



Westboro Village Business Improvement Area

Board of Management Meeting

June 28th, 2018 at 8:00 a.m.

261A Richmond Road, Ottawa

MINUTES

PRESENT: Dan Hwang (Board Chair), Rick Morris (Acting Treasurer), Councilor Jeff Leiper, Fiona Mitchell, Steve Harding, Molly Van Der Schee, Michelle Groulx (BIA Executive Director & Board Secretary), Darren Prashad, MaryAnne Petrella.

ABSENT REGRETS: Bill Bourk (Vice Chairman) & Richard Bown

1. Call to Order

Meeting called to order at 8:08am by Dan Hwang

2. Approval of Agenda

Motion/Dan; Seconded/ Darren (Carried)

3. Approval of Minutes from May 31st, 2018

Motion/Dan; seconded Rick (Carried)

4. Advisement re Pecuniary Interest or Conflict of Interest

No pecuniary interest identified.

5. Treasurer's Report

- The 2017 audit drafts requested from city of Ottawa were received at end of day on June 27, but not reviewed for BoM meeting.
- Regarding Operating Status Report 2018 - The corrections requested from the city have been completed with one exception. Rick had asked that the city show a surplus of \$10k (as presented to members at the AGM). Instead a contingency was added to include a section titled "provision for unforeseen" to stand-in for the surplus.
- Office improvement expenditures reported in the statement are accurate at 94% of allocated budget.
- A donation of \$5k made to Dovercourt Community Centre with the approval of council has been accounted for in the May 2018 statement.

- Spring Festival and marketing budget is beginning to incur costs due to lead-in to Fuse Street Festival 2018. Board of management are aware that expenditures from this budget are expected to increase through July and August.
 - Board member Steve Harding requested further clarification at this point on the BIA's total budget versus that spent on FUSE. ED Michelle explains budget of \$110k is intended to be spread over multiple events. Due to the absence of an executive director at the time of budget approval in January no proper allocation could be decided. As a result, the total actual FUSE festival event budget more closely resembles \$70k. Next year, the BIA's event budget will have the supervision of ED and contain a more detailed breakdown.
- Graffiti removal expenditures to date represent 42% of annual budget. Michelle mentioned the City of Ottawa option to be discussed in agenda (later in Minutes).
- Reserve Balance / Balance sheet: Rick's end of year budget projection predicts a surplus of \$10k along with an accumulated surplus of \$60k (including previous years). Most of this most recent surplus is attributable to the 2-month vacancy of the position of Executive Director. The surplus budget allocation to pay down long-term debt will be put to a Board vote in a future meeting.

6. Councillor's Report

- Development to go ahead on 6 story building approved for Roosevelt, despite ongoing objections from neighbouring residents.
- Issues surrounding closed sidewalk on McRae have been addressed with a temporary cross walk in front of Farm Boy. The permanent status of cross walk has been approved.
- Closure on Scott street to come due to construction. Scott bike lane to be affected.
- Ashcroft's application to demolish convent heritage site to be reviewed by council. Ashcroft is proposing a 9-story building that could preserve more of convent. Traffic entry and exit (off Shannon) for proposal still under discussion.
- Pedestrian improvements to begin on the intersection of Richmond/Churchill. Total estimated time of construction to be determined.

- OC Transpo Bus Route 11 has changed. Impact on seniors is an ongoing concern for Councillor Leiper.
- With reference to the above updates, Rick adds that developers are required to seek site plan approval from city. During the approval process suggestions for changes to the site plan are invited from outside parties prior to the beginning of construction. The onus and expense for said changes made during the approval process fall to the developer rather than to the city. The Westboro Village BIA should monitor current and upcoming site developments for opportunities to suggest improvements to the streetscape.
- Recent reports show a rise in area break-and-enters. A community police workshop on merchant safety was proposed by Fiona. Community police officer Jeff Kostuch at Bayshore recommended, contact info to be provided via Fiona.
- Other concerns over illegal activity include the arrival of a marijuana dispensary within the neighborhood. Any further concerns with their operations to be directed to By-Law or OPS.

7. Task Force Update

a. Street Beautification (Michelle)

Update on proposed mural at McRae and Richmond:

Artist Tara Tosh Kennedy has submitted concept art along with an estimate of \$2k (including a 5yr maintenance contract with artist). Motion to approve concept and quote approved by the Board by vote.

8. Old Business

Shore-Tanner Update: Trial date is set for July 11th. Mary Thorne has submitted an affidavit and may be subpoenaed in the upcoming week. No further charges are expected to come to BIA for legal fees from Mary.

9. New Business (Michelle)

a. Graffiti Removal Contract Review

Michelle met with city of Ottawa graffiti removal services to discuss potential BIA contract (similar offers have been made by the city to other BIAs), but no quote or SLA has been received yet. Investigation into the actual cost savings ongoing.

b. Date for August Board Meeting

Motion put forward and passed for the BIA office to be closed from August 27th to the 31st, 2018. August BoM meeting rescheduled for September 6th, 2018.

10. Adjournment

Meeting adjourned at 9:04 am. Motion to adjourn, Dan Hwang; Seconded by Steve Harding.

Next Board meeting is a strategic planning meeting on September 6th, 2018 at WVBIA Office