



BRIDLEWOOD COMMUNITY ASSOCIATION  
MONTHLY MEETING

November 14, 2023

EXECUTIVE ATTENDEES: Erin Coffin, 1st Vice-President; Katherine Robertson-Parrott, 2nd Vice-President; Cathy Sceviour, Treasurer; Sarah Brownrigg, Secretary.

Total attendees: 14

Erin Coffin, 1st Vice-President, called the virtual meeting to order at 7:38 p.m. Quorum confirmed.

### APPROVAL OF MINUTES

Sarah Brownrigg moved that the minutes from the October 10, 2023 meeting be approved with the two corrections made as requested by Lance Mitchell. Lance Mitchell seconded the motion. Carried.

### COMMITTEE UPDATES

Katherine Robertson-Parrott advised that while there has been interest in providing support to various committees there continues to be committees that do not have a committee chair. She further noted that if no one steps forward to chair these committees some may go dormant for the time being. Maureen Dubiel noted she would be interested in participating in the Constitution Committee and would be willing to chair the Development Committee.

**DEVELOPMENT:** Erin Coffin moved that Maureen Dubiel chair the Development Committee and become a member of the Constitution Committee. Katherine Robertson-Parrott seconded the motion. Motion carried. Deb Sonogo offered to assist with the Development Committee.

**EXECUTIVE:** Katherine Robertson-Parrott shared that the President position is still vacant and the BCA Executive is still hoping to fill the role. She suggested heavily advertising the role and asking for nominations in the aims of having a vote take place at the January 2024 meeting to elect a President. Lance Mitchell advised that as per the constitution, a President needs to be appointed via Street Representatives. Katherine Robertson-Parrott questioned whether the constitution outlines what do to in the event there are no Street Representatives. Lance Mitchell noted this was not outlined in the constitution. Deb Sonogo queried whether the constitution precluded a special general meeting being called to elect a new President. Lance Mitchell advised there were certain conditions that were required to be met in order to do so (e.g., notice posted for 30 days prior to meeting, etc.)

Deb Sonogo motioned to elect a new President at a special meeting in January 2024. The motion failed due to a lack of a second. Deb Sonogo suggested that Erin Coffin be appointed as Acting President.



Katherine Robertson-Parrott motioned to appoint Erin Coffin to Acting President until such time that nominations are received and a vote is called to elect a President. Jim Humphries seconded and all were in favour. Motion passed.

**CONSTITUTION COMMITTEE:** Jim Humphries suggested the Constitution Committee, during their revision, include a section on the process for appointing individuals to the BCA Executive should a vacancy occur following the AGM. Deb Sonogo requested an update with respect to when the new constitution would be presented. Lance Mitchell informed attendees that the deadline for the bylaws to be revised to ensure compatibility with the provincial legislation is October 2024.

Deb Sonogo suggested the revised constitution be presented prior to the September 2024 AGM to ensure enough time for consultation and public comment. Erin Coffin indicated the Constitution Committee will review the timeline and will aim to call a Special Member's Meeting in June 2024.

Erin Coffin motioned for the Constitution Committee to provide a status update of the revised constitution at the January or February 2024 Monthly Meeting. Deb Sonogo seconded and all were in favour. Motion passed.

**RINK COMMITTEE:** Sarah Brownrigg reported that all the snowblowers had been serviced and are ready for the 2023-2024 rink season. She further noted she had met with Danny Lee and Rink Chair tasks would be divided between them as appropriate. At present an inventory of equipment has been completed. Danny Lee is currently attempting to arrange a bulk buy of shovels, given that during the inventory it was noted several were in poor repair. Sarah Brownrigg noted that Rink Operators were in place for all rinks, however, volunteers are being sought to support all rinks, and she invited anyone interested to contact the [pres@bridlewood.ca](mailto:pres@bridlewood.ca) account.

**SOCIAL COMMITTEE:** Erin Coffin advised Katherine Robertson-Parrott was successful in obtaining donations from local businesses to be offered as prizes for the Hallowe'en contests. These have all been delivered. Cathy Sceviour reported that Erin Coffin and Katherine Robertson-Parrott and their children laid a wreath on behalf of the BCA at the Kanata Remembrance Day Ceremony

## **BUDGET**

Cathy Sceviour presented the draft budget for the 2023-2024 year for the BCA. She advised there have been significant increases in the prices for equipment, rentals, etc. Erin Coffin noted the BCA Executive hoped to increase sponsorships of events and contests, as well as reduce costs where appropriate. Cathy Sceviour noted that the 2023 Block Party had gone significantly over budget. Deb Sonogo suggested inviting businesses to set up a table for \$100 at the Block Party as a means to increase income. Moreover, she suggested holding a Bike Chase as a low-cost family activity.



Cathy Sceviour motioned for the budget to be approved with the following changes made: 1) Reduce the Block Party allotment from \$15 000 to \$10 000 and 2) Direct the BCA Executive to attempt to decrease the deficit. Erin Coffin seconded, and all were in favour. Motion passed.

## **NEW BUSINESS**

Erin Coffin informed attendees that the City of Ottawa is currently threatening to cancel the Community Insurance Program. She noted the FCA-Federation of Citizens' Associations of Ottawa is involved in advocating for community associations in the region. Erin Coffin moved that BCA join the FCA-Federation of Citizens' Associations of Ottawa. Deb Sonogo seconded the motion. Carried.

Erin Coffin moved that the 3<sup>rd</sup> Kanata Scouts be provided with a \$500 honorarium for their volunteer work and support of the Bridlewood Rinks. Laura McKenzie seconded the motion. Carried.

## **ANNOUNCEMENTS AND UPCOMING EVENTS**

Erin Coffin advised that the BCA Executive has been contacted by the Ottawa Police Service with respect to car thefts in the region. OPS reports that there were 3 car thefts this weekend (2 in Bridlewood and 1 in Glen Cairn) and 8 attempted thefts. OPS has shared tips on safety and prevention and these will be circulated to membership and posted to social media. OPS also informed the BCA there was a substantial drug bust in the community but not details were available at this time.

Erin Coffin directed community members to the BCA Newsletter for information about the upcoming Tree Lightings in Bridlewood.

Erin Coffin noted that the 2023-2024 BCA Executive is working on arranging acknowledgement of service and tokens of appreciation for the 2022-2023 BCA Executive.

Martha Townshend Colford invited the community to the Glen Cairn United Church's 31<sup>st</sup> Annual Cookie Walk taking place online.

Sarah Brownrigg advised the Winter Social is booked for December 12, 2023 at Gabriel's starting at 7:00 pm and requested community members RSVP to the [social@bridlewood.ca](mailto:social@bridlewood.ca) account.

**NEXT MEETING** will be changed to a winter social (details noted above).

Erin Coffin moved to adjourn the meeting at 9:20pm, seconded by Sarah Brownrigg. Carried.

Respectfully Submitted,

Sarah Brownrigg