



DRAFT Minutes
Bridlewood Community Association
Eva James Memorial Community Centre
September 9, 2025

Board Members Present:

Executive Directors: Erin Coffin, President, Lance Mitchell, VP Finance, and Nagmani Sharma, VP Development

Neighbourhood Directors: Deb Sonego, Larissa Chambers, Vicky Cleary, Sarah Badeen, Alyssa Munaretto. Mo Saleh, and Dave Westbury

Ex-Officio Member: John Roach, Development Committee Chair

Board Members Absent: Craig Skjerpen, VP Social and Neighbourhood Directors Maureen Dubiel and Len Goosen

1. Call to Order

The meeting was called to order by the President and Chair at 7:10 pm.

2. Confirmation of Quorum

Quorum was established at 8:20 pm as per By-law #1, 2-18 Quorum of a Board Meeting, that being 3 Executive Directors plus and at least 51% of the total number of Directors with 10 out of 13 Board members being present.

3. Declaration of Conflict of Interest

No conflict of interest was reported by any of the Directors concerning any agenda items.

4. Approval of the Agenda

D. Sonego requested that the Tree Inventory Update be added to New Business which was agreed to by the Chair.

Moved by E. Coffin and seconded by V. Cleary

That the amended agenda be accepted

CARRIED

5. Approval of Minutes, May 13, June 10 and August 26, 2025

The Chair apologized for not providing the Board with the August 26, 2025 draft minutes prior to the Board meeting. She asked that this item be deferred to the next Board meeting to allow for the draft August minutes to be send to the Board members. The amended May



13, 2025 and June 10, 2025 draft minutes were sent to Board members via email prior to this meeting.

6. Reports

a) President

- i) The President asked if those present wished to forward any motions to the Annual Membership Meeting, October 14, 2025. None were provided.
- ii) The Chair informed the Board that the BCA By-laws do not require that the Board vote on a Director resignation, however, L. Mitchell, VP Finance, has asserted that in order for resignations to be official, it must be voted on by the Board as required by the Ontario Not-for-profit Corporations Act (ONCA) 2021 **although no reference was provided**. He stated that the BCA should follow all ONCA regulations and should call a vote on the previously received written resignations of Maureen Dubiel and Len Gossen from the BCA Board.

Following a Board discussion **and upon the request of L. Mitchell it was,**

Moved by E. Coffin and Seconded by D. Westbury

That the resignation of Maureen Dubiel on May 14, 2025 from the BCA Board and the VP Communications be officially accepted. **CARRIED**

Moved by E. Coffin and Seconded by S. Badeen

That the resignation of Len Gossen on September 9, 2025 from the BCA Board be officially accepted. **CARRIED**

E. Coffin informed those present at the meeting that she had previously sent an email to the Board indicating that for personal reasons, she needed to resign as President following the October 14, 2025 Annual Membership Meeting (AMM). **However, as she has been approached by many Board members who asked that she not resigned and that they would step up to assist with more of the tasks that she has been doing, if she remained as President. Subsequently she stated that she would no longer be resigning and will continue into the second year of her term.**

E. Coffin indicated that as 2 Board members have resigned and others have indicated that they may not be continuing following the October AMM, that having another Board member would assist with the work of the BCA Board. She reported that By-law #3, 1-10 allows the Board to fill Director vacancies following an AMM.

Moved by E. Coffin and seconded by Mo Saleh

That BCA member John Roach be added to the Board as a Neighbourhood Director.

**CARRIED**

iii) The document retention matter was not discussed due to time constraints.

b) VP Finance

L. Mitchell provided a fulsome report on the draft 2025 Financial Statements for the period ending August 31, 2025. Revenues were \$37,934.18 compared to the previous 2024 Financial Statements of \$48,593.54 for a difference of \$10,659.36 less in Revenue for this year partially due to a drop in memberships and Spring Sport registration.

He further reported that Expenses for the same period were \$35,958.79 compared to the previous 2024 Financial Statements of \$44,125.81, for a drop in Expenses of \$8,167.02.

This has resulted in a surplus of \$1,975.39. for the current period compared to the previous year's surplus of \$4,467.73.

Fund assets were reported as part of the Balance Sheet and are as follows:

- Operating Fund savings account \$ 25,322.09
- Park Fund savings account \$113,680.08
- Park Fund short term investments \$ 80,000.00

L. Mitchell referred Board members to Note 5 in the Financial Statements which indicated that the expense of 2 games/picnic tables to be installed in Bluegrass Park is unknown as the City of Ottawa has yet to inform the BCA of the amount. He reminded those present at the meeting that the BCA Board has authorized up to \$20,000 to be spend for the tables and that will be expended out of the Park Fund.

D. Sonogo stated that she had followed up with the Ontario Alcohol and Gaming Commission (formerly the Ontario Gaming Commission) and reported that they have no record of a license being issued to the BCA either under its name or its Ontario Corporation number and had no record of a commitment made by the BCA with regard to the Park Fund as outlined in Note 13. Further that licenses issued are for the life of the organization. However, the Kanata Bingo Hall is no longer in operation and their licensing would have ended with their wind up and with it, any obligation that may or may not have been made. It was agreed that no paper work exists due to a number of factors including destruction of historic documents and the length of time that has passed that would confirm the following comment contained in Note 13.

In 1992 the BCA was issued a number of Ontario bingo lottery licenses through the Kanata Bingo Hall. As part of the licensing process, the BCA promised the Ontario Gaming Commission that it would spend any net proceeds raised by the bingos only on capital assets or capital works installed in Bridlewood parks.

The VP Finance and former BCA Treasurer, B. Merkle confirmed that the Park Fund had originally been set up to pay for improvements to the Core Park, now known as Deevy



Pines Park. The VP Finance added that operating funds had also been placed into the fund and that previous BCA Boards had changed the fund to encompass all Bridlewood Parks.

Following a discussion of the Board it was,

Moved by D. Sonogo and seconded by E. Coffin
That Note 13 be amended to remove the following:

In 1992 the BCA was issued a number of Ontario bingo lottery licenses through the Kanata Bingo Hall. As part of the licensing process, the BCA promised the Ontario Gaming Commission that it would spend any net proceeds raised by the bingos only on capital assets or capital works installed in Bridlewood parks.

CARRIED

L. Mitchell moved acceptance of the Financial Statements for the year ending August 31, 2025. However, he had no seconder so the motion failed. Following a discussion of the Board it was,

Moved by D. Sonogo and seconded by S. Badeen
That the Financial Statements for the year ending August 31, 2025 as amended by the Board be accepted for presentation at the 2025 AMM.

CARRIED

L. Mitchell informed the Board that he had been requested by the former Board to do a review of previous financial records to determine the timing and amounts of any non-Bingo monies being put into the Park Fund. In the discussion that followed, Board members it was

Moved by E. Coffin and seconded by D. Westbury
That the review of historic financial documents undertaken by VP Finance L. Mitchell come to an end.

c) VP Social

As C. Skjerpen was unable to be present, no report was presented.

d) VP Development

N. Sharma brought the Board members' attention to the proposed change to the City of Ottawa's By-laws allowing for 3-storey housing in all neighbourhoods. He asked J. Roach to present his summation of the impact of the change. It was noted by those present that this falls into line with the city's plans to intensify neighbourhoods and to encourage more investment in housing due to shortages in the current market. As requested, the summary is appended to these minutes.

There was a discussion as to whether or not the BCA should support this by-law change but it was decided that given that community members have not been consulted that the BCA would provide members with J. Roach's summary via the BCA newsletter.



N. Sharma reported that the Blue Grass Park improvements have been made but that there is one bench on back order. L. Mitchell confirmed that the work has finished on the pickleball and basketball summer courts with the latter being the hockey rink in the winter.

E. Coffin informed the Board that Bridlewood Elementary School is pleased that a gaming table will be added and that it would be used by the students once installed.

N. Sharma ended his report by adding that Kanata South Councillor Hubley has not been forthcoming to his requests for updates on City of Ottawa matters that have the potential to affect the Bridlewood neighbourhood. **The President agreed to follow up with the Federation of Community Associations on the issue.**

7. New Business

Due to time constraints, D. Sonego was unable to provide an update on the Tree Inventory that she has been doing on behalf of the BCA with the Canadian Federation of University Women (CFUW) Kanata and Brooke Milsom, City of Ottawa Forest Management Branch, Public Works Department.

8. Closing of Meeting

Moved by E. Coffin and seconded by N. Sharma that the meeting end at 8:49 pm.



City of Ottawa Draft Bylaw: Allowing 3-Storey Housing in All Neighbourhoods

Background and Context

The City of Ottawa is overhauling its zoning rules to address a housing shortage and align with new provincial mandates. A draft new zoning bylaw – now in its final consultation phase as of late 2025 – proposes allowing 3-storey homes in essentially every neighbourhood of Ottawa. This means the maximum building height in low-rise residential zones would be increased to 11 metres citywide, up from current limits of about 8.5 metres (two storeys) in some areas. The change is part of a broader effort to promote “missing middle” housing (triplexes and fourplexes). The bylaw also aligns Ottawa with Ontario’s Bill 23 (2022), which mandates that municipalities allow at least three units on any serviced lot. Ottawa is going further, planning for fourplexes as well. The zoning overhaul supports Ottawa’s 2022 Official Plan and its provincial target of 151,000 new homes by 2031.

The Five Ws

WHO: Ottawa city staff and council (with direction from Mayor Sutcliffe and provincial mandates) drafted the bylaw. **WHAT:** It allows 3-storey, multi-unit homes (triplexes and fourplexes) everywhere, removes most parking minimums, and simplifies zoning rules. **WHEN:** Drafts released in 2023 and 2025; final council decision expected early 2026. **WHERE:** Applies citywide – inside and outside the Greenbelt – with few exceptions (heritage/flood areas). **WHY:** To meet housing targets, align with provincial law, combat housing shortages, and encourage gentle density.

Explain Like I’m 5

Imagine every house could add one more floor and let more families move in. Instead of just one family in a house, now three or four families could live there. The city is changing the rules so we can fit more people into the city without spreading out too far. It means taller houses (3 floors) are allowed everywhere, so more kids and families can find homes nearby.

Technical Details and Planning Implications

- Height limit: 11 m (3 storeys) across all residential zones.
- Unit count: Minimum 3 units per lot (per Bill 23), often 4 allowed (fourplex).
- Minimum lot sizes: 6 subzones (A–F) with different frontage/area requirements.
- Parking: Most minimums eliminated; no extra parking required for new units.
- Heritage: Must allow units even in heritage areas, but heritage rules on size/design remain.
- Transition rules: 25 m tower setbacks from low-rise zones, step-downs for mid-rise buildings.



Community Responses

Residents: Mixed – some support more housing, others worry about parking, traffic, and neighborhood character

Councillors: Supportive overall, though suburban reps raise infrastructure concerns.

Planners/Experts: Supportive, critical of earlier 2-storey caps, emphasize design guidelines.

Housing Advocates: Supportive, but urge affordability measures and anti-displacement policies.

Developers: Strongly supportive – say it improves project viability and reduces red tape.

Comparisons with Other Cities

- Toronto: Allows 4 units citywide (2023); piloting sixplexes (2025).
- Vancouver: Allows 6 units per lot (8 if rental) since 2023.
- Edmonton: New zoning (2024) allows 6–8 units per lot, 3 storeys, citywide.
- Ottawa: Slightly more cautious (3 storeys, 3–4 units), but aligned with national trend.
- Other cities (Kitchener, London, Halifax) also moving to 4 units per lot with federal funding incentives.

Summary Table

Feature | Provision

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Building Height | 11 m (3 storeys) in all neighbourhood zones

Dwelling Units | 3 units by right (Bill 23); 4 units in many cases

Zones Affected | All neighbourhood zones citywide (N1–N4)

Lot Sizes | Subzones A–F with varying widths/areas

Parking | Most minimums eliminated; max near transit

Heritage Rules | Units allowed, heritage size/design protections remain

Transition Rules | 25 m tower setbacks; step-downs for mid-rise