

Blackburn Community Association

Meeting Minutes

June 20, 2024 7:30 pm

1. Call to order 7:45pm
2. Approval of Agenda
3. Minutes from previous meetings
 - Motion to approve the minutes from May 16, 2024 by Barbara Whittaker. Seconded by Lisa Margeson. Carried.
4. Community Update (Councillor Dudas)
 - The Sunday on demand transit pilot is coming to end this weekend. The pilot was considered a success and 10 mini buses are on order. In addition, a request for proposals has been issued for the software needed to run the service.
 - The installation of the left turn light from Bearbrook to Louis Riel has started. The target date for service is the end of July.
 - Flex stakes will soon be installed along Bearbrook to Hornets nest.
 - The south side of the Montreal Road LRT station underpass is nearing completion. Work is now shifting to the north side and the underpass will be closed this weekend as a result.
5. Financial Update (Lisa Margeson)
 - No areas of concern.
6. Grant Guidelines (Satinder Sahota)
 - The new guidelines are not ready to be reviewed.
 - We will continue to use the existing form and any applications received will be reviewed by the committee before being presented to the board.
7. Hall Reservations (Lynn Lefevre)
 - Movie Nights are being organized by Gagnier-Miller Real Estate are scheduled for July 19, August 16 and September 13 behind the community Hall. More details will be announced once the movies have been chosen.
 - Hall placeholder reservations will be made for ad-hoc BCA activities on the second Monday of each month from 12:30 to Midnight.
 - Online advance hall bookings will be limited to 6 months. This does not apply to our regular hall users.

8. Membership Benefits (Lynn Lefevre)

- Hamlet businesses can offer BCA members discounts but the BCA cannot advertise that membership provides the entitlement of discounts anywhere as this would be a benefit that would deem membership income as taxable.
- Membership management will be reviewed over the summer and options will be brought to the board in the Fall.

9. Safety Updates (Don Kelly)

- Recent Meeting with Bill Hewitt (New GM at Arena).
 - **Bill noted the critical factor with WIFI is justification.** Jim Lethbridge (city official 1/C of City Buildings) has informed Bill there is no Emergency Support Center identified for Blackburn Hamlet by the City. Bill has recommended that the BCA have Hall declared Emergency Support Center (ESC). Other communities (Vanier) have done this with their Community Centers and received city upgrades (Bill's last station was Vanier). Jim indicated request to City must come from the Counselor. It was also recommended that if Hall is declared ESC it should be announced to the City's Emergency Preparedness & Protective Services Committee (EPPSC) as they have a strong influence on city's emergency expenditures. Our counsellor sits on this committee. Perhaps a letter from BCA President to Councillor Dudas should be considered.
 - **At the last meeting Don noted there was some uncertainty on the occupancy maximum at the Hall.** City official responsible for city building occupancy standards meet with Bill to do measurements and establish the official occupancy maximum. A formal sign from City at Hall will be installed to indicate this.
 - **Fire safety** concerns at the Hall were identified by the BCA. Bill agreed and has made a request for a CO2 sensor in the furnace room and smoke detectors near the kitchen and washrooms.
 - **Don had requested review of electrical support to the Hall** because of Emergency Plan needs, including a generator. The City Electrical Contractor to visit Hall this month and review power requirements at the Hall. Bill has also asked contractor to look at possible use of a Generac. Don has requested that BCA representation be included so that the requirements for both the Emergency Plan and FunFair are included.
 - **The BCA Showcase is now in the arena**, but is waiting for shelves and glass. Counsellor Dudas' office was a great help with this initiative. One thought is to have a sign at top of case stating - Courtesy of BCA & City of Ottawa. Another thought was to call the display "Blackburn Hamlet Heritage". We now have a BCA Showcase Committee. The Committee will fine tune the messages, make recommendations at who and what should be in Showcase and present our thoughts to Board in September.
 - **On June 27 entire Hall will be painted.**
 - **Repairs to Emily Carr Outdoor Rink.** Bill has contacted Sergio Carraro (senior city bureaucrat Capital Projects). No project scheduled for next year (2025). Note: I spoke with Sergio, open to idea of working with the BCA and possible sponsors on the Project.

- BCA Volunteer Appreciation Day
 - We had 45 people attend our BCA Volunteer Appreciation Day at Just Food. We had good food, fantastic music, and jocularly throughout the day. Brent & I thank everyone for their great support.
- First Aid.
 - We have now completed 2 courses, 30 people have certificates. Planning for another in the Fall. Great support from the Board.
- Information Sign at Art Garden
 - Near the intersection of Bearbrook & Innes, Miriam Hampson and her team have put together a wonderful flower garden. In the background is the Hamlet Dancing sculpture.
 - I, and no doubt many of you, have been asked by residents, what does the sculpture represent. In front of the sculpture is a plaque that states it is for the people of Blackburn Hamlet and represents “The Hamlet Dancers”. The plaque is small, unnoticeable, and not reflective of the standard one would expect associated with the quality of the sculpture and our beautiful garden.
 - On St Joseph there are “Information Signs” that provide vivid and defined messages of notable Historical Events/People. I propose we have the same appreciation for our sculpture. Satinder & I will present the cost for such an item to the Board in September.
- Emergency Preparedness
 - We have had a number of meetings with City officials and found some common ground. The Plan will have 2 phases. Phase 1 is about Personal Preparedness (educational awareness to residents on emergency preparedness). Phase 2 is about Community Preparedness.
 - Lynn & I anticipate we will have Phase 1 up on BCA website by the first week of July. Phase 2 will require more discussions with the City.
- Cancer Chase is scheduled for September 8 at Just Food. The Cancer Chase Committee is working over summer to organize this event.

10. Beautification (Miriam Hampson)

- **4 gardens doing well as 17 volunteers** water, weed and trim the grass at these locations
- the established **perennials** planted over the last three years are **helping reduce watering needs and plant purchases** at three of the four gardens
- The “NEW” enlarged garden is looking beautiful but requiring more volunteer hours than anticipated (watering and weeding)
- Aspira Retirement Home has agreed to loan us a **hose and access to water**. However, volunteers are having **difficulties managing the hose** and pulling it through the parking lot to reach the garden
- I have asked Aspira’s property management about **trimming the hedges** and the possibility of having a **bench** at that garden corner

11. Garden Tour (Miriam Hampson)

- The Garden Tour will take place on **Saturday and Sunday of July 6+7th from 10-4 pm**
- There are **13 gardens** currently signed up on the tour
- The **three large signs** have had their dates changed and Brent has agreed to put them up two weeks before the event
- The **15 lawn signs** have also had the new dates updated and I will set those up over the weekend in and around the Hamlet.
- Jessica Fraser (my niece) has agreed again to help produce the **brochure**
- Lynn Lefevre has kindly agreed to organize the **on-line map** of garden locations
- New this year will be the addition of Hamlet **artists**: Marion Jean Hall, Zoe Hoisak and Dulcet Juvet will be sharing their talents by painting and drawing in the garden on their canvases.
- Jenifir and David Theiss-Thompson (flute and violinist from NAC), Garth Hampson and Pat Messier (Retd RCMP Staff Sgt/Singer with RCMP band accompanied by organist) will once again perform **beautiful music** in some of the most lovely gardens on the tour.
- Keeping costs low, we are **re-using the signage decals** from last year to identify each garden participant/ location for viewers
- In keeping with the last three Garden Tours, **monetary donations will be collected for our local food bank**. In the past, we have managed to give over \$2000 to help many families in our own community.
- I am meeting with Cynthia Hoisak (co-lead of Garden Tour) on the weekend to discuss and tie up loose ends. Last year, I hosted a **Meet and Greet in my backyard for all the garden participants**. It allowed for the talented gardeners to meet each other, share their garden tips and view all the gardens before the tour. We would like to provide the same opportunity this year but we found viewing all the gardens in one evening too difficult.
- **Costs** so far have been only in advertising the event (date change on lawn signs and photocopy of leaflets).
- I have advertised on Facebook and have asked Lynn and Nina to help with a **blitz of advertising on all social media platforms for the next two weeks**.

12. School English Track Changes

- It was agreed that the BCA does not intervene in school board policy changes. Jeff Miller to follow-up with the resident who raised concerns about a proposal under consideration by the school board.

13. New Business

- Lynn Lefevre is working with Julie Frerault to organize a tour of our local Foodbank for anyone who is interested and available. The target is to hold the tour on a Wednesday in the late afternoon. Details will be sent to the board once they are finalized.
- Melanie Mathie is planning to hold the July 26 Glow in the Dark youth event in the field by hall. There were 30 participants at the board game event in May. The Kids and Youth Art in the Park event will be held on June 29.
- There were 84 youth volunteers at this year's funfair! Melanie Mathieu has their contact information if you need volunteers at upcoming events.

14. Adjournment at 9:25pm (Next Board meeting is Sept 19, 2024 Location TBD)

Board Updates

Seniors Activities and Discovery Café Update

1. Seniors Breakfast Get-together
 - June 5, 2024 at Halibut House – 39 in attendance
 - July 3, 2024 at Halibut House
 - August 7, 2024 at Halibut House
2. Seniors Walk-and-Talk Outings
 - May 29 – 6 joined for walk
 - June 12 – 10 joined for walk
 - No walks during summer; walks will resume in the fall.
3. Reminder: Seniors Saturday Social – June 22, 2024 – 11:30 AM to 3:30 PM - Potluck Lunch and Around the World in 80 Minutes
 - Several people will discuss what it is like to live in and travel to other cities or countries; attendees can move table to table to hear stories.
 - Topics include Newfoundland and Labrador, Ecuador, Kuwait / Haiti, Hawaii, Lebanon and Italy
 - Trivia game and door prizes will also be included.
4. Reminder: Heart Valve Disease Screening Session
 - Ottawa Heart Institute to coordinate a free heart-valve disease screening session for seniors in Blackburn Hamlet on Wednesday, September 18, 2024 at the Aspira Retirement Residence.
 - Session is open to those aged 65+ with no known heart issues.
 - Space limited to 20 participants. Individuals who wish to sign up may do so directly with the University of Ottawa Heart Institute.
 - Each 30-60 minute appointment will include a mini ultrasound of the heart, questioning, measurements and a rapid finger-poke blood test to evaluate a person's cardiovascular risk factors.

5. Discovery Café

- May 23: Breathing Life into Cities: The Importance of Greenness and Walkable Neighbourhoods – Dr. Paul Villeneuve – 24 in attendance
- No sessions from June to August 2024
- Fall sessions:
 - September 26 – Fraud Prevention and Awareness – Canadian Ant-fraud Centre
 - October 24 – TBC
 - November 28 – Climate and Carbon Pricing (Title TBC)

FunFair

As a first time chair I was apprehensive whether I was up to the challenge and always felt a little awkward when folks came by to congratulate me on the fair as if I had somehow magically waved a wand and made it happen because I'm very aware that I was simply following a playbook developed by past chairs and resting on their shoulders. A lot of people pitched in to make this happen and I'm very proud of the team that put in the work and put on a fantastic event.

I know everyone is eager for numbers and I am spending time this month putting the puzzle together as the expense invoices settle and revenue is categorized and deposited. For starters I can tell you this:

- I budgeted all expenses to be around \$70K and the final number will be in that ballpark. In order maintain a float of \$15K for next year we needed to hit around **\$85K** in revenue and everything above that would be available for honorarium shares. I won't have final numbers until all the expenses clear our bank account but my napkin table math suggests we are going to be around the \$100K mark in revenue. Subtract \$15K for our 2025 float and I hope we will have around **\$15K to distribute as honorarium shares to community programs and services.**

Good news

- \$1,500 contributed from our local, provincial and federal politicians
- ~ \$15K cash support from the BCA - Thank You!
- \$7K cash support from le Club Optimiste de Blackburn Hamlet
- \$9,200 raised from cash sponsors including new money from Halibut House, Bee-Clean Building Maintenance, Joe's Auto, Long & McQuade, Bushtukah & Broadhead Brewing. ~\$3K improvement to the past.
- \$5,400 in Square payments for the Silent Auction and likely over \$6K raised overall. Slight improvement to the past.
- \$1,750 from our food vendors. Similar to the past.
- \$700 from Escape Room sales. A disappointment overall.
- \$900 in team fee revenue plus \$1200 from sponsorship revenue from the revived softball tournament. Excellent.
- \$400 as our share of the 50/50 raffle which had a pot of \$1040 to split. Mildly disappointing as we had a pot of \$500 at the start of the fair. I had hoped for a bigger uptake during the fair weekend. Will promote this more next year.
- almost \$8,000 in online ticket sales for Mothership. Fantastic.
- ~ \$25K in online Square sales from music, beer, ticket and misc from fair weekend

- ~ \$30K in cash sales revenue from fair weekend
- Kevin Wright and I are both big supporters of encouraging online payment to eliminate counting cash and I was pleased to see such a large uptake in online payments this year.
- music generated a \$1.5K profit this year after posting a \$4K loss in 2023
- beer revenue of \$13K generated \$8.3K in profit - a \$1K improvement on 2023
- attractions generated \$15.4K in revenue in 2024 - a \$1.6K increase over 2023 helping to close the deficit on attraction expenses to less than a \$2K loss.
- new demo tents from Long & McQuade, Bushtukah and Frangian Pharmacy - a nice simple addition
- Increased volunteers - Close to 100 high school students reached out with interest and the majority of them actually showed up - 83 HS students volunteered a total of 744 hours altogether. I also recruited a lot of adults for game supervision and the bar - that was another group of 20 in addition to the core group of 20-30 people that normally help out.

Areas of concern

- **Insurance claim likelihood.** We had one child injured on the melt-down boom ride and the first response team recommended a hospital visit for a potentially broken bone. We did have an adult running the ride. We did stop the ride immediately upon discovery of potential injury. And we did bring them to first aid staff ASAP. I feel we did everything we could reasonably be expected to do in this instance. It was an accident and they happen.
- **Electrical concerns** - the Funfair has outgrown the power availability of the community hall. I have already discussed this with arena staff and want to add one more 50 amp circuit to the power panel for 2025. Probably facing out to the parking lot so we can use the spider box we already have.
- **Future expectations.** We were blessed with perfect weather this year and it helped every revenue generating area of the fair. I wouldn't count on the same for 2025. Lower your expectations . . .
- **Volunteers.** I was super thankful to have Melanie Mathieu join the committee in late May to help coordinate student volunteers. At one point in May I was responding to around 100 high school students with info requests. It was too much to handle.
- **Adult supervision volunteers.** For 2025 I want to recruit a separate adult volunteer coordinator as well. I knew we were short of adult supervision for the rides and I managed to find about 20 adults to help fill shifts for the weekend but that was another scheduling headache with me being the original and sole point of contact for this during the fair weekend.
- **Bar Manager.** For 2025 I want to recruit a volunteer bar manager so that I'm not looking to find Smart Serve adults to deal with money and tickets at the bar. One common complaint was our lines were too long.

Community Closet & Christmas Market

- We are moving the Kid's Community Closet event back to either September or October. I am waiting to hear back from fellow organizers on their availability and will reach out to Will on Hall availability as well.
- Applications for vendors for the Christmas Market open on July 5th. I will probably extend the application period into August since I haven't advertised it yet.

Attendees

Jeff Miller

Brent Lawrie

Lisa Margeson

Lynn Lefevre

Barbara Whittaker

David Purchase

Don Kelly

Melanie Mathieu

Miriam Hampson

Satinder Sahota

William Pfitzer

Sarah Loomis (Councillor Dudas' representative)

Sharon Kes

BCA Board 2024-2025

Executive

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

Director Portfolios

Beautification	Miriam Hampson	beautification@blackburnhamlet.ca
Communications	Nina Ryan	communications@blackburnhamlet.ca
Community Hall	William Pfitzer	hall@blackburnhamlet.ca
Community Relations	Jenny Lawrence	jenny@blackburnhamlet.ca
Community Safety	Don Kelly	safety@blackburnhamlet.ca
Environment	David Purchase	enviro@blackburnhamlet.ca
E-Newsletter	Lynn Lefevre	newsletter@blackburnhamlet.ca
Facilities and Operations	Brent Lawrie	vp@blackburnhamlet.ca
Membership	Shashank Iyer	membership@blackburnhamlet.ca
Parks	Brent Lawrie	parks@blackburnhamlet.ca
Seniors	Barbara Whittaker	seniors@blackburnhamlet.ca
Social Media	Satinder Sahota	satinder@blackburnhamlet.ca
Transportation	Robert Bellizzi	transportation@blackburnhamlet.ca
Youth	Mélanie Mathieu	youth@blackburnhamlet.ca

Committee Chairs

BANAR	Jaclyn O'Shaughnessy	banar@blackburnhamlet.ca
Rinks	Mark Lister	rinks@blackburnhamlet.ca
Tree Team	Stephen Fanjoy	treeteam@blackburnhamlet.ca
Website	Steve Vesely Lynn Lefevre (Content)	webmaster@blackburnhamlet.ca webadmin@blackburnhamlet.ca

Events

Bike Rodeo	Robert Bellizzi	transportation@blackburnhamlet.ca
Cancer Chase	Don Kelly	cancerchase@blackburnhamlet.ca
Christmas Market	Jenny Lawrence	jenny@blackburnhamlet.ca
Community Closet	Jenny Lawrence	jenny@blackburnhamlet.ca
Discovery Café	Barbara Whittaker	barbara@blackburnhamlet.ca
Fun Fair	Steve Vesely	funfairchair@gmail.com
Garage Sale	Lynn Lefevre	enviro@blackburnhamlet.ca
Garden Tour	Cynthia Hoisak	gardentour@blackburnhamlet.ca
Hockey Day	Mark Lister	rinks@blackburnhamlet.ca
Santa's Pancake Breakfast	Don Kelly & Angie Jodoin	santasbreakfast@blackburnhamlet.ca
Spring Cleanup	Lisa Margeson	cleanup@blackburnhamlet.ca
Volunteer Appreciation	Don Kelly	president@blackburnhamlet.ca