

Blackburn Community Association
Meeting Minutes
May 21, 2026 7:30 PM

1. Call to order at 7:35pm
2. Approval of Agenda
3. Minutes from previous meetings
 - Motion to approve the April 16, 2026 minutes by Shirley Sheppard. Seconded by Jeff Miller. Carried.
4. CAFES Membership (Lynn Lefevre)
 - The most effective means for dealing with climate change is at the local level and CAFES and the Community Associations are in the best position to do so in Ottawa.
 - Community Action for Environmental Sustainability (CAFES) is a network of local environmental and climate leaders in the city of Ottawa. CAFES was founded in 2010, incorporated as a non profit organization in 2021.
 - As of May 2025, the network includes over 250 individual and organizational representatives from across 24 wards and over 50 neighbourhoods.
 - The cost to the BCA would be an annual fee of \$100, which provides two individual memberships along with access to their Eco projects, community roundtables and caucus events.
 - CAFES is providing support to the Eco Orleans network.
 - Motion by Lynn Lefevre for the BCA to purchase an annual CAFES association membership. Seconded by Robert Long. Carried.
5. Mural & Friendsgiving (Melanie Mathieu)
 - The mural design concept has been reviewed and accepted by the City and comments were provided by the BCA board. There will be a 5-year contract with BCA to maintain the mural in case it is damaged. Clarification will be sought for the process to follow in case of graffiti damage. The goal is to finish mural before end of school year.
 - Friendsgiving is scheduled for October 10. Shirley will organize it this year. The chef at Aspira will cook the turkey if BCA provides it.
6. Hall Generator (Don Kelly)
 - Since last year Brent & I have had discussions with Bill Hewitt (GM arena) about the idea of having a Generac unit installed at the Hall. Bill informed me today that if we were prepared to pay for the Generac unit (estimate is \$6-8K) then the city would pay for the installation. A Generac unit typically costs \$15K. Brent Lawrie will review FunFair requirements with Steve Vesely. A more detailed proposal will be brought to next board meeting.

7. Events (Don Kelly)

a) Children Bike Rodeo

- This event was originally planned for May 23. Complications with the site and support staff necessitated a move of the event to June 13. Unfortunately, Chief Instructor unable to conduct training due on June 13 because of health reasons. BCA contacted Ottawa Safety Council, learned they no longer are conducting bike training. Reached out to other bike groups, not available at this time. Event cancelled.
- Recommend – If we want to continue this event, we hire a company that does this training. Or, we discontinue our involvement.
- Don Kelly will look into the cost of hiring a company to do the training next year.

b) First Aid Course June 27

- The BCA Budget has opportunity for 2 Directors to attend each course at no charge. No names have been received for course.
- Recommend - This is a lifesaving skill and a valuable community asset. if slots not filled by Directors, we allow 2 principal Volunteers to fill the 2 spots. For example, our rink helpers or someone from youth programs. We require a minimum of 13 participants (Red Cross regs). We now have 11 for this course.
- The board agreed with this approach.

c) Shred It

- Jeff & I are coordinating this event. Two companies reviewed - Shred-It & Datashred. Shred It provided best reply for the services we were asking. Shred It willing to have truck on Saturday, July 18. Minimum of 4 hours at cost of \$1200 and \$350 for every extra hour. There is also 18% surcharge – gas, environment. Truck can accommodate 200 banker boxes. This is covered by the approved BCA Budget.
- The board agreed to proceed with this event. Don Kelly to identify an appropriate date to hold it.

d) Pancake Breakfast

- We have had over 300 Guests each year/ Last year 4 Sittings of 85 per Sitting. Some local families, including BCA Members, were unable to attend because of no spaces available. Present Rules have allowed groups of 10 or more to attend for \$10 Family fee. Last year many of our Guests were not from the Hamlet. This year's event is on December 5. This is the only BCA event where Members receive benefit for their membership.
- Recommend – 1) Priority given to BCA Members, but who must register by November 15. After November 15 open to everyone. 2) Clear communication will be given highlighting that Membership only covers 2 adults.

e) Community Christmas Tree

- In 2025 only 33 people attended the event held at the Blackburn Pharmacy location. The decorations at the site were a joint Pharmacy/BCA production. After the Christmas Tree was taken down by the BCA numerous requests were made by the BCA to the Pharmacy to clean up their remaining items. Nina & Noel cleaned up the area and we are grateful for their support.

- Recommend - The 2026 Christmas Community Christmas Tree event be held at the Aspira Retirement Residence. Tammy & I will Co-Chair the event. This proximity will allow many Aspira residents to attend. Bringing some happiness to our seniors has been one of our primary goals with this event.
 - Note - I have invited Blackburn Pharmacy at help with our event and they have accepted.
- f) Ottawa East Neighbourhood Watch**
- Last year the Ottawa East Neighbourhood Watch was formed. It is composed of 15 east end Community Associations. Cardinal Creek & Blackburn are the Co-Chairs of the Committee. The aim of the group is to develop a uniform approach by each community to the Neighbourhood Watch Program (NWP).
 - Our first meeting, held here last Fall, outlined the fundamentals of the NWP and how to get it started in the community. The BCA sponsored the event.
 - The second meeting, held at the Ray Friel Centre in April, addressed the impact of increased crime as a result of the expanding LRT and the role for the NW. The event was sponsored by the Cardinal Creek Community Association & Councillor Matt Luloff.
 - Our third meeting, being held at the Pat Clark Centre in Beacon Hill on August 20, will explore the potential for the Neighbourhood Watch network assisting communities in a city-wide emergency. The City's Office of Emergency Management will be one of the Guest Speakers. We are expecting 50-60 people to attend. This event is being sponsored by Councillor Tierney. Tim has asked for help as their Watch is still developing.
- g) Cancer Chase** will be held on September 12.
- h) Volunteer appreciation** will be held on either September 19 or 26.
8. Seniors Action Committee (Shirley Sheppard)
- a) "Hi" Tea Event April 19th**
- Seniors (25 in all) gathered at the Community Hall for "Hi" Tea on Sunday April 29th, at noon for a great selection of teas, and a wonderful potluck of sandwiches, sweets etc. followed by a contest for the best hats, several games of Bingo with great prizes plus draws for several door prizes.
 - At this event a total of \$113.00 in donations was received for the Cornerstone Women's Shelter which was very graciously acknowledged by them.
 - Following the tea, we received a lovely donation of several china cups from a local resident (her late mother's collection) which we intend to put to use during future "Hi" Tea events. We plan to make it an annual springtime event!
- b) Seniors Breakfast Get-together May 6th**
- We had 45 people in attendance at our monthly breakfast at Halibut House. Cash donations totalling \$95.65 as well as many non-perishable food items were collected for the local Life Centre Food Bank. Our wonderful senior and singer, Garth Hampson, sang Happy Birthday to those with birthdays in May and another song, "Could I Have This Dance", as well.
 - The next breakfast will be June 3rd – same time, same place.

c) Seniors Walk & Talk Outings

- Eleven participated including a baby and 2 dogs on April 22nd (Earth Day)
- Five people participated on May 20th
- The next one will be June 17th and will start again at the Community Hall.
- No Walk and Talk events will take place in July and August.

d) Acknowledgments

- Thank you to the BCA for supporting our events. Special thanks to Lynn and Nina for regularly getting the word out through social media, website etc. Also thanks to Melanie for lending Bingo supplies for use at our “Hi” Tea event. Our amazing Seniors Action Committee did a wonderful job with preparing for our “Hi” Tea event including the poster preparation, set up and take down, decorating and some members also donated several prizes (awesome team).
- We also extend our thanks to Tammy/Aspira Bearbrook Retirement Home for their support. Tammy did a great job of calling Bingo and provided the Bingo ball machine. As well, they hosted at Aspira our Seniors Action Committee luncheon meeting. They also provide ongoing help with some of our poster printing and give bottled water for the senior walks.

9. Beautification (Miriam Hampson)

a) BCA Gardens

- We have 23 volunteers this year to help water the gardens (an increase of five from last year!) 14 returning volunteers! A watering schedule, running from May to October, is up and running and has been sent to all on the watering crew.
- The four gardens are slowly taking shape as the weather becomes warmer. Unfortunately, I have injured my right shoulder (rotator cuff) and it has made gardening (and any kind of arm movement) very challenging. I am getting better at asking for help and delegating tasks...but for someone who likes to oversee and do the projects, this has been a difficult period!
- Two of the gardens (Innes West and Bearbrook North) received a facelift last fall. I am in the process of working with Julie Williams to purchase and plant some perennials to fill in the larger beds and reduce the amount of watering of more delicate annuals.
- The garden by the retirement home (Bearbrook and Innes) received a facelift two years ago and is much more manageable in terms of plants and watering. A new lighter and retractable hose was purchased this spring to lighten the pulling load of the hose through the parking lot, through the hedges to the garden site. Thank you again to Aspira for agreeing to have us connect our hose to their water supply!
- One last garden remains to update since we began our garden projects 6 years ago. The garden closest to the fire station (Innes East) is the most difficult garden to access. Although it is all perennials and easier to maintain, lugging jugs of water across the street from the church parking lot is not ideal. Nor is it easy to carry bags of dirt and plants to update. My current arm situation isn't helping either! I am hoping to recruit a few of my reliable gardeners on the team for help.

b) Blackburn Hamlet Garden Tour!

- Join us for the 5th year, this July 11th and 12th, 10 am to 4pm.
- Gardens, artists, and musicians are all awaiting your visits. Map will be available on the BCA website.
- Still time to add your garden on the tour!
- Contact Cynthia at (613) 799-9514 or Miriam at beautification@blacknurnhamlet.ca
- Cynthia and I have met and begun reaching out to gardeners, musicians, and artists. If you know anyone with a beautiful garden, please let us know — we would love to feature a new collection of gardens on this year's tour! We're also pleased that Just Food Farms will be participating again, along with the ice cream truck.
- I will also prepare a flyer to distribute at the Fun Fair BCA table.
- We are also exploring additional signage to help promote the event. Ideally, we would like to place signs at the intersections of Innes and the Bypass, as well as St. Joseph and Bearbrook. Brent and I were unsuccessful in finding approved locations for signage, but I believe that with the right type of sign, we could attract even more visitors to the event. Last year we had over 200 people attend the event!
- I was hoping we could discuss possible options and costs tonight for signs. We're looking for something more modern than our current event signage and, ideally, something easier to set up as well. Any suggestions would be greatly appreciated.

10. New Business

- The new BBQ was too small to accommodate the cleanup day crowd. Jeff Miller and Brent Lawrie will look at acquiring a second one before FunFair.
- Brent Lawrie will follow up with Lisa Wyman to ensure there are appropriate ramps for the entrance to the FunFair Showcase area in the Arena.
- We need to improve the process for staffing the Parks cleanup and Rinks. One option is to publish the openings in BANAR each year. Jeff Miller, Brent Lawrie and Lisa Margeson will work out the details.
- The Friends of the Mer Bleue grant was received.
- The purchase of the stage purchase from Vintage Stock Theatre was completed.
- Brent Lawrie or Lynn Lefevre will check the containers to see if we have any leftover flag handouts from last year.

11. Adjournment at 9:05pm (Next Board meeting June 18, 2026)

Attendees

Jeff Miller
Brent Lawrie
Lynn Lefevre
Barbara Whittaker
Camille-Emmanuelle Purchase
David Purchase
Don Kelly
Kyle Humphrey
Melanie Mathieu
Robert Long
Satinder Sahota
Shirley Sheppard
Sharon Kes

BCA Board 2026-2027

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

Accessibility and Transit	Kyle Humphrey	kyle@blackburnhamlet.ca
Beautification	Miriam Hampson	beautification@blackburnhamlet.ca
Communications	Nina Ryan	communications@blackburnhamlet.ca
Community Relations	David Purchase	david@blackburnhamlet.ca
Community Safety	Don Kelly	safety@blackburnhamlet.ca
Environment	Camille-Emmanuelle Purchase	enviro@blackburnhamlet.ca
E-Newsletter	Lynn Lefevre	newsletter@blackburnhamlet.ca
Facilities and Operations	Brent Lawrie	vp@blackburnhamlet.ca
Membership	Barbara Whittaker	membership@blackburnhamlet.ca
Parks	Brent Lawrie	parks@blackburnhamlet.ca
Seniors	Shirley Sheppard	seniors@blackburnhamlet.ca
Social Media	Satinder Sahota	satinder@blackburnhamlet.ca
Transportation	Robert Long	transportation@blackburnhamlet.ca
Youth	Mélanie Mathieu	youth@blackburnhamlet.ca

Committee Chairs

BANAR	Jaclyn O'Shaughnessy	banar@blackburnhamlet.ca
Community Hall	Tammy Bedard	hall@blackburnhamlet.ca
Rinks	Mark Lister	rinks@blackburnhamlet.ca
Website	Steve Vesely Lynn Lefevre (Content)	webmaster@blackburnhamlet.ca webadmin@blackburnhamlet.ca

Events

Bike Rodeo	Don Kelly	safety@blackburnhamlet.ca
Cancer Chase	David Purchase	cancerchase@blackburnhamlet.ca
Christmas Market	Jenny Lawrence	market@blackburnhamlet.ca
Community Closet	Camille-Emmanuelle Purchase	enviro@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	Jeff Miller and Brent Lawrie	president@blackburnhamlet.ca
Santa's Pancake Breakfast	Don Kelly	safety@blackburnhamlet.ca
Spring Cleanup	Camille-Emmanuelle Purchase	cleanup@blackburnhamlet.ca
Volunteer Appreciation	Don Kelly & Brent Lawrie	safety@blackburnhamlet.ca