

Blackburn Community Association
Meeting Minutes
June 18, 2026 7:30 PM

1. Call to order at 7:35pm
2. Approval of Agenda
3. Minutes from previous meetings
 - Motion to approve the May 21, 2026 minutes by Lisa Margeson. Seconded by Jeff Miller. Carried.
4. BCA Finances (Lisa Margeson)
 - Mid-year budget reports were sent to the corresponding Directors of programs and events to show how much of their budget remains to be spent.
5. 2026 Community Priorities (Jeff Miller)
 - 8 responses were received from the board members with the following top 3 results:
 - a) Covered patio at the Hall: 8 votes – Jeff Miller to discuss this with Councillor Dudas
 - b) Hall backup generator: 7 votes – Don Kelly is already working with the City
 - c) Hall acoustic panels: 6 votes – Tammy Bedard to follow-up with the Arena team to see if the spare panels will be installed during next week's hall maintenance.
 - Pickleball was also high on the list but is not within the BCA control. Our expectation is that the City will be adding lines to the refurbished Bearbrook Rink and that a temporary court will be made available for use.
6. Community Emergency Plan & City Grant (Don Kelly)
 - a) **Community Emergency Plan**

Our first plan was rejected because of its scope and the omission of city support services.

Our second attempt involved communications challenges during the emergency event. The main flow of city communications for the east end are sent to a Support Centre at the Bob MacQuarrie Complex. This site is not practical for many of our residents to get to. We presented our Community Centre as an option, but it was not favoured. At our latest discussion, especially if the Hall is equipped with a Generac, was that we can call the Hall a Reception Centre, but still must refer to Orleans as the Support Centre, because of its showers and possible accommodation features.

We are now working on revision 3 with OEM. The key will be obtaining acceptance of the Neighbourhood Watch as a contributing component as they can identify the vulnerable members of our community and help the City in providing the necessary care to these residents. An East End Neighbourhood Watch meeting is scheduled in August with the Office of Emergency Management as a guest speaker. Our expectation is that the OEM will eventually approve the use of Neighbourhood Watch resources in the Community Emergency Plan.

At the recent Ottawa Emergency and Protective Services Committee, the City Council recognized that only 1/3 of Ottawa Community Associations have a CEP, and that the City has no template or unified standard for the CEP. We are grateful to Councillor Dudas for recommending to City staff at that meeting for the City to consider developing a City CEP Template so all community associations would have the same starting point. She also highlighted at the meeting the potential value of the Neighbourhood Watch for emergency preparedness.

If progress continues to be made, Don Kelly will present the draft Blackburn Hamlet plan to the BCA board at the September meeting.

b) City of Ottawa Extreme Weather Preparedness Grant

In November 2025 the City Council approved a 5-year action plan to address Ottawa's top climate risks. A top priority of the plan was to establish a Grant Program of up to \$50K for community groups to strengthened their capacity to respond to current and future climate emergencies.

Communities were asked to submit their request base upon these three categories:

- **Equipment** – such as portable power stations, battery backup and charging stations.
- **Services** – such as practical emergency training for volunteers like chainsaw safety, First Aid.
- **Supplies** – such as first-aid supplies, radios, flashlights, sand bags and medical supplies.

A city-wide survey was conducted with the result of strong support by Community Associations for the Program. But some areas of concern have been raised:

- Recipients would be expected to store, maintain and update their equipment in their community. BCA has no space, nor resources, to continually do the required work.
- Recipients would require a City approved Community Emergency Plan (CEP). There is no template for a City CEP and less than 1/3 of the City's Community Associations have a CEP.
- Recipients would be required to show liability insurance (paid by them) for their organization while engaged in emergency activity. The City CPIP insurance does not provide this coverage.
- Recipient's submission and approval would be subject to a rating system with historical experience of emergency activity as a critical factor.

This is a very challenging program that is to be operational by the 4th Quarter of this year. The Grant Program will be conducted yearly.

It is my recommendation that with the challenges noted above that we do not apply for the grant this year. Most City Community Associations will not meet the above criteria and I believe we should only visit the program when it is better streamlined and more realistic for Community Associations.

7. Event Updates (Don Kelly)

- The June first aid course is full and is ready to be held at Aspira Bearbrook.
- The lower level of the Arena Showcase will be refreshed to include other key sports figures from Blackburn Hamlet. Bill Hewitt will provide a cost estimate to add a second display cabinet. If BCA funding is required, Don Kelly will present it at an upcoming board meeting. In the meantime, Don Kelly is working on adding a sign at the top of the cabinet identifying it as a BCA showcase.
- The Paper Shredding event is scheduled for July 25 from 10am to 3pm. There will be capacity to handle up to 200 bankers boxes of paper. There will also be a Fraud Awareness display in the Arena.
- The volunteer appreciation event will be held at Just Food Barn on September 19 from 2pm to 6pm. Lisa Margeson and Melanie Mathieu are the 2026 Volunteers of the Year. Each BCA Director is asked to highlight one special volunteer (not the same person as last year). Thank you to Just Food for the venue and support.

8. Beautification & Garden Tour (Miriam Hampson)

- The four gardens doing well. The last 2 weeks have been easy for watering volunteers thanks to the rain.
- 13 Gardens are currently posted on the map. Cynthia Hoisak and Miriam Hampson canvassed the neighbourhood looking for more gardens. A final push to add more gardens is happening until the end of June. There will be 5 artists, 6 musicians, 2 master gardeners & an ice cream truck for this year's tour.

9. FunFair Update (Steve Vesely)

Summary: Numbers are not final but I anticipate expenses of \$84K and revenue of \$88K. Despite the weather and poor ticket sales we managed to eke out a small profit. Very relieved. Music was a big loss and thankfully everything else made up the difference.

Highlights:

- Bracelets were a hit. I printed 500 bracelets and we ran out of them Sunday midday. I heard lots of good things about the \$20 all-weekend pass. This was the first time we ever made money on inflatables (only about \$500) but that was huge as we've been losing \$3-5K yearly on rides in recent years.
- The loss moved to music instead. We sold less than 200 tickets for SOS with an even distribution between promo pricing (\$30) and regular pricing (\$45). Ticket sales only raised \$7K. Music lost about \$11K this year. Am considering offering free or super cheap ticket to Saturday music next year to see how that plays out in comparison.
- Beer sales were down making only about \$5K. Friday was good. Saturday bad. Attribute that to rain and ABBA not being a drinking crowd.
- Paid a \$1K break fee for fireworks cancellation and prepaid them for next year instead
- Chest freezer for ice and golf cart for moving heavier items were very helpful

- Extra spider boxes from city were very helpful and replaced the EV trucks which were unavailable this year.
- Managed to find some new cash sponsors including the Blackburn Arms, Distinctive Bathrooms & Kitchens, S&R Mechanical and Satinder's Sandalwood Promotions returned. That helped bridge the finance gap as well.
- Showcase organizer was new to Funfair and excellent.
- Silent Auction lost a person but still managed to do excellent. I love the Zeffy online platform. It makes running the auction so much easier.

Some negatives:

- The ESA bill was over \$1K due to overtime bills for late food vendors and inspections
- The Car smash was too close to inflatables
- Arena ramp complaints, which have now been resolved
- Scott from Blackburn Arms unhappy that we did not have his banner up Friday night.

Next year: I am still keen to run the Funfair BUT I'm going to need some help next year on fair weekend. I can do all the preplanning and be there mornings next year but I will be gone from noon onwards the entire weekend.

10. Seniors Action Committee (Shirley Sheppard)

a) Seniors Breakfast Get-together June 3rd

- We had 39 people in attendance at our monthly breakfast at Halibut House. Cash donations totalling \$134.35 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 June and reminded people about the upcoming Musical Ride Sunset Ceremonies (June 25-28) here in Ottawa.
- The next breakfast will be Canada Day, July 1st – same time, same place.

b) Seniors Walk & Talk Outing June 17th

- 9 people participated in the walk plus 1 baby and 1 dog which started at the Community Hall.
- No Walk and Talk events will take place in July and August.

c) Other Events

- June 26th Lunch at Portugalos. So far we have 20 registered but expecting more. The usual turnout is around 30.
- September 12th – An event to celebrate our seniors at Just Foods premises. This will be an event for seniors and their families with a requirement to register. Details are being worked on by the Seniors Action Committee which is meeting June 27th to further plan this event and another event (wine tour) planned for early in the fall.
- October 10 11-1 – Friendsgiving. As Melanie will not be present at this event, a few of us on the Seniors Action Committee who will be available have agreed to help

with the event to ensure it goes through with Melanie doing most of the preparatory work and us making it happen at the community centre. Volunteers are welcome especially for the set-up, decorating and take-down!

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.
- We also extend our thanks to Tammy/Aspira Bearbrook Retirement Home for their ongoing support of our activities including printing some of the posters and also providing water bottles for the walks.

11. New Business

- Cancer Chase will be held on Sept 12 and will be similar to last year. Working with Ottawa Hospital for the registration portal and will be reaching out to businesses soon.
- Thank you to Arena staff for the new ramp, which will make access to the FunFair showcase much easier next year.

12. Adjournment at 8:30 pm (**Next Board meeting September 17, 2026**)

Attendees

Jeff Miller
Lisa Margeson
Lynn Lefevre
David Purchase
Don Kelly
Melanie Mathieu
Miriam Hampson
Robert Long
Satinder Sahota
Shirley Sheppard
Steve Vesely
Tammy Bedard
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