamlet.ca</a>
Communications	Nina Ryan	<a href="mailto:communications@blackburnhamlet.ca">communications@blackburnhamlet.ca</a>
Community Relations	Jenny Lawrence	<a href="mailto:jenny@blackburnhamlet.ca">jenny@blackburnhamlet.ca</a>
Community Safety	Don Kelly	<a href="mailto:safety@blackburnhamlet.ca">safety@blackburnhamlet.ca</a>
Director at Large	Satinder Sahota	<a href="mailto:satinder@blackburnhamlet.ca">satinder@blackburnhamlet.ca</a>
Environment	Sarah Morgan-White	<a href="mailto:enviro@blackburnhamlet.ca">enviro@blackburnhamlet.ca</a>
E-Newsletter	Lynn Lefevre	<a href="mailto:newsletter@blackburnhamlet.ca">newsletter@blackburnhamlet.ca</a>
Facilities and Operations	Brent Lawrie	<a href="mailto:vp@blackburnhamlet.ca">vp@blackburnhamlet.ca</a>
Membership	Heather McCuaig Edge	<a href="mailto:membership@blackburnhamlet.ca">membership@blackburnhamlet.ca</a>
Parks	Kiel Dixon-Lawlor	<a href="mailto:parks@blackburnhamlet.ca">parks@blackburnhamlet.ca</a>
Rinks	Mark Lister	<a href="mailto:parksanddrinks@blackburnhamlet.ca">parksanddrinks@blackburnhamlet.ca</a>
Seniors	Barbara Whittaker	<a href="mailto:seniors@blackburnhamlet.ca">seniors@blackburnhamlet.ca</a>
Transportation	Robert Bellizzi	<a href="mailto:transportation@blackburnhamlet.ca">transportation@blackburnhamlet.ca</a>
Volunteer Management	Mark Lister	<a href="mailto:president@blackburnhamlet.ca">president@blackburnhamlet.ca</a>
Youth	Maureen Forsythe	<a href="mailto:youth@blackburnhamlet.ca">youth@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 Lynn Lefevre (Content)	<a href="mailto:webmaster@blackburnhamlet.ca">webmaster@blackburnhamlet.ca</a> <a href="mailto:webadmin@blackburnhamlet.ca">webadmin@blackburnhamlet.ca</a>

### Events

Bike Rodeo	Robert Bellizzi	<a href="mailto:transportation@blackburnhamlet.ca">transportation@blackburnhamlet.ca</a>
Canada Day	<b>Vacant</b>	<a href="mailto:canadaday@blackburnhamlet.ca">canadaday@blackburnhamlet.ca</a>
Cancer Chase	Don Kelly	<a href="mailto:cancerchase@blackburnhamlet.ca">cancerchase@blackburnhamlet.ca</a>
Fun Fair	Steve Vesely	<a href="mailto:funfairchair@gmail.com">funfairchair@gmail.com</a>
Garage Sale	Sarah Morgan-White	<a href="mailto:enviro@blackburnhamlet.ca">enviro@blackburnhamlet.ca</a>
Garden Tour	Cynthia Hoisak	<a href="mailto:gardentour@blackburnhamlet.ca">gardentour@blackburnhamlet.ca</a>
Hockey Day	Mark Lister	<a href="mailto:parksanddrinks@blackburnhamlet.ca">parksanddrinks@blackburnhamlet.ca</a>
Santa's Pancake Breakfast	Don Kelly & Angie Jodoin	<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>

## **Ski Heritage East**

### **ORGANIZATION INFORMATION**

-Ski Heritage East is a non-profit group of volunteers who spend hours a week grooming a multi-use trail for cross-country skiing, snowshoeing, fat biking and walking that is more than 30 kilometres long. They receive funding from the National Capital Commission, the city of Ottawa and donations from the public.

### **FUNDING PURPOSE**

- According to Environment Canada, Ottawa can receive about 60 hours of freezing rain in an average winter. In order to continue to provide quality groomed trails and increase the length of our season, the Ski Heritage East team has made a large investment in a Mueller Ice Tiller. As a result:

- Icy and hard compacted trails will be resurfaced and made skiable.
- Trails with little snow can be made to last longer.

### **FUNDING JUSTIFICATION**

- the 30km trail runs along the Ottawa River from Trim to Blair Road. This close proximity to Blackburn Hamlet allows our community to benefit from their work.

**NOTE: BCA Policy states: Requests over \$5000 must be publicized to BCA members for at least 30 days in advance of a decision.**