



Westboro Village Business Improvement Area

Board of Management Meeting

Oct 25th, 2018 at 8:00 a.m.

261A Richmond Road, Ottawa, ON

MINUTES

PRESENT: Dan Hwang (Board Chair), Bill Bourk (Vice Chairman), Rick Morris (Acting Treasurer), MaryAnne Petrella, Fiona Mitchell, Richard Bown, Molly Van Der Schee, Michelle Groulx, Darren Prashad, Steve Harding (joined via phone)

Regrets: Councillor Jeff Leiper

1. Call to Order

The meeting was called to order at 8:05 am by Board Chair Dan Hwang

2. Approval of Agenda

Motion by Rick Morris; Seconded by Bill Bourk (Approved)

3. Approval of Minutes from September 26th Board Meeting

Motion to approve minutes with amendment provided by MaryAnne regarding organizing an event during “Buy Canadian” week in June - moved by Rick; Seconded by MaryAnne (Approved)

4. Advisement re Pecuniary Interest or Conflict of Interest

There was no pecuniary interest.

5. Treasurer’s Report

- City provided financial report as of September 30th. BIA’s internal tracking shows YTD financials details up to October 16.
- Tracking 73% for compensation, 68% for overall administration expenses.
- Tracking 84% for advertising promotion and event. All Fuse expenses have been accounted for and \$21,136 is left in promotion event budget, which will be used for Wickedly Westboro and Light Up the Village events.

- This general marketing budget line item will have an additional \$2,000 added for the LUXE magazine double page spread expense. BIA anticipates spending under \$20,000 for the remainder of the year.
- Tracking 71% for Promenade Maintenance, it is anticipated that we will be over budget for Graffiti removal by year end.
- BIA's revenue report provided by City was distributed to attendees. This report shows BIA's revenue until end of September on monthly basis.
- Board treasurer, Rick Morris brought everyone's attention to Supplementary Assessment, Remissions and Vacancy Rebate. City staff was contacted to find out if they expect more Supplementary Assessment entries for the remainder of the year, they were unable to provide any information. \$1,000 was budgeted for this line item but we received more, which means more revenue for BIA.
- Remission is unusually low as compared to previous years. We have received a document from City that shows Remission and Vacancy Rebate record for last 8 years, but it shows no pattern. City anticipate no further Remissions.
- City is phasing out to cancel Vacancy Rebate program.
- Board Treasurer, Rick Morris communicated his plan to propose budgeting \$1,000 for Supplementary Assessment, \$1,000 for Vacancy Rebate, and \$7,500 for Remissions in 2019 budget, after a careful discussion with City staff.
- Due to more revenue from Supplementary Assessment and reduced expenditures we are anticipating \$30,000 surplus in 2018. After a review of November financials, we may be able to pay \$15,000 instead of \$10,000 towards debt repayment.
- City expects to know our decision the first week of December to have enough time to process the debt repayment. They committed to provide November financial report by December 5th to make the final decision with Board Approval (via email)
- BIA to communicate debt repayment amount to City by December 7th after a review of November YTD financials and Board approval.

6. Councillor's Report

Councillor Jeff Leiper sends his regrets for the meeting. Councillor's Assistant Fiona Mitchell offered to answer any questions regarding Kitchissippi ward.

- Question: Rick Morris asked if Trinity development group has been in discussion with City's planning department about their recent purchase of 323 and 319 Richmond road.
- Answer: No discussion with City about the Richmond/Churchill location
- Trinity Development received approval for development at 900 Albert. They are also planning development on Gladstone and Loretta Avenue. Proposal shows 2 towers about 40 and 35 stories with low-rise rehab of the heritage building of EBA (Enriched Bread Artist). Paper work has been received. City is currently in discussion with Hintonburg residents.

- Rendering of the Heritage gas station located on Island Park by Trinity Development is expected.

7. Task Force Update

a. Street Beautification (Michelle)

- Following up last board meeting, BIA has bought 250 Tulips from Tulip Festival to become an Official Friendship Garden of the Tulip Festival. Tulips will be planted at Westboro Station Richmond/Golden corner. Approval has been obtained from Westboro Station Condo Board through Bill Bourk
- BIA plans to spread it to rest of Westboro next year. Future planning includes creating another friendship garden at Island Park.
- BIA offered the city a spare planter for controlling parking issue at Berkeley Avenue.
- Planning and budgeting for 2019 includes invite school and people from community to plant tulips or flowers in planters and Winston Square.
- MaryAnne suggested that BIA budget for the replacement of Westboro Village street banners, Fiona to find out if city imposes a size limit on the banners on utility poles.
- Community Association has funds available for a bell at senior center, BIA consider supporting them in the installation by budgeting some funds in 2019.

8. New Business (Michelle)

- Calendar for board meeting 2019 has been provided to board members who will join the board for next term.
- So far one application from Rick Eisert, Royal Lepage has been received
- Sheba Schmidt, a former board member expressed her interest in board position
- Mary Anne mentioned that Alterna has program to support their employees who want to volunteer. It was recommended reach out to Alterna staff to participate in BIA board election.

Motion to adjourn the meeting

Moved by Rick Morris; Seconded by Richard Bown (Meeting Adjourned at 8:38 am)