

# Blackburn Community Association

## Meeting Minutes

### October 17, 2024 7:30 pm

1. Call to order 7:33pm
2. Approval of Agenda
3. Minutes from previous meetings
  - Motion to approve the minutes September 19, 2024 by Lisa Margeson. Seconded by Barbara Whittaker. Carried.
4. Financial Update (Lisa Margeson)
  - Directors are asked to submit their 2025 budget proposals by mid November.
  - Our GST claim for past years has been submitted and we are entitled to a rebate, however there are outstanding Corporate Tax returns, so the rebate is on hold until those have been completed. As a non-profit, BCA does not pay any corporate tax, but we must still submit a corporate tax return for each fiscal year. The ones outstanding are 2004 to 2019 (in 2020 BCA began paying an accounting firm to review our records and file the Corporate Tax return). Once these have been filed, Revenue Canada will determine if there will be a penalty for late filing.
5. Making Spirits Bright Funding/Support (William Pfitzer)
  - No additional funding or support requests have been received.
6. Hall Projector & Screen Funding (Lynn Lefevre)
  - Motion to spend up to \$2,800 + tax on improving our hall projector setup including a 4K Short Throw Projector, a portable screen and a wall mounted screen by Lynn Lefevre. Seconded by Satinder Sahota. Carried.
7. Transportation (Robert Bellizzi)
  - Robert Bellizzi has resigned his position on the BCA board but will continue to help with BCA events when possible.
  - The Board thanked Robert for his service over the past two years.
8. BCA Branding
  - A brainstorming discussion was held on how we can raise awareness of the BCA at our events. Ideas proposed included:
    - Mentioning the BCA role when making announcements at events
    - Ensuring the BCA logo is included on all event posters and promotional materials.
    - Signage at events indicating it was brought to you by the BCA and our volunteers.

- BCA branded print on demand apparel and merchandise for community members who wish to support our work.
- BCA branded Items such as stickers, larger stickers to use on any event signs that do not have logos, permanent BCA name tags for board members, lanyards for board members and volunteer name tags, table cloths, a display backdrop, tents, handouts such as pens and keychain flashlights, a permanent BCA Sign in the Hall with a QR code linked to the hall reservation page, BCA logos on the front doors to the hall and signs on our outdoor rink boards
- Satinder Sahota and Jeff Miller will obtain quotes for table cloths, tents, stickers of various sizes, lanyards and handout items. These will be reviewed at the November board meeting.

#### 9. Membership Management & Benefits (Shashank Iyer)

- Due to concerns regarding GST rebate eligibility, we will not be offering membership benefits from local businesses. As a result, we will continue managing the membership renewals using the existing database.

#### 10. Hall Storage (Will Pfitzer)

- The BCA locker is being re-organized and items are being sorted into separate bins for each event and bins for general use. The event specific bins will be located on the Hall closet shelf and the general use bins will either be located in the kitchen or in the locker.
- A step stool is available in the closet for those who need access to items stored above the kitchen cabinets.
- Our expectation is that clearly labeled event bins in the closet will not be touched by other groups using the hall. If any issues are found, we can procure locks for each bin.

#### 11. Neighborhood Shredding Day (Don Kelly)

- After the recent Discovery Café anti-fraud presentation, a number of people have expressed interest in holding a shredding day with a mobile shredding truck. The event could also be used to promote more fraud awareness and might be a good fit with the annual Spring Cleanup event.
- A truck rental could cost up to \$1500 for four hours but there may be options to reduce the cost.
- Don Kelly and Jeff Miller will work on a proposal for a spring event.

#### 12. Neighborhood Watch (Don Kelly)

- A Street Captains meeting will be scheduled in the near future in order to discuss plans for 2025 as well as improve the method of disseminating safety related information to the community.

### 13. Community Volunteer of the Year Award (Don Kelly)

- The BCA needs to resume our annual Volunteer Appreciation event.
- The last Saturday of September has tentatively been chosen for the 2025 event.
- A limited number of awards to be distributed each year, with the winner's names included on a plaque to be displayed in the BCA showcase that is being installed in the Lois Kemp Arena.
- Directors and community leaders would submit award nominations and a BCA Committee would decide on the winners.
- Don Kelly and Brent Lawrie will be leading this activity and are looking for other board members to participate in the committee.

### 14. Showcase & Event Updates (Don Kelly)

- We are waiting for the showcase glass installation to be completed. The committee will be meeting on Monday to finalize the content proposal that will be presented at next board meeting.
- The Emergency Preparedness Plan is being reviewed by a qualified volunteer and will be presented at next board meeting. The goal is to have the information posted on the BCA website early in 2025.
- The October First Aid course was cancelled as the instructor was injured. The next course will be scheduled in the Spring.
- In order to meet the hall capacity limitations, the December 7<sup>th</sup> Pancake Breakfast will be divided into three sittings. Participants will be encouraged to register in advance. In addition to the breakfast and Santa, there will also be a Choir. More details will be published in the BANAR, the Website and on Social Media.
- The Christmas Tree lighting is scheduled for December 14 at 6:30pm in front of Blackburn Pharmacy and will include a Choir. In addition to a larger tree than last year, the Pharmacy will be decorating their outside wall.

### 15. Beautification Updates (Miriam Hampson)

#### a) Community Bench for BCA Garden:

- We have hit another roadblock with the Community Bench we were hoping to install at the corner of Bearbrook and Innes Road beside the garden at the Aspira Retirement Home.
- There are two specific areas of concern. The bench that Don Kelly and I agreed was of interest is now deemed not suitable for outside conditions, especially the cold. The back piece has plastic that might break in severe cold. Home Depot have outdoor steel or wooden garden benches (\$300) that I believe would be good for our project.
- The second item involves the securing of the bench to the cement pads. We need to secure the bench or someone will take it. When Don discussed securing the bench to the pads with the Home Depot representative, he was advised that the composite of the cement pad we thought might work is such that it would

likely split the pad when drilling the needed holes. The likely answer is to have a cement pad made and insert the bench at that time. The other city benches in our area all do this. Our cost outlook will need an adjustment.

- Therefore, based on the above-mentioned conditions Don and I recommend that we wait until Spring 2025 to do this project and we get a company (or Lafarge) to make the cement pad & secure the bench.
- The 2025 budget submission will include the associated costs for the bench, concrete and installation.
- Opening of the BCA garden with a bench would be an exciting start to the new year. We would also include a BCA dedication to our volunteers in a plaque form to attach to the bench. Don has agreed to speak with a contractor and get a cost estimate. He is also willing to ask Lafarge if they would like to be a part of this community initiative.

b) BCA Watering Crew 2024:

- The 2024 watering season finally came to an end this Thanksgiving weekend. 17 wonderful volunteers have diligently been watering 4 BCA gardens by our Gateway signs since early May to mid October. As they say, it takes a village! As in past years, I will be sending out a google survey to each volunteer asking them for feedback and suggestions to help improve next year's garden initiatives. I will also try to organize a final group photo opportunity this weekend for a thank you article in the next issue of the Banar.

c) Air Climate Committee:

- As was mentioned at the last BCA meeting, the topic of air quality in Blackburn Hamlet has been in question for many years. Amanda-Lyn Smith Kennedy, a Blackburn resident, attended our last monthly BCA meeting. She brought forth some very serious information with regards to Lafarge and the recent addition of an asphalt plant on the premises. More importantly, she highlighted the lack of transparency that is quite concerning and the fact that no level of governments seems to be aware of what goes on behind closed doors on the site. We have been advised that Lafarge is "grandfathered" for everything because they were established before the environmental protection act.
- Amanda has shared a ton of research on this issue and has agreed to lead a BCA committee to get more information and get the ball rolling in order to ensure Blackburn Hamlet is not being affected by unnecessary toxins. We are awaiting an access to information from the asphalt facility placed on behalf of BCA. The newly formed BCA committee will be hopefully looking into air quality monitoring through Health Canada, ideally at Louis Riel. As Amanda stated clearly at our Board meeting last month, we will be pushing for a modernized environmental assessment on site with proper air pollution monitoring. Being "grandfathered" shouldn't mean we continue in the same manner without evolution or modernization just because things were established before the environmental protection act!
- Since that meeting, I have emailed and managed to convince 6 amazing community members to join this committee! Each one has an incredible wealth and depth of knowledge on air pollution and is interested in improving and understanding overall environmental health...and how we can improve that here

in Blackburn. I am excited to see both the wave of energy and the relevant knowledge base on this issue in the community!

- Unfortunately, coordinating everyone's life schedules and finding an available space to have our meetings (Hall, Library, Aspira Retirement Home) has been challenging. I hope to be able to organize a place and time in the next few weeks to get this committee off the ground. Any help or suggestions (for an in-person or via Zoom meeting) would be greatly appreciated.

#### 16. Seniors Activities and Discovery Café Update

##### a) Seniors Breakfast Get-together

- October 4, 2024 – 30 in attendance
- November 6, 2024
- December 4, 2024
- No breakfast gathering on January 1, 2025

##### b) Seniors Walk-and-Talk Outings

- October 16, 2024 -- 6 participated
- November 20, 2024
- Walks will resume in early 2025, dates TBC

##### c) Seniors Holiday Christmas Gathering

- November 30, 2024 –NL Holiday Kitchen Party Potluck Dinner
- Community Hall, starting at 5:00 PM
- Potluck Dinner
- “Mason`s Apron” to provide musical entertainment
- NL Expressions Game
- Mummers Dress (optional) and prize for best costume
- Door prizes

##### d) Discovery Café Lecture Series

- September 26 – Fraud Prevention and Awareness – Canadian Anti-fraud Centre – a record 61 people attended
- October 24 -- First Crossing: Alexander Mackenzie`s fascinating crossing of North America – Richard Van Loon
- November 28 – Let`s Talk Climate Change -- Elsa DaCosta
- January 23, 2025 – A Day in the House of Commons – Jeffrey LeBlanc
- February 27, 2025 – Topic TBC -- Halim Yanikomeroğlu – Professor in the Department of Systems and Computer Engineering, Carleton University
- March 27, 2025 – Forever Chemicals: Chemicals that define environmental persistence -- Amy Rand, Assistant Professor in the Chemistry Department and Institute of Biochemistry, Carleton University
- April 24, 2025 – TBC
- May 22, 2025 – The Making of a Podcast: “The Interview Dudes” -- James Charron

#### 17. Presidents Update (Jeff Miller)

- Concerned residents have contacted the BCA regarding traffic issues around the schools and the impact the construction of the new apartments on Bearbrook will have. This includes people crossing Bearbrook between the traffic lights as well as cars blocking streets and running red lights. Discussions with the School Principals, our Community Police Officer and Councillor Dudas have made it clear there is little the BCA can do to resolve this issue other than using our communication channels to remind people to be cautious around schools and obey the traffic laws. All future inquiries are to be redirected to Councillor Dudas.
- We have also been contacted about safety concerns with the new apartment construction and associated vehicles parking on Innes Road and the sidewalk. Unfortunately, since there are no official bike lanes in the Hamlet, there is little that can be done about cars parking in the lanes used for cycling as long as they are not breaking any bylaws. Residents are encouraged to call Ottawa Bylaw if there is a violation. If residents wish to pursue a no parking zone on Innes, they can raise it with Councillor Dudas and follow the city petition process to implement no parking along this route.

#### 18. New Business

- Barbara Whittaker proposed that the BCA Director & Spouse Christmas Party give to those that need help instead of drawing for small gifts. Options include Toy Mountain or taking names from the giving tree hosted by the Blackburn Arms.
- Satinder Sahota will be reaching out to local businesses to determine if there is anything the BCA can do to help them.

#### 19. Adjournment at 9:55pm (Next Board meeting is November 21, 2024 at the Community Hall)

## **Attendees**

Jeff Miller

Brent Lawrie

Lisa Margeson

Lynn Lefevre

Barbara Whittaker

David Purchase

Don Kelly

Jenny Lawrence

Miriam Hampson

Robert Bellizzi

Satinder Sahota

Shashank Iyer

William Pfitzer

Jaclyn O'Shaughnessy

Kate Shea

Sharon Kes

# BCA Board 2024-2025

## Executive

|                |               |  |
|----------------|---------------|--|
| President      | Jeff Miller   | <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> |
| Communications            | Nina Ryan         | <a href="mailto:communications@blackburnhamlet.ca">communications@blackburnhamlet.ca</a> |
| Community Hall            | William Pfitzer   | <a href="mailto:hall@blackburnhamlet.ca">hall@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>                 |
| Environment               | David Purchase    | <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                | Shashank Iyer     | <a href="mailto:membership@blackburnhamlet.ca">membership@blackburnhamlet.ca</a>         |
| Parks                     | Brent Lawrie      | <a href="mailto:parks@blackburnhamlet.ca">parks@blackburnhamlet.ca</a>                   |
| Seniors                   | Barbara Whittaker | <a href="mailto:seniors@blackburnhamlet.ca">seniors@blackburnhamlet.ca</a>               |
| Social Media              | Satinder Sahota   | <a href="mailto:satinder@blackburnhamlet.ca">satinder@blackburnhamlet.ca</a>             |
| Transportation            | <b>Vacant</b>     | <a href="mailto:transportation@blackburnhamlet.ca">transportation@blackburnhamlet.ca</a> |
| Youth                     | Mélanie Mathieu   | <a href="mailto:youth@blackburnhamlet.ca">youth@blackburnhamlet.ca</a>                   |

## Committee Chairs

|           |  |  |
|-----------|--|--|
| BANAR     | Jaclyn O'Shaughnessy                   | <a href="mailto:banar@blackburnhamlet.ca">banar@blackburnhamlet.ca</a>   |
| Rinks     | Mark Lister                            | <a href="mailto:rinks@blackburnhamlet.ca">rinks@blackburnhamlet.ca</a>   |
| Tree Team | Stephen Fanjoy                         | <a href="mailto:treeteam@blackburnhamlet.ca">treeteam@blackburnhamlet.ca</a>   |
| Website   | Steve Vesely<br>Lynn Lefevre (Content) | <a href="mailto:webmaster@blackburnhamlet.ca">webmaster@blackburnhamlet.ca</a><br><a href="mailto:webadmin@blackburnhamlet.ca">webadmin@blackburnhamlet.ca</a> |

## Events

|                           |                          |  |
|---------------------------|--------------------------|--|
| Bike Rodeo                | <b>Vacant</b>            | <a href="mailto:transportation@blackburnhamlet.ca">transportation@blackburnhamlet.ca</a>   |
| Cancer Chase              | Don Kelly                | <a href="mailto:cancerchase@blackburnhamlet.ca">cancerchase@blackburnhamlet.ca</a>         |
| Christmas Market          | Jenny Lawrence           | <a href="mailto:jenny@blackburnhamlet.ca">jenny@blackburnhamlet.ca</a>                     |
| Community Closet          | Jenny Lawrence           | <a href="mailto:jenny@blackburnhamlet.ca">jenny@blackburnhamlet.ca</a>                     |
| Discovery Café            | Barbara Whittaker        | <a href="mailto:barbara@blackburnhamlet.ca">barbara@blackburnhamlet.ca</a>                 |
| Fun Fair                  | Steve Vesely             | <a href="mailto:funfairchair@gmail.com">funfairchair@gmail.com</a>                         |
| Garage Sale               | Lynn Lefevre             | <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:rinks@blackburnhamlet.ca">rinks@blackburnhamlet.ca</a>                     |
| Santa's Pancake Breakfast | Don Kelly & Angie Jodoin | <a href="mailto:santasbreakfast@blackburnhamlet.ca">santasbreakfast@blackburnhamlet.ca</a> |
| Spring Cleanup            | Lisa Margeson            | <a href="mailto:cleanup@blackburnhamlet.ca">cleanup@blackburnhamlet.ca</a>                 |
| Volunteer Appreciation    | Don Kelly                | <a href="mailto:president@blackburnhamlet.ca">president@blackburnhamlet.ca</a>             |