

**Blackburn Community Association**  
**Meeting Minutes**  
**January 15, 2026 7:30 PM**

1. Call to order at 7:35 pm
2. Approval of Agenda
3. Minutes from previous meetings
  - Motion to approve the November 20, 2025 minutes by Lisa Margeson. Seconded by Miriam Hampson. Carried.
4. Councillor Update (Laura Dudas)
  - Most of Innes Road through Blackburn Hamlet will be repaved this year along with Northpark from Ridgeburn Gate to Bearbrook Road.
  - Councillor Dudas is closely tracking the project to resurface the Bearbrook rink surface and replace the aging boards this year. She is also hoping to add pickleball lines to the surface and find a way to have a portable net available for use by the community.
  - Federal funding was received to add a gymnasium to the Bob MacQuarrie Recreation Complex.
  - Residents reported that some pathways had not been snow cleared this year, like had been done previously. This was due to new staff and a new contractor who were not aware of past practices and will be resolved soon. The only section that will not be cleared is the narrow path that runs from Centrepark along the top of the hill above Glen Ogilvie, next to the cedar hedge. This section is too narrow and the hill is too steep making it unsafe for the equipment being used.
5. 2025 Financial Update (Lisa Margeson)
  - Revenue and Program expenses were closely aligned to the original budget. Extra costs for Hall equipment brought the total deficit to \$16,472.
  - We have received the final Revenue Canada GST rulings. BCA is a non-profit organization that qualifies for GST Rebates, but also has 4 commercial activities. As a result, BCA must track GST income and expenses related to 1. Hall Rental income, 2. BANAR advertising, 3. Funfair main music event, and 4. Funfair Beer tent. The sales taxes of all other expenses can be claimed for non-profit rebates.
  - We expect the 2023 & 2024 CRA audits to be finished this month.
  - Our accountants have started reviewing our 2025 finances and will be managing our GST filings.
6. 2026 Budget Vote (Lisa Margeson)
  - Motion to approve the 2026 budget as presented by Lisa Margeson. Seconded by Jeff Miller. Carried.
7. Stage Purchase (Brent Lawrie)

- The BCA has a partnership with Vintage Stock Theatre (VST) to share a stage, trailer, trusses, lighting and other related supplies. The BCA owns the lighting, trusses, trailer and modified stage legs. VST owns stage.
- The stage, trailer and other equipment is lent to Capital Fair each year, who lend us other supplies we need for Funfair. These are also lent it to other east end groups for their events.
- VST asking if BCA is interested in purchasing the stage as they no longer need it.
- Brent to follow-up with VST to determine if we can reach an agreement on the sale.

#### 8. Imagination Library Grant Request (Lisa Margeson)

- Motion by Lisa Margeson to approve a \$500 grant to Dolly Parton's Imagination Library of Canada in order to provide free books to children in Blackburn Hamlet. Seconded by Jeff Miller. Carried.

#### 9. AGM Agenda & Pre/post AGM social activity (Lynn Lefevre)

- Instead of reports by each Director, Jeff Miller will present the highlights documented in our report to the City and a summary of anything that was different or outstanding in 2025.
- Lynn Lefevre will also create a slide video highlighting all of the BCA activities throughout 2025.
- Directors can also include short summaries in the printed Agenda if they wish.
- Barbara Whittaker will organize refreshments and snacks to be available during the pre-meeting meet and greet and voter registration.
- After the election has concluded, the elected Directors will meet to choose their roles.

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

- **Christmas Market**
  - At this year's event our committee had to adapt to a number of challenges, including several last-minute cancellations of vendors, miscommunications between the BCA and the Ottawa Hospital on vendor details that resulted in confused payments, and other administrative hiccups. Constant adjustments had to be made to accommodate vendors and their locations at either the Community Center & Arena.
  - The city provided less than stalwart support for the rental of the room at the arena. We submitted our application in August and only received confirmation a week before the event. We can thank Lisa who moved the application forward.
  - The CM committee is recommending that next year's event be done by the BCA and we discontinue using the Ottawa Hospital. The OHF did a poor job, and truthfully the OHF were not overly interested in the small funds involved.
  - The CM committee also recommends keeping the room at the arena as it is very popular and well attended. Perhaps next year we can receive a higher level of cooperation from the city.
  - The BCA will need a new Coordinator for the Christmas Market as I will not be coordinating the 2026 event.

- **Pancake Breakfast**
  - This year's event was again a success with over 300 people attending and over 600 pancakes consumed. Our normal community sponsors, Metro, Tim Horton, Aspira and Blackburn Pharmacy were once again exceptionally helpful. Our local MP, Mona Fortier & Laura, helped serve. The volunteer Dream Team of Angie, Nina, Michelle and Brent made me look like I knew what I was doing.
  - Despite adding another Sitting we were not able to accommodate all of the requests received. The popularity of the event is such that we had many visitors from beyond the Hamlet.
  - The PB Committee is recommending we examine this issue of attendance. In particular, what constitutes a family. We had one application for 16 people. Now that's a family.
  - NOTE: I propose that the PB committee examine some options for this issue and present options to the Board at a later date.
  - I would like to coordinate the 2026 event.
- **Community Christmas Tree**
  - This year's Community Christmas Tree event had a low attendance, only 35-40 people attended. There were other events taking place in the Hamlet, especially youth programs, that impacted attendance. The good news was that we had lots of small children. The decorations were new and bold.
  - Unfortunately, because of high winds, the tree was knocked down 3 times. Thankfully, Brent & Paul Vanbruijssen came to the rescue and with my esteem leadership righted the tree each time. Lou Frangian has asked if the BCA would consider having a permanent tree in the location. He has spoken with the appropriate City authorities and has the permission to do so.
  - The CCT Committee recommends we have a permanent community tree. NOTE: If the Board agrees I am prepared to work with Lou and get further details for a later Board Meeting.
  - The CCT Committee recommends we look at a date that does not have other conflicting activity in the Hamlet. Perhaps a Friday or a Sunday night, rather than a Saturday night.
  - I would like to coordinate the 2026 event.
- **Hockey Day in the Hamlet**
  - Everything is in place for the Hockey Day event. We have both an outdoor rink and puddle rink for the small kids. We will be handing out tickets for the Ottawa 67s and the Ottawa Charge. There are also gifts. Food has been ordered and Jeff & Associates will look after the cooking. Brent & Norm Robilliard are handing the on-ice hockey skills. Posters have been placed throughout the Hamlet, including some schools.
  - The Ice still looks good despite recent warm and wet weather. The Rinks crew will work over the next 2 days to clear the snow and flood the ice for the event.
  - The BCA will need a new Coordinator for the 2027 Hockey Day event.
- **Upcoming BCA Safety Activity**
  - There will be an AGM of the Neighbourhood Watch Block Captains in February and a presentation by Ottawa Hydro in March (What to do with a loss of power).

#### 11. Seniors Action Committee (Shirley Sheppard)

- **November 21 Lunch at Portugalos.** 25 seniors attended the delicious lunch at Portugalos. We look forward to the next one planned for February.
- **November 25 – Christmas Movie.** Thank you to Tammy Bedard/Aspira for organizing, advertising and hosting the Christmas movie (It's a Wonderful Life with Jimmy Stewart). Four were in attendance. A few seniors who attended prepared and brought treats to enjoy.
- **December 13 – Let it Snow Christmas Potluck Dinner with Karaoke.** We may go with a different theme next Christmas (lol) as snow it certainly did but it didn't deter 33 people from attending the event at the Community Hall. We had a delicious variety of foods, a Christmas non-alcoholic punch etc., a Christmas quiz with prizes and a number of great door prizes. The committee did a wonderful job of decorating the hall and Melanie left a beautiful screen etc. for us to use from her earlier event that day. With the very capable assistance of one of our seniors, Jack Arsenault, and also with the conscientious and capable assistance of Lynn Lefevre who was able to help remotely as she couldn't attend in person, we had a great selection of Christmas songs and music for the karaoke utilizing the BCA screen etc. Garth Hampson led in singing with his amazing voice and seniors showed off their seasonal special singing skills. We had a young student volunteer, Autumn, (granddaughter of one of our seniors) who was lovely and a great help to the committee in decorating, setting up, taking donations, etc. \$121.00 in cash was collected and given to the Snowsuit Fund. That amount was augmented by a further donation - a cheque from BCA for \$500.00 which was also delivered to that organization. Thank you to the BCA for supporting this successful seniors Christmas event.
- **January 7 – Breakfast.** Breakfast at Halibut House was attended by 28 seniors and \$75.00 in cash plus food items were collected for the Life Centre Food Bank
- **Walk & Talk Events.** The walks have been suspended until further notice (likely in March).
- **UPCOMING EVENTS**
  - February 4 at 9:00 am Breakfast at Halibut House
  - February 27 at noon Lunch at Portugalos
- **Special thanks** to Nina and Lynn for their ongoing support to our senior activities.

#### 12. New Business

- The January 24<sup>th</sup> Board Christmas party has been cancelled.
- Reminder to the Directors that they need to renew their memberships if they wish to run for election at the AGM. For those who are not planning on running, please advise Jeff Miller so we can look for suitable replacements.

#### 13. Adjournment at 8:30 pm (**Next Virtual Board meeting is February 19, 2026**)



## **Attendees**

Jeff Miller  
Brent Lawrie  
Lisa Margeson  
Lynn Lefevre  
Barbara Whittaker  
Camille-Emmanuelle Purchase  
David Purchase  
Don Kelly  
Kyle Humphrey  
Melanie Mathieu  
Miriam Hampson  
Shirley Sheppard  
Steve Vesely  
Laura Dudas  
Sharon Kes

# 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>
Communications	Nina Ryan	<a href="mailto:communications@blackburnhamlet.ca">communications@blackburnhamlet.ca</a>
Community Relations	David Purchase	<a href="mailto:david@blackburnhamlet.ca">david@blackburnhamlet.ca</a>
Community Safety	Don Kelly	<a href="mailto:safety@blackburnhamlet.ca">safety@blackburnhamlet.ca</a>
Environment	Camille-Emmanuelle 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	Barbara Whittaker	<a href="mailto:membership@blackburnhamlet.ca">membership@blackburnhamlet.ca</a>
Parks	Brent Lawrie	<a href="mailto:parks@blackburnhamlet.ca">parks@blackburnhamlet.ca</a>
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 & Brent Lawrie	<a href="mailto:safety@blackburnhamlet.ca">safety@blackburnhamlet.ca</a>