



BRIDLEWOOD COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
January 14, 2025

Directors Present: Erin Coffin (President), Craig Skjerpen (VP Social), Maureen Dubiel (VP Communications), Lance Mitchell (VP Finance), Nagmani Sharma (VP Development), Vicky Cleary, Sarah Badeen, Larissa Chambers,

Directors Absent: Deb Sonogo, Len Goosen , Alyssa Munaretto, Moe Saleh, Dave Westbury,

Ex-Officio Members Present: Kassandra Bizewski (spring sports coordinator_

Ex-Officio Members Absent: John Roach (Dev Committee Chair), Danny Lee (Rink Coordinator)

Members of the Public present: 2 people

LOCATION: Eva James Memorial Community Centre

1. Call to order
2. Approval of the Agenda
3. Approval of Minutes
5. Reports
6. New Business
7. Adjournment

1.Call to Order & Welcome:

Erin called the meeting order at 7:03

(Sec Note: Quorum was met as at least 7 of the 13 Directors were present)

2.Declaration of Conflict of Interest:

None

3. Approval of agenda

(Secretarial note, no formal approval of the agenda)

4. Approval of Minutes

Motion to approve by Lance Mitchell seconded Craig Skjerpen, Erin called the vote and the motion was passed.

5. Reports

a) President (Erin Coffin)

Review of Bylaws: Erin requested a review of the bylaws, noting that certain aspects hinder some operations. For example, surplus funds can only be used for capital investments, and board approval is required for expenditures exceeding \$1,000 without prior authorization. Erin also acknowledged that the mission statement on the BCA website needs to be updated to align with the new bylaws.

Lance pointed out that, according to the bylaws, changes can only be approved at the Annual Members Meeting (AMM) or through a special members meeting.

The recommendation is for all directors to review the bylaws. To facilitate this, a dedicated discussion will be included as a standing item in the monthly meetings. This approach will enable better tracking and discussion, resulting in a comprehensive list of proposed amendments to be presented at the AMM.

Sprung structures / Welcome Centre: Erin received a recommendation from the Development Chair, John Roach, to engage with the Federation of Citizen Associations (FCA). Erin submitted a proposal to the FCA to develop and lead a working group focused on improving community input and influence during projects, such as the temporary shelter for the new welcome center. She acknowledged the presence of multiple, often competing, perspectives, including cultural clashes, but noted that while the City has already approved the move, there remains an opportunity to provide effective feedback to elected officials and city staff, fostering better dialogue.

John will act as the secretariat for the working group, documenting lessons learned and identifying best practices for improved engagement with residents. Erin emphasized that the working group's goal is not to overturn the City's decision, as the secondary site has already been selected.

To broaden participation, Erin extended an invitation to the Katimavik Hazeldean Community Association, recognizing that this project will have the most direct impact on their area in Kanata South, while also acknowledging potential effects on Bridlewood. Erin confirmed that Terms of Reference for the working group have been drafted and approved, and she will share these in time for the February BCA meeting. She has committed to providing regular updates to BCA members.

Nagmani inquired about proactively hearing from concerned citizens. Erin reiterated that the group's purpose is not to challenge the City's decision, as the chosen site is on City-owned land. While Erin has not seen the full report, she noted that various criteria and sites were reviewed before the selection was made. The FCA aims to finalize communication materials by the end of March.

Action Items:

- BCA directors requested that Erin post a message to all members to inform them of the partnership and the establishment of the new FCA working group.
- **Motion** to draft a message for social media and other communication channels regarding this new working group and the partnership between the BCA and the FCA.

Approved by Erin, seconded by Lance, Erin called the vote and the motion was passed.

Seniors Support: Erin reported that the group has not met since the fall. She acknowledged that the members include Deb, Sarah, Moe, Erin herself, as well as representatives from the Pine Hill and Pine Meadows community associations. Erin recognized the need for additional planning and committed to asking the group to develop a plan for approval.

Special Meetings

Erin announced that an Emergency Preparedness presentation has been scheduled for February 25th at 7:00 PM at the Eva James Community Centre. She also noted that John Roach has secured a speaker to deliver a session on Cyber Security, which will take place on March 25th at 7:00 PM at the same location.

- *End of President's report-*

b) VP Communications (Maureen Dubiel)

Santa Letter Writing Campaign

Maureen reported that the Santa letter-writing campaign was a huge success. Over 130 letters from children were received, including submissions from classrooms at St. Anne's and St. James. The campaign saw significant volunteer participation, particularly from the Pine Meadows and Pine Hill communities.

Website Management Support

Maureen shared that a volunteer has come forward to assist with managing the Bridlewood.ca website. Although the volunteer is currently out of the country, they will provide an update at the next BCA monthly meeting. Erin and Maureen will coordinate efforts in this regard.

Meeting Minutes Summary Document

Maureen reported that a summary document of all 2023–24 meeting minutes has been drafted. However, members raised concerns that it did not include all relevant reference documents. For transparency, members recommended including a summary of motions (date, title, and description/summary) with links back to the full minutes, in alignment with Bylaw 3, Paragraph 7-2. Maureen committed to completing this updated document in time for the next BCA meeting.

Email Addresses for Neighbourhood Directors

The VP of Communications is responsible for creating neighbourhood directors' email addresses as outlined in the bylaws. Maureen questioned whether this was still necessary and if directors were satisfied with the current approach of triaging most email communications through the President's inbox. Those present confirmed that neighbourhood directors do not require additional email addresses and are content with the existing system. (Secretariat Note: Refer to Bylaw 3, Paragraph 1-9.). **Motion was moved**, to not honour/implement the creation of the neighbourhood director emails.

Approved by Craig Skjerpen, seconded Nagmani Sharma, Erin called the vote and the motion was passed.

Nagmani suggested exploring alternative approaches to managing communications. Maureen responded that the BCA currently uses Mailchimp for email communications, which has proven to be an effective time-saving tool.

Nagmani also inquired whether the comment function on the BCA Facebook page had been deactivated. Maureen and Erin clarified that this was not the case, as they have received comments on several posts.

Nagmani offered his support for any communications-related needs and asked to be kept informed.

- *End of VP Communications report* -

c) VP Social – Craig Skjerpen

Craig provided an update on the events held during December:

- The winter social at Gabriel's was very well attended and provided a great opportunity to meet with many of our members, including several rink coordinators.
- The "12 Days of Christmas" event saw tremendous participation. A special thank-you was extended to Vicky Cleary and her family for their contributions.
- Unfortunately, the BCA received only one entry for the holiday decorating contest. Craig suggested that, for next year, the promotion of these activities could be improved, potentially by combining them into a single poster for better visibility.
- The BCA also participated in the Tree Lighting Ceremony, where Bucky was a popular highlight.

Hockey Day in Bridlewood

Craig proposed organizing a Hockey Day in Bridlewood and estimated \$300 for hot chocolate and other supplies. Lance confirmed that this expense would be covered by the Social Fund. Planning is underway with the assistance of rink coordinators, and the date is to be finalized. In past years, the president would visit various rinks and share hot chocolate and other treats.

Spring Sports Coordination

Craig confirmed that Kassandra will serve as the Spring Sports Coordinator for this year. While there was a slight decline in registration last year, Craig emphasized the importance of initiating a communications plan in early March to boost participation. Proposed ideas include coordinating marketing efforts with schools and promoting messages like “join with your friends.”

Following a discussion regarding whether the Spring Sports should be revenue neutral, Lance noted that Spring Sports has historically been a significant source of revenue for the BCA.

Review of Team Snap vs. Ramp

Craig opened a discussion on whether to continue using Team Snap or consider switching to Ramp as the platform for managing Spring Sports.

- Kassandra expressed support for Ramp, noting it is a Canadian company. However, she highlighted that Ramp’s subscription does not include coverage for credit card service fees, unlike Team Snap.
- To maintain consistency and keep costs under \$3,000, a motion was passed to renew the Team Snap subscription.

Motion approved by Craig, seconded by Erin, Erin called the vote and the motion was passed.

Other events and their leads were confirmed including **Easter Egg Hunt** (Sarah); **Food Drive** (Erin), **Kanata Wide Garage Sale** (Erin and Nagmani). Erin noted that it will likely need new signage; **Block Party** (Craig along with a small committee), **Bike Rally** (Deb to report back in Feb). There was some discussion about access to the previous planning related to the social activities. Erin confirmed that various directors should have access to folders. Maureen and Erin to confirm access.

Some other new events that were recommended in October included **Yoga/Salsa** (Erin and **Cultural event** (Nagmani) in August. Members agreed to raise at the next monthly meeting.

- *End of VP Social report* -

d) VP Development (Nagmani Sharma)

Nagmani presented two reports during the meeting. The first was a summary of the budget consultation, and the second was a summary report on Sprung structures. Both reports are attached as annex items for reference.

Erin shared that Councillor Hubley had reached out to the BCA to discuss potential redevelopment plans for Bluegrass Park. During their conversation, the Councillor proposed that the BCA consider sponsoring certain aspects of the park’s improvements. The proposed upgrades include resurfacing the tennis court to make it suitable for pickleball, resurfacing the

basketball court, and adding either a shade area or a practice area, which could be sponsored by the BCA.

Following this discussion, Erin spoke with the City of Ottawa's lead parks planner and received confirmation that all planned park improvements are part of the City's lifecycle management strategy and are not funded by developers, unlike projects in newer parts of the city. Erin also sought clarification about the implications of the proposed pickleball surface for the outdoor rink. Unfortunately, it was confirmed that the outdoor rink would need to be relocated if the tennis court is converted. The city plans to release details of the redevelopment on the **Engage Ottawa** platform, which will provide residents with an opportunity to offer feedback in collaboration with the BCA.

Lance expressed concerns about the state of Bluegrass Park, noting that it has been poorly managed and is two years behind schedule in terms of lifecycle maintenance. He also highlighted the difficulty of providing informed feedback without access to detailed plans. Additionally, members raised questions about policies regarding the proximity of pickleball courts to schools and residential areas.

The members agreed on the importance of encouraging all residents to share their thoughts on the proposed changes and improvements when the City publishes the redevelopment plan on **Engage Ottawa**.

Motion for the BCA to promote the proposed changes once it is posted on Engage Ottawa

Approved by Erin, seconded by Sarah Second, Erin called the vote and the motion was passed.

- End of VP Development report-

e) VP Finance (Lance Mitchell)

Lance requested to be moved higher in priority on the agenda. He emphasized that it is time to begin selling memberships and reminded the Board that all Directors members must renew their memberships. This is an action item for all Board members to complete. Erin noted that last year she had arranged an incentive program with Toyota (free detailing) to encourage people to purchase their BCA membership.

Approval of Financial Report

Lance table the monthly financial report. A **motion** was made to approve the monthly financial report. ***The motion was first moved by Lance and seconded by Erin.***

"Buy Local" Policy Proposal

Lance expressed his interest in developing a "Buy Local" policy. He referred to a similar initiative previously managed by the Bridlewood Business Network, which was run by past BCA executives to promote the support of local small businesses. Lance is exploring ideas, such as price matching, but is open to additional recommendations from the Board. While Lance

acknowledged that this may not fall within the VP Finance's mandate, Cassandra has some ideas and will share them with him.

The recommendation is that a formal proposal be presented at the February meeting for further discussion and/or endorsement.

Reimbursement Request

Erin submitted a request for repayment of a purchase she made for Vista Print, referencing Bylaw 3, Paragraph 8-5.

Motion to approve by Lance First, Seconded by Craig. Erin called the vote and the motion was passed.

- End of VP Finance Report -

f) Park Committee (Lance Mitchell)

Lance reported that he had met with several city staff, including Sara, the Manager of Eva James Community Centre. Sara mentioned that she was planning to initiate renovations, one of which includes converting the kitchen into an additional meeting room.

Lance also met with Ottawa Public Library (OPL) staff to discuss their long-term plans. OPL shared that they had identified over 1,000 areas for potential improvements, but only 29 of those made it onto their priority list. The library is considering a variety of services, including the introduction of library vending machines.

As the meeting concluded, Lance indicated that he would provide a follow-up report in February.

- End of Parks Committee report-

6. Additional Action Items from Previous Meeting

7. New Business

Lance raised some new business, document retention. (sec note: not enough time for discussion and will be brought to the February meeting along with Sponsorship committee)

8. Closing of Meeting

Motion to close meeting by Erin and Seconded by Craig, Erin called the vote and the motion was passed.

Time was 9:00 pm.

Respectfully Submitted,

*Maureen Dubiel
VP Communications*