

# Bryanston Gate Community Association - Minutes

November 9, 2016

7:00 pm

Williamson home, 32 Alon Street

Meeting called by	Bryanston Gate Community Executive
Attendees	Dorothy and Greg Williamson, Shelley and Dave Lynch, Carol Lenz, Daniel Cayouette, George Richardson, Matt Naylor  Georgie Gosham-Hamer (City Councillor's Assistant)
Regrets	Alison Lynch (BGCA Advisor) Shad Qadri (City Councillor)
Type of meeting	Monthly executive meeting
Facilitator	Dorothy Williamson
Secretary	Shelley Lynch

## **Call to Order** - Dorothy Williamson, President

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

*Announcement* - Greg Williamson updated the group about the reason OC Transpo buses were travelling along Alon Street last month. Shad Qadri contacted OC Transpo and after a look at the GPS records, it was determined that it was a driver error. The driver missed the turn on Johnwoods, and as a result, had to turn onto the north end of Alon Street. This will not be a regular route.

## **Approval of October's AGM minutes** - Shelley Lynch, Secretary

Minutes of the BGCA Annual General Meeting, held on October 4, 2016, were previously distributed by email on October 6, 2016.

Minutes of the October BGCA AGM were moved to be accepted by Matt Naylor, seconded by Carol Lenz. Motion carried.

## **Financial Update** - Daniel Cayouette, Treasurer

Daniel updated the executive about the details of the BGCA bank account. It is a business account which requires two "signers". The account is held at TD Canada Trust in Stittsville.

He shared financial statements for the months of September and October. Dorothy questioned why a bank cheque fee of \$32.72 was charged. Daniel indicated that the bank will need to be contacted for reimbursement as it was indicated upon opening the account that this fee would be waived.

Matt indicated that a correction on page 3 was required. The Deposits/Donations section should indicate that a donation of \$150.00 was received from Geek Market, not Geek Fest.

Discussion about the clarity and format of the monthly financial form being used was held. Everyone was in agreement that the forms should be clear and easy to follow, with definite procedures for recording funds received and funds withdrawn. Dorothy stressed that funds cannot be posted until they are in the bank, with a bank statement - regardless of when they were received. The group agreed that the

guidance of a professional accountant and/or consultation with the Treasurer of another Community Association was required to help set up financial spreadsheet/documentation.

Pumpkin Social - total cost: \$819.05

October monthly balance: \$1102.59

**Action Required:**

Daniel and Dorothy	Contact TD Canada Trust to arrange for reimbursement of \$32.72, the cheque fee.	To be completed by next Executive meeting
Dorothy	Contact Glen Gower of Fairwinds CA to inquire about meeting with their Treasurer.  Contact Raynor Boutet, City of Ottawa CA contact, about possible financial templates.  Contact Susan Murat about the possibility of advising Daniel and Dorothy on financial documentation.  Copy Daniel on all communication regarding financial setup and documentation.	To be completed by next Executive meeting
Daniel	After receiving input from other sources, review the financial documentation form being used to ensure clarity.	To be reported on at the next Executive meeting

**Membership Update - Carol Lenz**

The BGCA currently has 50 paid member households. Carol indicated that with 2 of these paid memberships; their forms are outstanding. Regardless, their address/contact information has been noted on the master list of all member households.

The *Bryanston Gate Community Neighbours* Facebook page has 114 members. It was agreed that this has become an effective way of communication with the neighbourhood on upcoming events and community concerns. Shelley indicated that she created a Facebook account on behalf of the BGCA to post items of interest to the *Bryanston Gate Community Neighbours* group.

Carol reported that George took the initiative after the last meeting and canvassed Joseph Circle. It was determined that BGCA needs to finish up the membership drive with the homes on Hartin, Loreka, and Johnwoods. Annual memberships cover the period from May to May; however, due to our start up this year, 2016 memberships will extend to May 2018. There will not be another membership drive this coming May. In future membership campaigns, all streets will be done at the same time.

**Action required:**

Carol	Correlate the FB group membership with our BGCA email list to ensure that everyone is receiving correspondence/updates from the community association.  Canvass Hartin Drive and Johnwoods Street - drop off membership forms and information pamphlets into mailboxes.	To be completed by the next Executive meeting
Dave	Canvass Loreka Court - drop off membership forms and information pamphlets. Report and return any paid membership documentation to Carol.	To be completed by the next Executive meeting.
Dorothy	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

**Traffic and Planning Update - Dorothy Williamson**

Dorothy reported that she had been in contact with our City Councillor, Shad Qadri. Councillor Qadri has submitted the BGCA contact information to the appropriate sources so that we may receive pertinent planning and development updates and information that may affect our neighbourhood.

Daniel attended the Planning Primer II Session held at City Hall on Monday, October 31. The course was led by City planning staff. Topics covered included:

- six most common types of development applications
- the decision makers
- pre-consultation and submission of applications
- public notification and application review
- issue resolution and report writing
- the urban design review panel

He indicated that the course was very informative and enlightening, as it seems that often planning decisions are already made before public consultation. Georgie, Councillor Qadri's assistant, indicated that a series of these courses are held periodically at City Hall, and that the next one should be in the month of February. Matt and Daniel expressed an interest in attending the next planning course. Daniel expressed an interest in being the BGCA Planning and Development representative.

Georgie indicated that the city's relations with the Ontario Municipal Board (OMB) are often contentious. In fact, the reason that Councillor Qadri was unable to attend our meeting was that he was at a Public Town Hall meeting (at City Hall) about a review of the Ontario Municipal Board. She stated that anyone can go online, read documents about the OMB, and provide input.

Information from the Government of Ontario website: *The Government of Ontario is reviewing how the Ontario Municipal Board (OMB) operates and its role in the province's land use planning system. Should anyone wish to learn about the OMB's current role in the land use planning process, to provide your perspectives, and to review and comment on changes the government is considering, you are encouraged to email to [OMBReview@ontario.ca](mailto:OMBReview@ontario.ca) or call 416-585-6014 or 1-855-776-8011. Members of the public are also invited to **submit their written comments and feedback** on OMB reform by **December 19, 2016**.*

**Action required:**

Daniel	Email presentation material and a summary of the course information to all Executive members	To be completed by the next Executive meeting.
Shelley	Forward any emails related to planning and development issues to Daniel and the rest of the Executive.	Ongoing

**Communications Update - Greg Williamson**

Greg reported that he is in the preliminary stages of creating the BGCA website on WordPress. He is now in the process of adding content, and looking into options for allowing residents to pay for membership online. The website address is: [www.BryanstonGate.wordpress.com](http://www.BryanstonGate.wordpress.com)

**Action Required:**

Dorothy and Greg	Email Glen Gower, Fairwinds CA, about their website/online payment options	To be completed by the next Executive meeting
All executive members	Send any website ideas to Greg	Ongoing

**New Business:**

**Recap of the Pumpkin Social**

Dorothy reported that she received positive feedback from residents and sponsors about the first social event held by the BGCA. Suggestions to be considered for the next event were discussed.

*Suggestions*

- More games - with a dynamic high school students to encourage participation
- Recycling bins
- Post a site plan - on the field house so everyone can independently set up their tables or displays
- Order a BGCA banner - to be used to promote any community association event
- Timing - consider holding the Pumpkin Social at the end of September to increase the chance of ensuring good weather

Matt indicated that he had a contact for someone to create a BGCA banner. He has passed that information on to Dorothy.

## Bryanston Gate Park

Dorothy reported that vandalism at the Bryanston Gate Park field house is an ongoing issue. City staff have replaced the door twice, and been there to fix damage three times. The latest damage is supposed to be fixed in the next two weeks. City staff have indicated that if the situation continues, our park field house could be removed. Dorothy also indicated that there have been regular occurrences of youth drinking in the park at night. It was noted that the park is also being used by residents of Fairwinds and Jackson Trails communities, and is no longer just our neighbourhood park.

A discussion about various measures to curb vandalism and late-night loitering at the park was held. Georgie, Councillor Qadri's assistant, reminded everyone that vandalism is a "crime in progress" and that should residents see this, a 9-1-1 call is appropriate. In addition, no one should be in the park after 11:00 pm - according to the city's bylaw.

Matt stressed that we should be encouraging people to use the park and not to avoid it. Residents should keep their eyes open, talk to their children about appropriate use of the park, and report any problems to police.

The possibility of a skating oval was discussed as often the rink is being used for hockey. Dorothy will approach Shad Qadri about this, but mentioned that should the problems at the park continue, this will be unlikely.

The City has agreed to give BGCA (President) a key to the Bryanston Gate Park field house to facilitate use when we hold a social event.

### ***Action required:***

Dorothy	<p>Post a notice to Facebook group about the possibility of losing the rink/field house due to vandalism. Provide a copy of the notice to Shelley.</p> <p>Email Councillor Qadri about all the issues at the park - vandalism, late night loitering, poor condition of the play structure - with a solution of repair and replacing/not removing it, possibility of a skating oval</p>	To be completed by the next Executive meeting
Shelley	<p>Send a notice about the park vandalism and suggested actions to take to all contacts on the BGCA email list</p> <p>Invite Councillor Qadri to attend the next BGCA Executive meeting to report on the park concerns</p>	To be completed by the next Executive meeting

## Special Events

Ideas for the next neighbourhood social event were discussed. A Christmas house decorating contest was proposed, as well as a winter skating party after the holidays.

Shelley	Organize a Bryanston Gate Christmas house decorating contest. Try to arrange for a few prizes for winners.	To be reported upon at the next Executive meeting
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## Other Business or Concerns

Carol Lenz offered her resignation letter as she would like to step down from the role of Vice-President. She will continue on with the Executive in the role of General Board Member. Dorothy asked if someone else on the Board would consider taking on that role.

After the Pumpkin Social, there was extra food. Some of it was purchased by Sheila McLuskey, Dorothy Williamson, and Shelley Lynch. The cost of these items was reimbursed to the Association. It was agreed that this money should be deposited back into the BGCA bank account.

Greg mentioned to Councillor Qadri's assistant that he has a concern about the future Johnwoods linear park and the need for clear signage indicating that Johnwoods Street is closed and that the appropriate route is via Santolina Street in Fairwinds. The signs would have to be placed well in front of Santolina Street to ensure that motorists take that route and don't end up at the end of Maple Grove, with the only option being Alon Street.

Matt	Consider accepting the role of VP	To be reported upon at the next Executive meeting
Councillor Qadri's assistant, George	Communicate Johnwoods Street signage concerns to Councillor Qadri	To be reported upon at the next Executive meeting

## Meeting Adjournment - 9:00 pm

Carol moved to adjourn the meeting. Seconded by Matt. Carried

## Upcoming dates

December 7, 2016	BGCA Executive monthly meeting	Shelley and David Lynch's home 6 Alon Street 7:00 pm
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