



Westboro Village Business Improvement Area

Board of Management Meeting

May 31st, 2018 at 8:00 a.m.

261A Richmond Road, Ottawa

MINUTES

PRESENT: Dan Hwang (Board Chair), Bill Bourk (Vice Chairman), Rick Morris (Acting Treasurer), Councillor Jeff Leiper, Fiona Mitchell, Richard Bown, Steve Harding, Molly Van Der Schee, Michelle Groulx (BIA Executive Director & Board Secretary), Darren Prashad

1. Photo for Kitchissippi Times

2. Call to Order

The meeting was called to order at 8:07am by Dan Hwang

3. Approval of Agenda

Motion/Dan; Seconded/ Richard (Carried)

4. Approval of Minutes from April 26th, 2018

Motion/Dan; seconded Rick (Carried)

5. Advisement re Pecuniary Interest or Conflict of Interest

There was no pecuniary interest.

6. Treasurer's Report

City is still not showing 10k surplus passed in the 2018 budget. Rick and Anum met with city accountants May 14th. Rick provided an email from the city showing that the appropriate changes would be forthcoming (projected end of May).

Audited statements are expected from the city at the end of June, making it possible to have a smaller all members meeting mid-year allowing members

to vote on budget before the end of the fiscal year, and free up time at the AGM to address governance, and board election.

7. Councillor's Report

- Domicile and Councilor Leiper are in talks about reducing height of new development on Roosevelt by one story.
- Scott and McRae development (facing Farmboy) has been approved
- Bridgeport closed part of sidewalk across from construction on McRae causing illegal pedestrian crossing. Truck traffic is extensive, possibly dangerous; and road was closed without consultation. A temporary mid-block crossing will be added to address the safety concerns.
- Ashcroft has made a residential and commercial proposal for the Convent site. Proposal diminishes demolition of Convent, and joins with building behind. Proposal also includes the adding of an amenity floor. New zoning would be required for proposal to move forward.
- Pedestrian improvements at the corner of Churchill and Richmond will start in June and are predicted to be complete by Aug 18 – 19 (FUSE Street Festival)

8. Task Force Update

a. Street Beautification (Michelle)

- City has approved the placement of a planter on the North side of the intersection of Berkely and Richmond. It is part of the traffic calming budget to reduce illegal parking. The planter will not reduce current parking. The Westboro Village BIA will be responsible for maintaining flowers.
- Mural approved for hydro barrier at McRae and Richmond, artist Drew Mosely currently suggested.
 - Sketch to be approved by council. Issue brought forward concerning lack of diversity in mural artists by Councillor Leiper. Origin Arts and Community Centre (Hintonburg) we suggested for investigation by Jeff, and the mural artist who

completed Dovercourt mural was mentioned by Michelle (Tara Tosh Kennedy). More quotes will be sought from broader sources.

- Hanging flower baskets to be hung Monday – Tuesday (4-5 June). Monday Wednesday and Friday to be the ongoing watering schedule
- Bench and Bin approved on McRae, proposed planter is awaiting approval. Bench may have to wait due to construction concerns.
- Winston Square is fully active and furnished, including umbrella requested in previous meeting.

9. Old Business

Shore-Tanner Update: Awaiting trial date after Shore-Tanner refused WVBI settlement offer. Mary Thorne has met with Rick Morris at Hooper Litigation to review her recollections of her dealings with Shore-Tanner. During this meeting Mary asked for a letter of reference from the WVBI board. It is unclear if Mary Thorne will be subpoenaed for a future trial date, though Shore-Tanner's team has suggested the possibility via email.

10. Governance (Michelle)

a. Presentation on Board Elections from City of Ottawa

The process for board elections was presented, presented information can be found in the attached slideshow. Board has been apprised of election/nomination process including the imperative to resign at the end of their term.

Board terms to end November 30th and board elections to take place in early January. Dan Hwang and Rick Morris have volunteered to be on election committee.

b. Setting Date for AGM

A mid-year General Meeting has been suggested to raise awareness about the board election, new processes, and to gain/inform more board candidates.

September suggested for mid-year General meeting, actual date TBD with early January decided for Annual General Meeting.

c. Missing Policy in Procedures & By-laws

Only missing policy in Procedures & By-Laws is section concerning *sale of land*. The BIA does not sell land, resolving said issue.

d. Conflict of Interest and Minutes

Conflicts of interest and concerns over transparency will be addressed through the posting of board meeting minutes on website, with the BIA to fill in gaps with backdated minutes.

e. Code of Conduct

The code of conduct will be shown to be adhered to by board and BIA also by posting minutes to site, ensuring transparency into BIA sourcing procedures etc.

11. Adjournment

Meeting adjourned at 9:03am. motion to adjourn, Rick Morris; Seconded by Steve Harding.

Next Board meeting on June 28th, 2018 at WVBIA Office