

**Blackburn Community Association**  
**Meeting Minutes**  
**January 16, 2025 7:30 pm**

1. Call to order at 7:35pm
2. Approval of Agenda
3. Minutes from previous meetings
  - Motion by Lisa Margeson to approve the November 21, 2024 minutes. Seconded by Brent Lawrie. Carried.
4. Councillor's Update (Laura Dudas)
  - The replacement of the Bearbrook Rink pad was included in the City of Ottawa 2025 Budget. It does not include the replacement of the boards, which are deteriorating. Dates for this work will be scheduled once a contract is awarded and notice will be provided to the community about the impact to the Basketball court. Councillor Dudas will organize a meeting with the BCA and City staff to determine how we can facilitate the replacement of the boards at the same time.
  - The Bearbrook Pool washrooms are being replaced and will be upgraded for improved accessibility.
  - The design work for the Innes Road resurfacing will start this year. This covers the entire road through the Hamlet, except for the Eastpark section that was completed recently. It is expected the paving to be carried out in 2026. Councillor Dudas is working to include sidewalk repairs as part of this project.
  - Northpark Drive from Bearbrook to Ridgeburn Gate will be repaved this year.
  - The City of Ottawa is aware of the poor state of the recent sidewalk section replacement at Eastpark and Innes and is working to resolve it.
  - Trash dumping in parks is increasing and is causing problems, including attracting rats. Residents are encouraged to call 311 to ask for it to be cleaned up.
  - Councillor Dudas is following up with City of Ottawa staff regarding the BCA request for Wifi in the Community Hall.
  - Concerns have been raised about the sloped sidewalk ramps at Innes/Bearbrook that are difficult to navigate in a wheelchair. Kyle Humphrey will do a review of all the intersections to assess their accessibility state and report to Councillor Dudas so that she can notify City of Ottawa staff about any issues identified.
5. Presidents Update (Jeff Miller)
  - William Pfitzer has resigned from the board and is no longer our Hall Coordinator. Tammy Bedard has been appointed to assume the Hall Coordinator duties.
  - If any Director has concerns about another Director or member of the Executive, please raise this directly with a member of the Executive.

6. Financial Update & 2025 Budget Vote (Lisa Margeson)
  - The work to obtain GST rebates for past years has been successfully completed and a rebate of \$19,000 has been received.
  - Motion to approve the 2025 Budget by Jeff Miller. Seconded by Brent Lawrie. Carried.
  
7. Proposed AGM Date (Lynn Lefevre)
  - The Blackburn Community Association will hold their Annual General Meeting on Thursday, March 20, 2025 starting at 7:30pm. An announcement will be included in the February BANAR along with posts on our website and social media and notices in the February and March newsletters.
  
8. BCA Purpose (Lynn Lefevre)
  - The draft will be revised and discussed at the February board meeting and will be presented for member approval at the 2026 Annual General Meeting.
  
9. BCA Branding (Lynn Lefevre)
  - Funding for table cloths pens and a pop-up tent was included in the approved budget. The Table Throws are preferred, but it would be good to have at least one fitted table cloth for outdoor events.
  - Lynn Lefevre will review the options that meet our needs within the allocated budget.
  
10. Hall Non Profit Bookings (Lynn Lefevre)
  - It is the responsibility of the Hall Administrator to determine if an organization fits within the non-profit category. Lynn Lefevre and Lisa Margeson will work with Tammy Bedard to refine the Hall Administrator guidelines.
  
11. Event Updates (Don Kelly)
  - 2024 SANTA PANCAKE BREAKFAST REVIEW
    - The annual BCA Pancake Breakfast, was held on December 6. There were 283 Participants and 17 Volunteers as the Support Group.
    - Community Centre Capacity - To comply with our Fire Regulations attendance was limited to 100 persons at any one time in the Community Centre. The change from previous years necessitated three separate Sittings at 8:30, 9:45 and 11:00am. Registration was also required.
    - The 8:30 & 9:45 Sittings were fully booked 2 weeks before the event and the 11:00 Sitting a week before. Some Participants arrived before the start time at each Sitting, especially at the 8:30 Sitting.
    - The 90-minute time between each Sittings was suitable for the serving of food and crowd control. The registration system was very effective in managing the Sittings. Twenty-seven families were declined due to capacity limitation, some were BCA Members.

- Move to 4 Sittings and adopt new start times of 8:00, 9:15 and 10:30 and 11:45 and Maintain the Registration system.
- As noted above there was a significant response for the event. Social media was a major factor in Participants outside the Blackburn area expressing interest in the event. Request for attending came as far as Nepean. No attempt was made to identify where the attendee lived.
- Participants expressed high satisfaction with the event, especially for the fee of \$10. There were a number of families with 5 or more persons. There were also families where friends were part of the family request. The event was successful as a BCA Membership drive.
- There is a review on the criteria for attending and determine if an assigned percentage of attendees be from Blackburn or BCA Members.
- There is a review on the criteria for attending and determine if additional charges be assigned to those groups who have friends with them but who are not part of that household.
- **BLACKBURN HAMLET WINTER CARNIVAL**
  - On Sunday, February 16, the Blackburn Hamlet Community Association (BCA) will hold their first Blackburn Hamlet Winter Carnival (BHCW) as part of the Family Day celebrations. There will be gifts and prizes at all events. Food & refreshments will also be available.
  - The BHCW will be a multi-dimensional event at two separate locations.
  - At the Norman Johnson outdoor rink, there will be our annual Hockey Day event. Participants can find out how hard they can shoot the puck, participate in skating contests, and watch some hockey skills and drills by members of the Blackburn Stingers.
  - Other participants can learn how to play Ringette and watch skill sessions by our local clubs. And, there will be family skating programs, including the puddle rink for those just starting to be comfortable with skates.
  - Decorations will include the strategic positioning of 18 Christmas trees on the puddle rink for skaters to glide around (or over). Hot dogs, hamburgers and hot chocolate are on the menu. These events will start at 10am and finish at 2pm.
  - At the Blackburn Community Centre, the BCA will host a number of winter activities, including snowshoe races, snow sculpturing, and Reindeer Hat Ring Toss.
  - We are also planning to have winter survival skills presented by our local Scout group. The Hall has been booked for the event where hot chocolate and goodies will be available.
  - A special pancake breakfast will be offered to the volunteers prior to the start of the event. This event will start at 1100am and end at 3:30pm.
  - Volunteers to help out are welcomed.

- We are still waiting for the City of Ottawa to complete their review of our Emergency Preparedness Plan.
- The BCA Showcase in the arena now has a lock and we are working on the contents.
- The Community Christmas Tree will be removed on January 27th.
- A First Aid course has been scheduled for March 22<sup>nd</sup> at Aspira. Three slots are open to BCA Directors.

#### 12. Sewing for Youth & Youth Update (Melanie Mathieu)

- The Winter Holiday activities had good attendance and were well received.
- The Pyjama Party has been rescheduled to January 31<sup>st</sup>.
- A Nintendo Switch, controllers and games were purchased for BCA Events and are available for use at any BCA event.
- A free learning to sew drop-in event for Youth and Teens will be scheduled in the Hall. There will be four 2 hour sessions (1 per month).

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

- Seniors Breakfast Get-together December 4, 2024 – 30 attended; Over \$200 plus goods collected. No breakfast gathering in January, but January 15 lunch at Portugalos had 34 in attendance.
- Seniors Holiday Christmas Gathering November 30, 2024 –NL Holiday Kitchen Party Potluck Dinner - 64 in attendance. Evening included entertainment by “Mason`s Apron”, a NL Expressions Game, a Mummies Parade and prize, and door prizes
- Discovery Café Lecture Series
  - November 28 – Let`s Talk Climate Change -- Elsa DaCosta – 26 in attendance
  - Next week: January 23, 2025 – A Day in the House of Commons – Jeffrey LeBlanc
- sARTurday morning art sessions. Art sessions on Saturday, February 15, 2025 and Saturday, May 17, 2025 at 9:00 AM at Community Hall. Heather Vos, who led similar sessions in the Hamlet prior to the pandemic, will lead. Cost will be \$20 per person, per session.

#### 14. New Business

- Don Kelly is working on a 2026 BCA Calendar showcasing a different BCA event each month. Donations from local businesses will cover the cost to produce 1000 calendars. The cost will be \$5 and all proceeds will benefit our local food bank.
- Food Bank Support (Lynn Lefevre)
  - Consider opportunities for collecting donations at our events.
  - A Donation box will be stored in the Hall for use at our events.
  - A food drive activity will be discussed at the February board meeting.

#### 15. Adjournment at 10:15pm (Next Board meeting is February 20, 2025 via a Zoom Call)

## **Attendees**

Jeff Miller  
Brent Lawrie  
Lisa Margeson  
Lynn Lefevre  
Barbara Whittaker  
David Purchase  
Don Kelly  
Melanie Mathieu  
Miriam Hampson  
Nina Ryan  
Satinder Sahota  
Jaclyn O'Shaughnessy  
Kyle Humphrey  
Robert Long  
Chelsey Wynne  
Laura Dudas  
Sharon Kes  
Angie Jodoin  
William Pfitzer

# 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 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	Jeff Miller	<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>
Community Hall	Tammy Bedard	<a href="mailto:hall@blackburnhamlet.ca">hall@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 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	<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>