

**Blackburn Community Association**  
**Meeting Agenda**  
**June 19, 2025 7:30 pm**

1. Call to order at 7:35pm
2. Approval of Agenda
3. Minutes from previous meetings
  - Motion to approve the May 15, 2025 minutes by Mélanie Mathieu. Seconded by Lisa Margeson. Carried.
4. Councillor's Update (Laura Dudas)
  - This week's joint Planning and Housing Committee and Agricultural and Rural Affairs Committee meeting agenda included an item for consistency amendments that were needed for the Ottawa Official Plan, which is used to determine the zoning transects that define the updated Zoning by-law. Councillor Dudas proposed, and the committee approved, an addendum that classifies communities within the greenbelt that are less than 250 meters away from the outer edge, as suburban.
  - This proposed amendment will be voted on at next week's Council Meeting and, if approved, would align the zoning in Blackburn Hamlet with that of our neighbouring communities in Orleans.
5. Financial Update (Lisa Margeson)
  - No areas of concern.
  - The BCA has opened an account at the Bank of Montreal and will begin using it once the TD Cheques have been used up. The TD account will remain until our existing GICs expire in 2026.
  - We are still waiting for ruling from CRA on our GST status.
6. Quilting Queens Grant Request (Lisa Margeson)
  - Motion by Lisa Margeson to approve a \$500 grant to the Quilting Queens. Second by Brent Lawrie. Carried.
7. EORC Request (Kyle Humphrey)
  - Kyle Humphrey will followup with the EORC to clarify exactly what they are looking for from the BCA as some of the items are out of our area of influence.
8. Cable Protector Ramps - 5 for \$350+HST (Lynn Lefevre)
  - Motion by Lynn Lefevre to allocate \$350 + HST to purchase 5 x 40" long cable protector ramps to be used at BCA and Funfair events. Seconded by Brent Lawrie. Carried.

9. Greg Kasmerski Memorial Field (Brent Lawrie)

- James Murphy, a resident of Blackburn, is looking for the BCA to endorse his request to the city to rename the ball diamond by the Arena to the Greg Kasmerski Memorial Field.
- The BCA agrees to provide a letter of support for the renaming of the ball diamond.
- Brent Lawrie and Don Kelly to work with James Murphy to create the letter for Jeff Miller to sign.

10. Beautification and Garden Stroll (Miriam Hampson)

- Watering Crew 2025 and BCA Gardens Update
  - 19 volunteers have offered their time to water the gardens
  - A watering schedule has been made to water until October
  - Each volunteer was given a \$10 gift certificate to Metro as a thank you for their commitment to this initiative
  - Volunteer roles include watering, weeding and grass trimming
  - Special thank you to Don Kelly who kindly has placed water jugs at each location to be used and refilled by the volunteers
  - An old garden bench was donated by Sarah Walsh to place at the corner of Innes and Bearbrook by the garden. I refinished it at no cost.
  - Aspira retirement is making arrangements to have the overgrown hedge behind the 4 corners garden trimmed.
  - **NEW garden project:** Last year, Julie Williams, a friend and volunteer helped me re-do and expand the garden by the retirement home to give it a more professional look. She has participated in our Garden Tour in the past and has shared her beautiful gardens for many to look at. We will be teaming up again to improve visibility and perennial plant choices at the Innes West garden by the Tavette baseball field sometime this summer.
- BCA Garden Stroll 2025- July 5th and 6th 10-4pm
  - Cynthia Hoisak and I have been busy at work for the last two months cajoling old and new gardeners in the hamlet to display their gardens for our Garden Stroll next month.
  - 17 gardens in the Hamlet will be participating in the tour
  - 7 Hamlet plein air artists will be drawing/painting in several of these gardens
  - 1 band and two orchestra musicians will be performing in various locations (Hamlet talent)
  - 2 Master Gardeners will be available to answer any garden questions from viewers (One is the president of Master Gardeners)
  - ONE ice cream truck will be driving around all weekend!
  - \$ donations for the local FoodBank will be collected at each garden. Last year we collected over \$2000
  - Drone footage of the gardens, set to music, to be taken a few days before the 5th. To go out on social media
  - A brochure will be available soon with details, including a map (thank you Lynn Lefevre)
  - This year, we have Just Food farms on the tour. Visitors will be able to tour the many different gardens on their site. It includes Birch Path Healing Garden, with storytelling in Nature, on Sunday. Foret Capitale Forest has 3 tours on Sunday

and possibly the Farm Stand will be open. We are hoping to have The Fake McCoys perform at their venue.

- New this year also, we would like to pay the musicians their asking fee. Jenifir and David Theiss-Thompson have graciously declined a payment for their 90 minute performance on viola and flute but would accept a small gift certificate to Budd Garden. Fake McCoys would like to be compensated for their 90 minute soft rock performance. I propose that I use/ transfer the \$1000 allocated for the bench in my budget towards musician fees for the garden tour this year.
- Brent Lawrie has kindly offered again to put up the large signs sometime next week to further advertise the event
- Thank you Nina Ryan and Lynn Lefevre for spreading the word on social media. Please continue to do so as we get closer to the date (July 5 and 6, 10-4pm)
- Please feel free to spread the word to friends and organizations.

#### 11. Event Updates (Don Kelly)

- The presentations were excellent at the Crime Prevention Workshop. Unfortunately attendance was low.
- The Arena General Manager supports our request for a more visible Community Hall sign and has sent it for City approval.
- The Bike rodeo was cancelled due to wet weather. When the request was submitted to use the parking lot for July 12, we were advised that there would now be a cost. This event will be postponed until Spring 2026 and we will plan to rent the Arena in order to avoid another cancellation due to weather.
- 11 people signed up for the first aid course. Only one course per year will be planned in the future.
- The November 8 Christmas Market will be split between the Hall and Arena. A list of vendors will be finalized by the end of August.
- The Ottawa Office of Emergency Management is now ready to work with the BCA on our Emergency Preparedness Plan.

#### 12. Lending items to other groups (BBQ, Tents, Stage, Fencing, etc) (Brent Lawrie)

- In the past we have lent these items out with the understanding that any damaged item is repaired or replaced if it is damaged.
- It is not clear what our liability would be if there is an accident with the item.
- When lending out the stage, it is recommended that the BCA be a named party on the event insurance coverage.
- Robert Long to follow-up with a Lawyer and Kyle Humphry to follow-up with paralegal on our liability when lending items and the creation of an appropriate lending agreement.

### 13. Youth Updates (Mélanie Mathieu)

- **Sewing Club (February to May):** This was very successful. We had 20 kids sign up and each monthly session had about 16-18 kids. Except for the last one where we lost interest and had 9. I am going to work with Sophie about doing this again possibly in the fall or winter. This is a no-cost event for us.
- **Community Garage Sale Fundraiser and BBQ for Louis Riel Graduates (May 3rd):** This event was highly successful and the Grads raised \$800. They have expressed interest in making this a recurring event during the community barbecue. The school mascot was there, we received many donations of items to sell in the hall, and they had a barbecue in the back which also generated funds.
- **Board Games and brunch (May 18):** Kids and families came to the hall for some light breakfast/ lunch and board games. We also had a trivia game which was much fun. We had **30 kids and 12 adults.**
- **Home Alone Course (May 24):** We had 34 kids sign up and **33** come for the home alone course, which was amazing. I capped the registration at 35 but had many others say they would love to do this again. Going to have to look at pricing for the future though as I will not be able to offer this again at \$25 per child without the BCA sponsoring the additional cost, or I could increase the price. The same company also offers the Babysitting Course, and an Online Safety Course. Usually, the cost is \$40 per student. I will see what kind of pricing they might be able to offer.
- **Art in the Park (June 15):** These are always a success. We had 10 different arts and crafts stations for kids. We had **40 kids and 18 adults.**
- **Upcoming Event July 17th - Notice of Cancellation!** I will be canceling this event since I am realizing that I need a small break. Please let me know the best way to notify the community about this cancellation. I will make a poster about it but if there's anything else I should do I will.
- **Next event:** Splish Splash Summer Bash on August 3rd at the splash pad.

### 14. Seniors Action Committee Update (Shirley Sheppard)

- **Seniors Breakfast Get-togethers:** Our June breakfast had 31 in attendance and Garth Hampson once again entertained everyone present with a special song. Several bags of non-perishable foods were collected along with cash donations totaling \$150.00. Breakfasts will continue throughout the summer on July 2nd and August 6th at 9:00 am at Halibut House.
- **Tour of the Life Centre Food Bank:** Seniors were invited on a tour at the food bank on June 3rd and plans are in the works to do the same sometime in the fall. Also, from a conversation with one of the seniors who volunteers at the Life Centre, one senior had expressed interest in also volunteering after touring the premises.
- **Seniors Walk and Talk Outings:** There were 6 participants and 2 dogs on the walk on June 18th. Walks will be suspended over the summer and will resume in September.

- **Lunch:** To welcome summer, we will hold a lunch at the Portugalos Restaurant, 2A-110 Bearbrook Road, 12:00, Friday, June 20. To date, 22 people have registered for the lunch.
- **Heart Valve Screening Session, September 24:** The University of Ottawa Heart Institute will again be offering free heart-value disease screening sessions for eligible residents aged 65+ at Aspira Bearbrook Retirement residence, 2645 Innes Road this coming September. Seniors are to check the BCA website and Facebook pages closer to the date for more information about eligibility and registration.

#### 15. Funfair Thanks and Numbers!

- Thanks to everyone who helped make the 2025 Blackburn Funfair a successful event - our hard working volunteers, our financial sponsors, our attraction and event partners and our community - who came out to enjoy the festivities.
- This year's Funfair produced a number of interesting facts and figures:
  - I don't have final revenue numbers yet but they will be similar to last year. About \$70-75K in expenses to run the Funfair and I anticipate final revenue between \$95-100K. My \$100K revenue goal eludes me.
  - Our sponsors including lead contributors BCA and Club Optimiste de Blackburn Hamlet contributed over \$30K to this year's fair. Greater donations from the BCA and Optimist Club made up for losing Joe's Auto, Bee-Clean Building Maintenance, and smaller amounts from the Myers dealerships.
  - Our representatives from all three levels of government (Laura Dudas - councillor, Stephen Blais - MPP, Mona Fortier MP) contributed \$2000 in advertising funds to our expenses.
  - The Silent Auction raised \$6200 from about 120 items. Down from \$6800 in 2024. One big change here was using an online platform called Zeffy to manage the auction and that really decreased the amount of post auction admin required so it was well worth the change.
  - Reading is still popular. The Used Book Sale raised a little over \$1300 in contributions. Down from \$1700 in 2024.
  - We added a few new attractions this year courtesy of extra funding from the Optimiste Club - a juggler, stilt walker, illusionist and a princess party to bring some new life to our usual magician Ben and the Little Rays exhibit. Well received but we should add a microphone for them next year if they return.
  - Congratulations to local resident Erika Fehr who was the winner of the Blackburn Funfair 50/50 raffle! Erika won \$432.50. Love this money maker as it's easy to administer.
  - Showcase popularity - our business showcase raised over \$6K from 54 vendors. Biggest change was adding outdoor spots and that raised an extra \$1500 over last year.

- Music was a revenue disappointment. Lost about \$1K overall. 290 tickets sold and we needed about 350 to break even.
- Beer sale revenue was also a minor disappointment. Earned just over \$10K and that was with a \$1 price increase. Still a money maker as we only spent about \$5K on beer. But it feels like a disappointment after last year's record \$8K+ in profit. But it makes sense since we had smaller crowds.
- Almost 7000 rides were enjoyed on the slate of inflatable rides. The Big Baller in the parking lot was the most popular. The hockey net was the least popular. The climbing wall is still the biggest money loser and I will push to drop it next year.
- Casino was a big disappointment losing \$1K. Would consider bringing it back but not the same location.
- Pony rides were a huge hit. Would love to bring that back but manage the registration better so parents aren't waiting an hour in a line for a ride.
- Cash (55%) versus online (45%) sales are a similar split to last year.
- Electric Vehicle power generation was a huge success. Three EV trucks powered all but one of the inflatables and having the Electric Vehicle Council of Ottawa on site to manage this took a huge worry off my mind.
- Still having issues with power outlets available to food vendors. Will be pushing to get old sockets upgraded for 2026. New one was a lifesaver. If we could have these upgraded we could remove all gas generators from fair in 2026.
- Heard lots of compliments on the more intimate site plan pushing everything closer and including outdoor vendors. Plan on keeping this for 2026.
- The info pamphlet was new and a bit of a vanity project for me but I enjoyed putting it together and plan on doing it again.
- No major medical issues. Yay! But we did have more reports of bullying in general.
- Over 200 high school students reached out with interest and many showed up and stayed to help with tear down. Don't have final numbers on actual turnout and usage yet.
- We had difficulty finding volunteers to organize the dog show and food coordination but people came out of the woodwork in the last month.
- My sincere thanks to everyone who pitched in to help. I'm very proud of the team that put in the work and put on a fantastic event. I plan on sticking around for a few years yet and have these 2026 goals in mind:
  - will be exploring the possibility of a larger tent and bigger music act
  - streamlining where possible to make things easier for volunteers.
  - more recruitment of lead roles to help sponsorship, food and facility.
  - Sponsorship in particular is where I want to focus more resources next year as it has the greatest potential for increasing revenue
  - upgrading BCA Hall outlets

## 16. New Business

- Satinder Sahota to work with Lisa Margeson, Jeff Miller and Mélanie Mathieu to standardize our grant forms and guidelines for approval at the September 2025 board meeting. The board is encouraged to review the draft form and guidelines that was sent today and send feedback to Satinder Sahota.
- Tammy needs list of upcoming bookings so she can reserve the time. The Hall Air Conditioner was replaced last week.
- The BCA Volunteer appreciation will be held on September 20 from 2-7 at the Just Food Barn.
- Reminder that BCA Memberships expire at the end of June and need to be renewed.
- Congratulations to Don Kelly on his recent Lay-Z-Boy and Redblacks Community Builder awards!

17. Adjournment at 9:45pm (Next Board meeting is September 18, 2025 at the Community Hall & Online)

## **Attendance**

Brent Lawrie  
Lynn Lefevre  
Barbara Whittaker  
Camille-Emmanuelle Purchase  
David Purchase  
Don Kelly  
Kyle Humphrey  
Melanie Mathieu  
Miriam Hampson  
Nina Ryan  
Robert Long  
Satinder Sahota  
Shirley Sheppard  
Tammy Bedard  
Chelsey Wynne  
Laura Dudas  
Sharon Kes  
Pascal Bazinet

# BCA Board 2025-2026

## 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

Accessibility and Transit	Kyle Humphrey	<a href="mailto:kyle@blackburnhamlet.ca">kyle@blackburnhamlet.ca</a>
Beautification	Miriam Hampson	<a href="mailto:beautification@blackburnhamlet.ca">beautification@blackburnhamlet.ca</a>
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Community Safety	Don Kelly	<a href="mailto:safety@blackburnhamlet.ca">safety@blackburnhamlet.ca</a>
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Facilities and Operations	Brent Lawrie	<a href="mailto:vp@blackburnhamlet.ca">vp@blackburnhamlet.ca</a>
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Seniors	Shirley Sheppard	<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	Robert Long	<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>
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	Don Kelly	<a href="mailto:safety@blackburnhamlet.ca">safety@blackburnhamlet.ca</a>
Cancer Chase	David Purchase	<a href="mailto:cancerchase@blackburnhamlet.ca">cancerchase@blackburnhamlet.ca</a>
Christmas Market	Don Kelly	<a href="mailto:safety@blackburnhamlet.ca">safety@blackburnhamlet.ca</a>
Community Closet	Camille-Emmanuelle Purchase	<a href="mailto:enviro@blackburnhamlet.ca">enviro@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	Don Kelly	<a href="mailto:safety@blackburnhamlet.ca">safety@blackburnhamlet.ca</a>
Santa's Pancake Breakfast	Don Kelly	<a href="mailto:safety@blackburnhamlet.ca">safety@blackburnhamlet.ca</a>
Spring Cleanup	Camille-Emmanuelle Purchase	<a href="mailto:cleanup@blackburnhamlet.ca">cleanup@blackburnhamlet.ca</a>
Volunteer Appreciation	Don Kelly	<a href="mailto:president@blackburnhamlet.ca">president@blackburnhamlet.ca</a>