

Bryanston Gate Community Association - Minutes

January 11, 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, Dorothy and Greg Williamson Chris Jones (Bryanston Gate resident) Alison Lynch (BGCA advisor)
Regrets	Dave Lynch, Matt Naylor
Type of meeting	Monthly executive meeting
Facilitator	Dorothy Williamson
Secretary	Shelley Lynch

Call to Order - Dorothy Williamson

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

President's Report - Dorothy Williamson

- \$250 start-up funding from Councillor Qadri - paperwork was completed and submitted by Dorothy on Monday, December 19.
- Councillor Qadri/representative of his office will be invited to BGCA Executive meetings when the need arises

Bryanston Gate Skating Rink/Hut

- supervision schedule is no longer required as a volunteer (Alin) has stepped forward to cover all shifts for when the rink hut will be open.
- Rink supervision: Monday to Friday from 3:00 - 8:00 pm; Saturday and Sunday from 2:00 - 7:00 pm, effective January 6, 2017
- many neighbourhood questions have been raised about the need for supervision, who is the person who has "volunteered" - where does he live, is he paid by the City - rate?, how did this person's name come forward? is a police check necessary? how are other Stittsville neighbourhoods "grandfathered" when it comes to rink hut supervision?
- George reminded the group that the focus should not be just on vandalism to the rink hut, but on the importance of having someplace for younger children to warm up, take off skates to reduce the risk of frostbite
- Dorothy indicated that she has emailed Councillor Qadri on behalf of BGCA and has not received a response. She has telephoned his office requesting a call back with response to the neighbourhood's questions.
- Alison suggested that Dorothy also request that moving forward, the Councillor respect the Community Association by giving us news relating to our community concerns BEFORE they are communicated to the ward at large on his website, weekly newsletter, Facebook page etc...
- Carol commented on her disappointment at the negativity of posted comments on the Stittsville Neighbours Facebook group about our neighbourhood's restrictive skating rink conditions
- Alison recommended that the BGCA maintain its *bryanstongateexecutive@gmail.com* email account for possible future use in the years to come. For now; however, all email correspondence will go through the *bryanstongatecommunity@gmail.com* email address.

Action Items:

Dorothy	Forward a copy of the email sent to Councillor Qadri to the BGCA email account.	To be completed as soon as possible
Dorothy	Request that Councillor Qadri give the BGCA news/developments relating to our neighbourhood before he communicates this to the ward at large Request that all communication/correspondence from Councillor Qadri and his office be directed to the <i>bryanstongatecommunity@gmail.com</i> email address	During the conversation with Councillor Qadri

Secretary's Report - Shelley Lynch

- The online approval of the Executive Meeting minutes, as well as giving specific timelines for the posting of meeting agendas and minutes, worked well, so we will continue this system going forward.

Financial Update - Daniel Cayouette, Treasurer

- BGCA - December 2016 Reconciled Monthly Balance - \$1131.41
- No outstanding costs; all money owed to Daniel has been reimbursed
- Daniel is now receiving BGCA bank account statements and correspondence

Daniel/Greg	Send an electronic copy of December 2016 financial statement to Greg so he can post it on the BGCA website	To be completed as soon as possible
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Traffic and Planning Update - Daniel Cayouette

- Daniel, along with Chris Jones, presented an inventory of planning and development applications submitted to the City that may be of interest to our neighbourhood. The projects include: 5618 Hazeldean Road and 195 Huntmar Drive. The status dates for both of these projects has passed, and further investigation into the City's development applications process is needed so he can find out about upcoming activities and not what has already passed.
- Alison suggested that he contact Melissa Jort-Conway, the City Planning Liaison for the Stittsville area to get additional information about how to access information about upcoming development activities. She also indicated the importance of going to the City's *ottawa.ca* website and commenting on all City of Ottawa development applications that the BGCA wants to be kept apprised of. The comment could be as simple as, "*Although the Bryanston Gate Community Association does not have any comment at this time, we would like to be kept informed about all aspects of this development project.*" This will ensure that our Community Association receives all updates about that particular project.
- Daniel and Chris used two sources to gather information: Councillor Qadri's website - under the "Planning and Development" tab and the City of Ottawa website. He stated that although information was easy to find on the Councillor's website, there was difficulty in linking it to the BGCA website. Greg and Daniel will be looking into establishing a link from the BGCA website to these important planning documents
- 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.**
- Later in the meeting Daniel inquired about the feedback that Councillor Qadri received from his August 2016 letter regarding traffic calming opportunities on Alon Street. Daniel offered to write a letter, on behalf of the BGCA, to the Councillor to follow up on the response to the initial letter. (A copy of the August 2016 letter has been attached to this month's meeting minutes.)

Action Items:

Daniel	Continue to work on an inventory of Planning and Development applications that may be of interest to our neighbourhood. Comment on all City of Ottawa development applications that the BGCA wants to be apprised of	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.
Daniel	Contact Melissa Jort-Conway, City Planning Liaison for Stittsville Inquire about the process for finding information about upcoming development activities	To be reported upon at the next Executive meeting
Daniel and Greg	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
Daniel	Write to Councillor Qadri to inquire about the feedback received from his August 2016 letter regarding traffic calming on Alon Street	To be reported upon at the next Executive meeting

Communications Update - Greg Williamson

- The Bryanston Gate Community Association website is: www.bryanstongate.com
- Greg reported that he is continuing to work on the BGCA website.
- The Executive unanimously approved the motion to approve funding for the BGCA website address. At this time, there is a nominal fee of approximately \$20.00/year. This cost is to be reviewed annually.

Action Items:

Dorothy and Greg/Daniel	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
Greg	Make a few changes to the website: Add all sponsorship information/logos to the website Ensure that the BGCA Constitution is more prominent and easily found	To be completed by the next Executive meeting
Greg	Submit the receipt/bill for the website address to Daniel (for payment)	To be completed by the next Executive meeting

New Business:

Special Events -

Recap - "*Light Up The Night*" House Decorating Contest

- The group was in agreement that this initiative was a success and generated enthusiasm and Christmas spirit in the neighbourhood. Should we decide to proceed with this event next year, it was suggested that we post the information earlier (mid-November) to give homeowners plenty of time to decorate. In addition, to avoid having one home win in various categories, we should just have one general competition with the top four vote-getters being the winners. Alison's certificates for the winners were appreciated.

Winter Skating Party - Due to the situation with the Bryanston Gate rink and supervision of the hut, it was decided that there would be no neighbourhood winter skating party organized by the CA this year. It is hoped that next year this might be possible.

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 - Due to the popularity and increased numbers of community events to celebration Canada's 150th birthday, Alison suggested that the Enbridge BBQ be booked for the fall neighbourhood event. George suggested that the "Pumpkin Social" be moved to the end of September to better ensure cooperative weather, and as such, a name change would be needed - "Fall Social". The date of Saturday, September 30 was tentatively selected; depending on whether Stittsville's annual Villagefest was that weekend.

Procedures Document

- Daniel suggested that we start thinking about the creation of a "Procedures" file as a reference for events that will occur from year to year. For example, planning documents and files for the

Fall/Pumpkin Social could be kept from year to year to facilitate planning and transferring the organization of the event to another person.

- It was discussed that we should think about what this reference file should include and revisit it after the BGCA has one full year under its belt.

Sponsors

- Daniel mentioned that he has switched his insurance coverage to Bradley's Insurance and has saved \$500. His motivation for changing companies was, in part, due to their sponsorship of our Pumpkin Social.
- George mentioned that he chose Kodiak Snow Removal this year due to their sponsorship of our Pumpkin Social.
- Shelley shared that, she also, has been to CocoMutts and supported that local business.
- Alison suggested that, going forward, it is very important that we inform our sponsors of the positive results of their support of our events.

Action Items:

Carol and Executive team	Bryanston Gate Community Garage Sale - signage, advertising, planning	May 6, 2017
Shelley	Contact Enbridge Gas to book the BBQ for September 30, 2017	To be reported upon at the next Executive meeting

No other business or concerns were brought forward.

Meeting Adjournment - 8:15 pm

Upcoming dates

February 8, 2017	BGCA Executive Meeting 7:00 pm Williamson Home, 32 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	
To be determined	BGCA - Annual General Meeting	