

**MINUTES – CBLCA Executive Meeting
May 22, 2018
7-9 pm, Maki House**

In attendance: Monica Patten, Kevin Brewer, Carrie Elliott, Emma Hancox, Susie Crowe, Nigel Brereton, Krystal Taylor, Peggy McGillivray, Ian McConnachie

Regrets: Rick Nelson , Gerald Fildebrand, Carl Wimmi, Brenda McCrea

1. Welcome, Agenda Review, Minutes of April 28

Monica tabled 2 items:

- 3 candidates for municipal elections attended our May community meeting. We anticipate a few other candidates will be announced. All candidates have asked to have conversation with our Association. Consideration for CBLCA to host an all candidates meeting this Fall before the municipal election. May also engage with other community associations in Bay Ward. **DECISION: Agreement among all exec members to proceed with planning an all candidates meeting for this fall.** Propose we book the Sailing Club or other large meeting space. Likely to invite a media representative to facilitate.
- Monica and Ian meeting with Wesley Clover Parks on May 31. Discussion among community members and our association about proposed development on Wesley Clovre Park property at 401 and 411 Corkstown Road. Seeking bylaw amendment to develop these properties to a greater extent. This development proposal likely to go to committee at the City last week of June and early July. **ACTION: Monica and Ian will keep us posted if any actions are required after the meeting** (e.g. to ask of Mark Taylor that a public meeting is required). Rick O'Connor is legal with the City re. public consultations and could be contacted as required.
- Ian has been invited to serve on an Environmental Stewardship Committee of the Ottawa Carleton Wildlife Centre. He has accepted this role.

2. Business arising from April: new signs

- Signs are ordered. Kevin suggested developing a basic map of sign locations so anyone can put them out easily.
- **ACTION: Emma to connect with Gerald to ensure website is on all signs**
- **ACTION: Krystal to send high resolution file of CBLCA wordmark to Gerald**
- Discussion: That we need to have current financial policies to guide us; this process should be in writing. Need to formalize the voting process for expenditures in advance of accruing the expenses.

3. Wheel Day

- Update on parking permit request to the City. \$30 for parking on Corkstown Road. Decision not to ask City for this special parking permit.
- Will not be renting a porta-potty as most people live close, staying for short time, and 1 washroom access in the Tennis Club
- No additional insurance required

- Suggestion to include donation jar at our membership table
- **ACTION: Emma to print more membership benefit forms**
- Discussion about cost of the event and requiring memberships.
- **ACTION: to bring 6 tables from Maki House for the event**
- **ACTION: Susie and committee to meet in advance of Wheel Day to confirm all logistics – scheduled for Sunday May 27th 4pm at Sailing Club.**
- **ACTION: Brenda to be asked by Monica to staff membership table**
- Susie has a community member to help her manage event logistics. Krystal is recruiting other volunteers (6) to run the bike rodeo stations.
- All three events promoted on the website: Wheel Day, Community Garage Sale, Girl Guides Plant Sale
- Printed posters coming soon
- Re. food for the event: Monica explored various Food Trucks, but will not work out as they require a minimum number of purchases/payment. Also connected with some social enterprises, but too short timeline. Will be connecting with The Ottawa Mission to explore options. Also to follow-up with caterer from Refugee event.
- Must provide potable water onsite
- Holmespun Icecream bike is tentative as waiting for food safety permit.
- **ACTION: Kevin to create banner with Crystal Beach Lakeview Community Association and website, approx. 3'x8' length.**
- We have registered Wheel Day with 100 in 1 Day Movement. Many events happening across the city. They will also be promoting our event and bringing t-shirts.
- Question about notice required for vendors if cancelled for inclement weather. Deposits will be kept by vendors (approx. 20-30%).
- **ACTION: Susie to create schedule for volunteers and exec members**
- **ACTION: Monica to invite politicians**
- **ACTION: Emma to manage communications and any media during the day**
- Suggestion to have screen printed t-shirts indicating CBLCA volunteer
- **VOTE to approve attached Wheel Day budget up to \$1000. All accepted, none opposed.**

4. Debrief of community meeting of May 16

- It was great that all transportation committee members participated in the presentation
- Raised awareness of the role of the Transportation Committee. A few residents expressed interest to get involved. Response should be that we will be recruiting committee membership in the Fall.
- **ACTION: Krystal to follow-up with those members that expressed interest on FB to connect with Ian**
- Numbers were good for a very specific topic, but lower than previous meetings
- Facebook participation no more than 10 on live at any one time, but 680 total views since meeting date.
- **ACTION: Emma to investigate whether videos can be taken off FB and shared on YouTube.**
- Discussion that we have not made it explicit that increased access to transit is a good thing. We want light rail but we want to mitigate risks and not destroy what we have. We need to acknowledge that our community is divided about desire for LRT in our community.
ACTION: Monica to include this message in next President's update in newsletter.
- Discussion about hosting party for Mark Taylor this fall

5. Plans for June 14 community meeting on tick and environmental issues

- Dr. Kilkarney endocrinologists involved with research on Lyme disease in Ottawa with a focus on West Ottawa. Will be sharing local data. 10min plus Q&A – 30min total. Weblinks have been shared by a community member Leslie to share information about protective strategies.
- **ACTION: Krystal to provide OPH tick keys and fact sheet**
- Promotion of the meeting to be positive about “living in harmony with the Greenbelt”
- Also to include stormwater management and erosion along Stillwater Creek. Looking to invite outside expertise. City LRT team willing to provide update on proposed plans for stormwater management west of Moodie Drive. RVCA could provide a spokesperson about the Stillwater Creek erosion. Discussion about potential for conflicting discussion among presenters.
- Need to ensure the discussion includes information/facts then what will be done about it.
- Ottawa Carleton Wildlife Centre has a Natural Environment Stewardship Committee.
- Discussion about different environmental projects; Anita Vandenberg MP may be an ally to arrange a meeting with NCC.
- **ACTION: Ian to reach out to RVCA and NCC for a speaker(s). Need to be confirmed by June 1st for promo.**

6. Committee updates

Communications:

- Since we launched website 1057 unique visitors, 20% returning viewers.
 - top sources are direct from email blast, organic google searches, and Facebook
 - 45% user desktop, 40% mobile, 15% tablets
 - top pages: news, Wheel Day and Community garage sale, About Us – Documents, Maki Sports, Yoga
 - newsletter survey only 18 responses, but all feedback very positive. All responses very satisfied with frequency and content of the newsletter. Full report attached.
- [CBLCA Communications Committee Report 23052018.pdf](#)

No updates for constitution and transportation committees

7. Adjournment and next meeting

Proposal for “asymmetrical agenda” e.g. for each meeting have a few key items and share more via email.

- **Wednesday June 14th for next community meeting**

- Next Executive meeting to be determined as required. No executive in the summer months, although work groups and committees may meet.