

Bryanston Gate Community Association - Minutes

March 8, 2017

7:00 pm

Lenz Home, 5 Alon Street

Meeting called by	Bryanston Gate Community Association Executive
Attendees	Shelley Lynch, Carol Lenz, Daniel Cayouette, George Richardson, David Lynch, Matt Naylor Alison Lynch (BGCA advisor)
Regrets	None
Type of meeting	Monthly executive meeting
Facilitator	Carol Lenz
Secretary	Shelley Lynch

Call to Order - Carol Lenz

The meeting was called to order at 7:00 pm.

Review of February 2017 BGCA Executive Meeting Minutes - approved unanimously

Financial Update - Daniel Cayouette, Treasurer/George Richardson, Vice-President

- Daniel and George have an appointment at the TD Bank, Stittsville Branch to transfer signing authority for the BGCA bank account. The appointment is Saturday, March 11 - morning. In order to move forward with the signing authority change, a letter of resignation is required from the former President, Dorothy Williamson, in order to remove her name from the bank account. At this time, no letter has been received. In addition, a letter from the BGCA Executive is required indicating that George Richardson, as the new VP, will assume signing authority, along with Daniel Cayouette. This was given to Daniel to take to the bank appointment.
- In order to facilitate and speed up this process, the BGCA Executive drafted a letter that the former President just hand to sign. Daniel will deliver this letter to the Williamson home.
- Daniel indicated that a reimbursement to Greg Williamson is due - approximately \$14. Greg paid for the website fee from his own funds. This is on hold until the financial signing authority transfer is in order.
- \$250 start-up funding from Councillor Qadri - paperwork was completed and submitted by Dorothy on Monday, December 19. These funds have not been received yet. Due to the recent change in Executive, it was decided that Shelley Lynch, as Secretary, will email Councillor Qadri to inquire about the status of this request. It was decided that, once the funds are ready, that the cheque be sent to the home address of Daniel Cayouette, Treasurer or that the cheque be picked up at the Councillor's office.

Action Items:

Daniel	Deliver the formal BGCA Executive letter indicating the former President's resignation from the Board	To be completed before Saturday, March 11
Daniel/George	TD Canada Trust, Stittsville Branch appointment To formalize the signing authority transfer to George Richardson, VP	Saturday, March 11
Daniel	Reimbursement of website fee to Greg Williamson	To be completed as quickly as possible once the financial signing authority has been transferred

Shelley	<p>Email Councillor Qadri to inquire about the status of the BGCA start-up funds</p> <p>Request that Councillor Qadri give the BGCA news/developments relating to our neighbourhood before he communicates this to the ward at large</p> <p>Request that all communication/correspondence from Councillor Qadri and his office be directed to the <i>bryanstongatecommunity@gmail.com</i> email address</p>	To be completed as soon as possible
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Executive Membership Review/Communications - Update

- Due to the resignation of Dorothy and Greg Williamson as Executive members, a few items need to be dealt with immediately.
- The Facebook page - *Bryanston Gate Community Neighbours* is the page that the BGCA uses to communicate with its residents. The page was created by the former President, Dorothy Williamson, and she cannot be removed as an administrator by anyone other than herself. An email, on behalf of the BGCA Executive, will be sent to Dorothy requesting this change.
- Daniel is working on updating the BGCA website (*www.bryanstongate.com*). He has added a "Sponsors and Partners" section to recognize the local businesses and organizations that have supported our Community Association. The Executive feels that it is imperative that this public recognition be given to all who support our activities in any way. Dave Lynch has offered to assist Daniel with the BGCA website work.
- Shelley will contact Councillor Qadri's office to inform them of the change in BGCA Executive members. In addition, Carol Lenz indicated her preference that all communication between the Councillor's office and the Community Association be through email. This ensures transparency, documented communication, and the ability to respond appropriately when the time is convenient.
- George and Carol stressed that a collaborative approach to Board decisions/official communication is requested. No official communication from the BGCA will be sent until it has been reviewed or approved beforehand by the board as a whole. This is to avoid "individual" responses and to ensure the group has the opportunity to discuss issues and respond as an organization. No one will be meeting individually with representatives of the City or other decision-makers.
- Passwords for the *bryanstongatecommunity@gmail.com* and *Bryanston Gate CA* Facebook account have been reset. Daniel and Dave will be resetting the website/email access and passwords.

Carol	<p>Email Dorothy Williamson, former BGCA President, requesting that she remove herself as an administrator on the Bryanston Gate Community Neighbours FB page</p> <p>Change the password for the <i>bryanstongateexecutive@gmail.com</i> email address. All emails from this account are now being forwarded to the main BGCA email account. Provide Shelley with the new password - for record-keeping purposes.</p>	To be completed as soon as possible
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Daniel/Dave	<p>Continue to update the BGCA website by making it user friendly, as well as up-to-date and informative for our neighbourhood.</p> <p>Add "Ottawa Duct Cleaning" to the list of sponsors and partners. Add agendas and monthly meeting minutes, once they've been approved by the Board. Add upcoming events and dates.</p> <p>Reset the website/email access and password. Send a copy of this information to Shelley for record-keeping</p> <p>Email Glen Gower, Fairwinds CA, about their website/online payment options (<i>This item was deferred from an earlier meeting.</i>)</p>	Ongoing
Shelley	Email Councillor Qadri to inform his office of the change in Executive. Request that all communication between his office and the BGCA be through email - bryanstongatecommunity@gmail.com	To be completed as soon as possible

Traffic and Planning Update - Daniel Cayouette

- Daniel contacted Melissa Jort-Conway, from the City. She has provided the names of the two City planners for our area.
- Daniel has submitted his postal address in order to receive any documentation from the City's Planning and Development Department.
- BGCA website links to any Planning and Development applications of interest to our community - Daniel and Dave will work on this.
- Carol Lenz mentioned that the Fairwinds community is looking into implementing a temporary measure that restricts street parking to one side of the street during the winter months. There have been issues with emergency vehicles and snow removal operators not being able to get through streets when cars are parked on both sides of the street. Is this something that our neighbourhood would like the BGCA to pursue? It was decided that Carol will contact Glen Gower and gather information. This could be presented to the neighbourhood at the AGM in the Fall, and we could gauge public interest at that point.
- Residents are reminded that if their property has suffered snow plow damage due to City snow removal, they should contact 3-1-1 to report it. The City will repair lawn damage in the Spring.
- **Deferred from last meeting** - Daniel also indicated that he was continuing to look into the Planning and Development involvement/activity undertaken by other local community associations. His intent is to better understand and see what they do.
- **Deferred from last meeting** - Related to traffic on Alon Street, George Richardson requested that the city set up a traffic count at both ends of Alon Street in order to establish a base number before any changes are made to traffic patterns in the area. It was felt that this is important so that the neighbourhood has a base point if we claim that there is increased traffic in our neighbourhood due to road closures. George stressed that this traffic count needs to be done during non-summer months, and for a duration of at least one week. Daniel suggested that the BGCA do its own polling of vehicle traffic. **This item will be moved to April/May meeting for discussion.**

Action Items:

Daniel	Continue to work on an inventory of Planning and Development applications that may be of interest to	To be reported upon at the next Executive meeting.
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	our neighbourhood. Comment on all City of Ottawa development applications that the BGCA wants to be apprised of	
Daniel	Look into the Planning and Development involvement/activity by other Community Associations	To be reported upon at the next Executive meeting.
Daniel and Dave	Establish links from the BGCA website to specific planning and development projects on Councillor Qadri's website	To be reported upon at the next Executive meeting
Daniel	Look into the setup of a traffic count at both ends of Alon Street before any road changes/closures are made. (Do our own polling)	To be discussed at the April/May BGCA Executive meeting
Carol	Contact Glen Gower, Fairwinds CA President to inquire about the direction they are going in with regards to street parking restrictions during the winter months. Gather information and report back to the Executive. Possibly present at the Fall AGM - gauge public interest on whether this is something that our community is interested in	To be reported upon at the next Executive meeting.

New Business:

Cleaning Up the Capital - Alison

- Alison reported that she did not have time to register the Bryanston Gate Park cleanup yet. Shelley will do that. The date of Saturday, April 29 was decided on.

LRT Update - Alison

- Alison shared "Key facts: Stage 2 LRT Implementation Report" with the Executive and outlined aspects of it that will impact Stittsville residents. A copy of this is available at the City of Ottawa website for any interested readers. (ottawa.ca)
- Alison also shared a poster that she created for the Queensway Terrace South Ridgeview Community Association. In this poster, all upcoming social events and contact information is listed for ease of access by the community residents. This is an approach that our BGCA might look at going forward.

Action items:

Shelley	Register for Cleaning Up the Capital - Bryanston Gate Park cleanup	To be reported upon at the next Executive meeting.
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	Continue to book major sponsors and partners for the Fall Social Contact Carolark Canine Training Centre to inquire about availability of holding the AGM there - Wednesday, October 11	
Carol and Executive team	Bryanston Gate Community Garage Sale - signage, advertising, planning	May 6, 2017

Neighbourhood Garage Sale - Carol reported that there has been lots of positive response to the idea of a spring garage sale. Her brief postings generated lots of enthusiasm on the Facebook group page. It was decided that the beginning of May - Saturday, May 6 would be a good time for a successful neighbourhood event. Carol mentioned that Sheila McLuskey offered signage for the event. Carol will take the lead for this event; however, it was stressed that for ALL events, a team approach is needed. Many hands make light work!

Fall Social - Shelley reported that organization of this event is coming along nicely. At this time, City Services including the Bookmobile, Police, Fire, as well as major partners including Enbridge and Ottawa Hydro have been confirmed. The park has been booked for Saturday, September 30. As the date draws closer, Shelley will start contacting local businesses for raffle prizes and other support.

No other business or concerns were brought forward.

Meeting Adjournment - 8:30 pm

Upcoming dates

April 12, 2017	BGCA Executive Meeting 7:00 pm Lynch Home, 6 Alon Street	BGCA Executive
May 6, 2017	Bryanston Gate Community Garage Sale	
September 30, 2017	Bryanston Gate Fall Social 1:00 - 3:00 Bryanston Gate Park, Alon Street	
October 11, 2017	BGCA - Annual General Meeting Location to be determined	