

# Bryanston Gate Community Association - Minutes

December 7, 2016

7:00 pm

Lynch Home, 6 Alon Street

Meeting called by	Bryanston Gate Community Association Executive
Attendees	Shelley and Dave Lynch, Carol Lenz, Daniel Cayouette, George Richardson, Matt Naylor, Alison Lynch  Georgie Gosham-Hamer (City Councillor's Assistant) Andrew Welsh (Program Coordinator, City of Ottawa Outdoor Rink Program)
Regrets	Dorothy and Greg Williamson Shad Qadri (City Councillor)
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.

### Guest Reports:

*Andrew Welsh, Program Coordinator - City of Ottawa Outdoor Rink Program*

- gave background on the Bryanston Gate park - numerous incidents of vandalism in which the City has had to repair or replace the door/repair damage to the rink shack
- Parks and Recreation department is looking for a committed adult to supervise the rink shack while it is open
- they are flexible about the hours that it is open, but there must be a supervising adult whenever it is; must be an adult, not a teen
- there is a small financial compensation for this duty - which amounts to approximately \$7.70/hour.
- this supervisory position does not involve any ice maintenance - it is simply to be on site when the rink shack is open
- the possibility of a "lock box" was discussed to keep access to the rink shack as easy as possible for the various rink shack supervisors
- the executive discussed possible hours of operation, and the general consensus was that it should be open during weekdays - 3:30 pm - 6:30 pm; and on weekends from - 8:00 pm - 6:00 pm.
- a schedule would have to be set up - with people committing to a certain shift on a certain day for the duration of the skating season - Carol will set up a schedule and send out to the community.
- Andrew Welsh reinforced that if we don't find people to commit to a schedule - the rink shack will not be open for the skating season.
- Residents can contact the BGCA executive at: [bryanstongatecommunity@gmail.com](mailto:bryanstongatecommunity@gmail.com) to sign up for shifts or to have any questions answered
- Andrew's contact information is: [andrew.welsh@ottawa.ca](mailto:andrew.welsh@ottawa.ca) 613.580.2424 Extension 46211

Action Items

Carol	Create a schedule for supervision of the rink shack	To be completed as soon as possible
Shelley	Post the request for adult supervisors on FB and distribute by email to the Bryanston Gate community	To be posted as soon as possible after receiving the proposed schedule from Carol

*Georgie Gosham - Hamer, Councillor Qadri's assistant*

- the community association start-up funding application for \$250.00 from Councillor Qadri has not been received yet; Georgie indicated that the form had been sent on November 28 - Shelley indicated that she had not seen it in the BGCA email account.
- (in a telephone conversation with Dorothy the next day, Dorothy indicated that it had come to the BGCA Executive gmail account)
- Georgie reported back on the Johnwoods Street signage issue that was raised last meeting. She indicated that Rosehill (in Fairwinds) has to be completed before the Johnwoods Street closure takes place. No timeline could be given for this as all construction is weather-dependent.
- Once the closure takes place, traffic calming measures will be in place on Alon - flex stakes, and possibly speed painting
- Signage - to include "Local Traffic Only" signs, placed far enough in advance so people do not travel down Maple Grove with the only option to turn onto Alon
- BGCA asked to be notified when the traffic department discusses these issues/signage (before decisions are made)
- BGCA asked for input into what goes into the Johnwoods Linear Park - benches, peace garden... (before decisions are made) -- it is the feeling that Bryanston Gate residents should have a reason to go there
- Daniel asked about the possibility of extending the planning pilot project (currently in Westboro) where certain residents are included in the development planning process - status of this program is to be looked at

Action Items

Dorothy	Complete and send the startup funding application to Councillor Qadri's office	To be completed as soon as possible
Georgie	Contact city to facilitate getting BGCA contact information changed from Sheila McLuskey to the BGCA account ( <i>bryanstongatecommunity@gmail.com</i> ) Shad's emails will continue to go to <i>bryanstongateexecutive@gmail.com</i>  Inquire about the status of the planning pilot project currently in use in Westboro	To be completed/reported upon by the next meeting

**Approval of November's Executive meeting minutes** - Shelley Lynch, Secretary minutes of November's meeting were sent to the Executive on November 10, 2016, and distributed to the community on Saturday, November 12.

Minutes of the November's minutes were moved to be accepted by Dave Lynch, seconded by George Richardson. Motion carried.

A discussion about the protocol and time frame for review of meeting minutes by the executive was held. It was decided that if meetings are held on a Wednesday evening, the minutes be written up the next day (or as closely to this as possible) and distributed to the Executive for review until Monday evening at 6:00 pm. This provides everyone plenty of time to read and review the minutes and to get back to Shelley if there are any corrections or omissions. The minutes, once reviewed, will be published for the community on Tuesday - on *Bryanston Gate Community Neighbours* Facebook page and via our email list.

It was also agreed that approval of the minutes can be done online, and therefore free up time at the executive meetings. Each executive member can indicate approval of the minutes by returning Shelley's email by Monday evening. If no email is returned, it will indicate approval of the minutes, as written.

**Financial Update - Daniel Cayouette, Treasurer**

He shared newly-formatted financial statements for the months of September, October, November. Everyone was in agreement that the new format was clear and well laid out. Going forward, all expense reimbursements will be made by cheque from the BGCA bank account.

Daniel indicated that \$32.72 had been reimbursed to the BGCA account - the cheque fee.

The Executive unanimously agreed that Daniel, as the Treasurer, should receive all correspondence from the bank (bank statements, etc...) directly. This involves changing the bank account - contact address.

BGCA - November Reconciled Monthly Balance - \$1133.36

**Action Required:**

Daniel	Email Dorothy to set up a time to meet to transfer money owed (from Pumpkin Social - hamburgers/sausages) - \$76.00 Amount owed to Daniel - \$631.50	To be completed as quickly as possible.
Dorothy/Daniel	Arrange for Daniel to receive all correspondence/bank statements related to the BGCA bank account - change of address at the bank is required.	To be completed by next Executive meeting

**Membership Update - Carol Lenz/Dave Lynch**

Dave reported that he canvassed Loreka Court - dropped off membership information and spoke with residents when the opportunity arose. Carol did the same on Johnwoods and Hartin Streets. As it stands, no new memberships resulted; however, there were 2 new Facebook *Bryanston Gate Community Neighbours* group member requests from that area.

The BGCA currently has 50 paid member households. Carol correlated the FB group membership with our BGCA email list to ensure that everyone is receiving correspondence/updates from the community association. She discovered that 33 households rely on email only, so it is important that we continue to communicate with the neighbourhood through both methods - Facebook and our email contact list.

Daniel requested that, in future, before responding (on FB or by email) to any financial question from residents, that the Executive confirm with him. It was agreed that this would be done.

**Action required:**

Dorothy	ITEM FROM NOVEMBER'S MEETING - Contact Glen Gower, Fairwinds CA, to inquire about what percentage of homes signed up in their first year of operation. Compare their results to our neighbourhood participation rate.	To be completed and reported upon at the next Executive meeting
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**Traffic and Planning Update - Daniel Cayouette**

Daniel reported that he, along with Chris Jones - another resident on Alon Street, are working on an inventory of planning and development applications submitted to the city that may be of interest to our neighbourhood. They are looking at two sources: Councillor Qadri's website - under the "Planning and Development" tab and the City of Ottawa website.

Daniel also indicated that he was planning on looking into the Planning and Development involvement/activity undertaken by other local community associations. His intent is to better understand and see what they do. The executive expressed its thanks to Daniel for undertaking this important initiative, as it is important that the BGCA respond as a group and in a timely fashion on development projects that may impact us.

Daniel inquired what Councillor Qadri's position is and what changes he would like to see at the OMB. Georgie will send that to the BGCA.

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.

**Action required:**

Daniel	Continue to work on an inventory of Planning and Development applications that may be of interest to our neighbourhood.	To be reported upon at the next Executive meeting.
Daniel	Look into the Planning and Development involvement/activity by other Community Associations	To be reported upon at the next Executive meeting.
Georgie	Send links to Planning Primer course - to <a href="mailto:bryanstongatecommunity@gmail.com">bryanstongatecommunity@gmail.com</a>	To be completed as soon as possible.

	Shelley will distribute to all members of the executive.	
Georgie	Send, in writing, Councillor Qadri's position about the changes required at Ontario Municipal Board  Shelley will distribute to all members of the executive.	To be completed as soon as possible.
Georgie	Look into the setup of a traffic count at both ends of Alon Street before any road changes/closures are made.	To be reported upon at the next Executive meeting

### Communications Update -

Due to the absence of Greg Williamson, all discussion related to the BGCA website was deferred to the next meeting.

Carol reported that the new Bryanston Gate Community Association website is: [www.bryanstongate.com](http://www.bryanstongate.com)

### ***Action Required:***

Dorothy and Greg/Daniel	ITEM FROM NOVEMBER'S MEETING: Email Glen Gower, Fairwinds CA, about their website/online payment options  Daniel, as Treasurer, would like to be included in the discussion/copied in any emails with Glen about online payment options.	To be completed by the next Executive meeting
All executive members	ITEM FROM NOVEMBER'S MEETING: Send any website ideas to Greg	Ongoing

### **New Business:**

#### **1. Special Events - "Light Up The Night" House Decorating Contest**

Shelley indicated that she and Dave had purchased 4 boxes of chocolates to give as prizes for the winning entry in each category. Daniel, as BGCA Treasurer, offered reimbursement for the chocolates; however, that was declined by the Lynch's. Alison will make certificates for each winner.

Alison	Create certificates for the Light Up the Night - house decorating winners	To be completed as soon as possible. (Winners are notified on December 19)
George	Put Light Up the Night posters at neighbourhood mailboxes	To be completed as soon as possible.

Shelley/Dorothy and Greg	Continue to advertise the event with neighbourhood residents - notices on Facebook group page and via our email list  Greg and Dorothy - post photos of decorated homes on Facebook to generate interest	Ongoing for the duration of the contest
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Discussion about a possible winter skating party was deferred to the next meeting.

**2. Executive - Review and clarification of roles and responsibilities**

Discussion was deferred to the next meeting as Dorothy and Greg were not present. The VP vacancy will need to be discussed.

3. No other business or concerns were brought forward.

**Meeting Adjournment - 8:30 pm**

Matthew Naylor moved to adjourn the meeting. Seconded by George Richardson. Carried

**Upcoming dates**

December 5 - 11, 2016	Online registration for "Light Up the Night" House Decorating contest	Neighbourhood residents
December 12 - 18, 2016	Online voting for "Light Up the Night" House Decorating contest	Neighbourhood residents
December 19, 2016	"Light Up the Night" House Decorating contest winners informed	BGCA Executive
January 11, 2017	BGCA Executive Meeting 7:00 pm Carol Lenz's home - 5 Alon Street	BGCA Executive