Blackburn Community Association
Meeting Minutes
October 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 September 17, 2026 minutes by Jeff Miller. Seconded by Brent Lawrie. Carried.

4. Bank of Montreal (Andrew Cole)
   - BMO Branch Manager Andrew Cole introduced Rakesh Sekhri and Isha Batra, both who worked at the TD branch before it closed and are now working at our BMO branch. They are part of the community and want to continue serving the community.
   - The success of the BMO Blackburn Hamlet branch depends on our community using the branch. While they have seen growth after TD closure, it was less than expected. They are asking for people in our community to give them a chance and will make the process of changing banks easier than most people expect.
   - The hope is to see more BMO participation at future community events, including holding more fraud awareness sessions.

5. BCA Finances (Lisa Margeson)
   - There are no areas of concern. Budget status reports have been sent to each Director.
   - The last TD cheque was cashed today. Lisa Margeson will work with BMO to redirect our eTransfer to use our BMO Account.
   - Directors have been asked to submit their 2027 budgets before the November Board meeting.

6. Additional Expenses (Lynn Lefevre)
   - The Ward 2 Councillor Candidate Q&A cost was $55 over budget. Motion to increase the budget to $155+GST by Lisa Margeson. Seconded by Barbara Whittaker. Carried.

7. 2027 BANAR Delivery & Deadlines (Jaclyn O'Shaughnessy)

	Winter	Spring	Summer	September	Winter
Content deadline	January 13, 2027	March 24, 2027	May 5, 2027	August 4, 2027	October 27, 2027
Send to designer to begin	**January 24, 2027**	**April 4, 2027**	**May 16, 2027**	**August 15, 2027**	**November 7, 2027**
Layout starts	January 25, 2027	April 5, 2027	May 17, 2027	August 16, 2027	November 8, 2027
Cheque due to delivery coordinator	January 23, 2027	April 3, 2027	May 15, 2027	August 14, 2027	November 6, 2027
Layout draft 1 sent	January 28, 2027	April 8, 2027	May 20, 2027	August 19, 2027	November 11, 2027
Proofing by Editor	January 29, 2027	April 9, 2027	May 21, 2027	August 20, 2027	November 12, 2027
Send to Press (by 2pm)	**January 31, 2027**	**April 11, 2027**	**May 23, 2027**	**August 22, 2027**	**November 14, 2027**
Received from Press	February 4, 2027	April 15, 2027	May 27, 2027	August 26, 2027	November 18, 2027
Buffer	February 5, 2027	April 16, 2027	May 28, 2027	August 27, 2027	November 19, 2027
Saturday of delivery weekend	**February 6 2027**	**April 17, 2027**	**May 29, 2027**	**August 28, 2027**	**November 20, 2027**
			long weekend may impact		
			will confirm w/ printer		
			content deadline may move		

   - The Board agreed with the proposed dates, although some minor adjustments may be needed due to long weekends.

- There was no response to the BANAR and website article asking for a delivery coordinator volunteer. Lisa Margeson will take care of the next issue. Jaclyn O'Shaughnessy will run another article in the November BANAR and will work with Nina Ryan to promote it on our Social Media accounts.

8. 2027 Annual General Meeting Date (Lynn Lefevre)
   - The 2027 School Break is March 15-19, which conflicts with our regularly scheduled March 18 meeting date.
   - Since the hall is not available on March 4, 11 & 25, April 1, 2027 has been selected as the BCA AGM date.

9. T-shirts (Lynn Lefevre)
   - We are out of Small and Medium sizes and have very few Large T-shirts left.
   - Lisa Margeson to check where we bought them last time so that we can look at restocking these sizes.

10. Accessible Halloween (Kyle Humphrey)
    - 30 Treat Accessibility signs for Blackburn Hamlet residents have arrived. Jeff Miller also has 20 extra signs and more are available from Pet Valu stores.
    - Kyle Humphrey is looking for ideas on how to get local businesses involved as well as integrating it with Melanie Mathieu's youth events at the Hall next year.

11. Events & Activities (Don Kelly)
    a) **Volunteer Appreciation**
       - This year's Volunteer Appreciation Day was a roaring success with over 60 people attending the food feast held in the Red Barn at the Just Food Farm. Lisa Margeson & Melanie Mathieu's names have been added to the Volunteer of the Year plaque displayed in the BCA Showcase at the arena. There will be an article will be in Banar.
       - The BCA is so proud of our many volunteers that do so much in our community.

    b) **First Aid**
       - We traditionally operate two courses a year, once in the Spring & one in the Fall. There were insufficient candidates for a Fall course. The Red Cross requires a minimum of 11 students to conduct a course; we only had 3. I have notified those who signed up about the cancellation and will also have a notice placed on social media & in the Banar.
       - The costs for the Spring course was done courtesy of Tammy & Aspira. Thank you Tammy & Aspira.
       - I am recommending we focus on one course for 2027.

    c) **Neighbourhood Watch AGM**
       - An AGM was originally planned for November however the AGM is now being moved to February 2027 due to pending changes in the Neighbourhood Watch Program (NWP) by the Ottawa Police (OPS) who direct this program.
       - In September the OPS initiated a review of the NWP with the aim of developing a template that could be used across the city by community associations. BCA Safety was asked to attend the meeting due to our success with the NWP. The first meeting was mostly a Q&A session on what should the program include and how the OPS can play a larger role.

- The next meeting is planned for Oct 23 where I expect we will get an outline of the intended revised program.

d) Santa Pancake Breakfast

- The 2026 Blackburn Hamlet Community Association (BCA) Santa Pancake Breakfast will be held on December 5 at the Blackburn Community Hall. As in the past I will be asking community leaders, including our Councillor, who ever she or he maybe, to help serve our many visitors.
- There is Free Admission for the family, if a BCA Member, and a charge of $10 per family, for non-BCA Members. Both the free BCA membership and the non-BCA membership fee refers to a family of adults and dependents who live at the same address.
- Barbara have looked at the rule of the fee. We have heard from some residents who have their parents, or relatives, staying with them, and asked how this applies. In our mind the free BCA membership or $10 non-membership should apply to everyone who lives in the same home. What I believe we are trying to control is like what happened last year when we had families of 12 or more, living in more than one home, only paying $10.
- This year's Santa's Pancake Breakfast will have 4 separate Sittings: 7:45, 9:00, 10:15 and 11:30 am. Registration for the breakfast is at safety@blackburnhamlet.ca starting November 16. There will be an article will be in Banar.

e) Christmas Tree Lighting

- This year the Lighting of the Community Christmas Tree will be at the Aspira Retirement Residence on December 12. Tammy & I are coordinating this event. The event will be the same as in previous years. We have been asked by the 211 Air Cadet Marching Band for them to perform at the event. I am interested but need more details as the theme is Christmas. There will be an article will be in Banar.

f) Hockey Day in the Hamlet

- Our annual hockey event is planned for January. Same as in previous years. Jeff & Brent are coordinating the event. I am providing spiritual guidance.

g) Blackburn Hamlet Business Food Drive

- Sarah, the manager of Metro, is organizing a business food drive for the food bank to be held on December 3. The BCA endorses this activity.

12. Seniors Action Committee (Shirley Sheppard)

a) September 12 (Grandparents Day)

- A Seniors & Families Picnic was held at Just Foods Pavilion (outside). There were 61 in attendance including seniors, their children and grandchildren and four wonderful student volunteers. We also included Sara from Just Foods and her family. We had lots of food and beverages as well as loot bags for the kids. We had games, a scavenger hunt and face painting and draws for door prizes and other prizes. Special thanks for the support from BCA for covering the cost of this special event, Tammy Bedard/Aspira for the wonderful large gift basket donated as a door prize and the very industrious, capable and creative members of the Seniors Action Committee who did an extraordinary job of pulling this off.

b) September 30 Visit to the Vezeau Vineyard, Ripon, Quebec

- Nine people attended and enjoyed a wonderful tour, wine tasting and a delicious lunch.

c) October 7 Breakfast - Halibut House

- 38 people attended including Garth Hampson who sang the usual Happy Birthday song to those with birthdays in October including his wife, Eleanor, to whom he sang an additional lovely old love song. $118.00 plus grocery items were collected for the Life Centre Food Bank. Also, at the breakfast, sadly we announced the recent passing of one of our regular seniors, Bill Thurlow whom many may remember for his local bee business, Heavenly Honey.

d) October 10 Friendsgiving Lunch

- This event was well organized by our Youth Director, Melanie, and as Melanie was unable to attend, the Seniors Action Committee with the fantastic assistance of three student volunteers as well as Lynn and a few others set-up, decorated, etc. We had a Halal turkey with all the trimmings and various other dishes and desserts. Three tables won the trivia quiz answering all 20 questions which was followed by a tie-breaker. Gift cards from Dollarama were given to the winners. We also had draws for three door prizes donated by one of our committee members, Marion, and gave treat bags and little gifts to the kids, the contents of which were left over items from the picnic and Cancer Chase or otherwise gifted by our members. 60 people attended and $38.00 + groceries were collected for the Life Centre Food Bank.

e) October 14 Walk & Talk

- A lovely walk through Mer Bleue with three participants!

f) Upcoming Events

- October 28 at 1:00 Walk & Talk will start at the Crosswalk of Bearbrook Road and Isaiah Scharfe Park with 2 km and 3 km circuits.
- October 30 at noon Lunch - Portugalos Restaurant on the Eve of All Hallows' Eve. Costumes optional or maybe wear orange, black or white.
- November 4 Seniors Breakfast at Halibut House
- November 28 at 5:00 pm at the hall. Seniors Christmas Potluck Dinner + Festive Activities.

g) Thank You

- Thank you to the BCA for your ongoing support especially Nina and Lynn for spreading the word about our activities, etc. and to Tammy/Aspira Bearbrook Retirement for their great support for our various activities whether printing posters, supplying water for walks, potluck contributions, gifts for prizes or hosting some of our Seniors Action Committee meetings including providing lunch and taking minutes.

13. New Business

- A draft framework for hiring the Park Cleaning student was handed out for review by board members. All comments are to be sent to Jeff Miller so the document can be approved at the next board meeting.
- The BCA Christmas Party will be held on December 3rd at the Blackburn Arms.
- We now have a large event BBQ. The other BBQ will stay at Norman Johnston for use at the Hockey Day event.
- Thank you to Aspira for tonight's cookies.

14. Adjournment at 9:10 PM (**Next Board meeting November 19, 2026**)

Attendees

Jeff Miller
Brent Lawrie
Lisa Margeson
Lynn Lefevre
Barbara Whittaker
Camille-Emmanuelle Purchase
Don Kelly
Kyle Humphrey
Melanie Mathieu
Miriam Hampson
Nina Ryan
Robert Long
Jaclyn O'Shaughnessy
Sharon Kes
Andrew Cole BMO
Isha Batra BMO
Rakesh Sekhri BMO

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	Vacant	
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@blackurnhamlet.ca webadmin@blackburnhamlet.ca

Events

Bike Rodeo	Don Kelly	safety@blackburnhamlet.ca
Cancer Chase	Camille-Emmanuelle 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