



Westboro Village Business Improvement Area

Board of Management Meeting

March 18th at 4:30 p.m.

Zoom Meeting ID: 837 8047 9163

MINUTES

In attendance: Alan Whitten, Erin Crowell, Rick Eisert, Fiona Mitchell, Molly van der Schee, Judy Lincoln, Sharon Bosley

Regrets: Sheba Schmidt, Jeff Leiper, Tara Hamilton

Call to Order: 4:44 PM

Approval of Agenda was motioned by Alan Whitten, seconded by Erin Crowell. No opposed the motion was carried.

Approval of the February 18th, 2020 Meeting Minutes was motioned by Erin Crowell, seconded by Molly van der Schee. No opposed the motion was carried.

Advisement re: Pecuniary Interest or Conflict of Interest: None

Treasurer's Report by Alan Whitten

Financial picture is straight forward. We are spending more at the approved rate. Ratios are in line and the variances are not significant. There is some remission news Judy can share with the board.

Judy L shared there was a large remission in January for \$12,000. The BIA received the final year end numbers for 2020 and there was \$37,000 of remissions booked in. This was a surprise; the BIA has never had remission this large. I asked the City to explain, and Judy L read their response to the Board:

“The revenue department books accruals on remissions if there are any open appeals at year end as it would pertain to that year. The \$12K you see in January is 2 of the 3 properties that have settled and is the actual amount. Since it was accrued for in 2020, they will reverse the accrual in Q2 of 2021 which will offset the actual amount that was posted in 2021. There have been no class changes to residential so the property would



still be included in Westboro BIA, it could have been a change of assessment but the actual amounts would be reflected in the tax system going forward."

Essentially, the auditors want the City to begin to accrue remissions for people who are arguing about their property values. For the BIA, there is no way to predict the remissions because it all depends on who disagrees with their property values.

Judy L also provided an update on the Small Business Tax Class. The Mayor did put out a request to City staff to re-evaluate the Small Business Tax Class and they are supposed to be reporting back at the next City of Ottawa council meeting April 14th. The ability to create this new tax class was passed by the province last year.

Councillor's Report: No official report. Fiona Mitchell provided relevant information to the BIA from Councillor's Office.

A new development is coming at 399 Winston Ave proposing commercial at grade. The zoning bylaw amendment they need is to fulfill the glazing requirement. Which means it has less windows than what is zoned.

Dave Neil has asked if Jeff Leiper could stop by his store the Piggy Market. His concerns about the development are to ensure nothing inhibits the already established delivery access for the Piggy Market. The BIA would also include the Legion and the Barley Mow require this delivery access as well. There is nothing in the plan to provide right of access for the deliveries.

Fiona M. response was the proposal right talks to expanding Winston Square and to understand those loading requirements would be useful. Fiona will set up a call between Dave N and Jeff L if the BIA could send her a formal meeting request.

There is also the bus stop relocation. Fiona offered to take any questions back to Tom Pechloff as it is his file.

Judy L. provided the bus stop information to the board so they could ask questions.

- There will be upcoming construction to relocate a bus stop from in front of The Works further east closer to MEC
- There will be a temporary loss of the parking spots while a new bulb out is built for the new stop location, but overall there will be no loss of the parking spots.
- This should allow all of the restaurants to have parking spot patios if they choose.

Council approved 2am close time for right of way (ROW) patios. There is no final number of ROW patios as businesses can still apply.

No recent activity for the Churchill and Richmond development.



The Tubman development has been quiet. No updates to provide.

Executive Director's Report by Judy Lincoln

Women in Westboro

- We had a successful virtual event for International Women's Day. We received good feedback and many attendees requested future opportunities for women in business to network together, and we are running through some options of how that could work.

Street Maintenance Contract

- We have received two bids for the street maintenance contract for the summer season for two years. One from Lafleur and the other from Prodigy. The pricing is very competitive with each other, with Prodigy coming in slightly lower. However, on review we have some concerns with how they are spacing out the watering, and the potential for increased water costs based on their schedule and "on demand watering" additional fees.
- 2020 was our first year with Lafleur and we found them to be very easy to work with and open to conversations and adaptations as the year progressed through COVID. They are the same firm used by Wellington West.
- Our recommendation is to go with Lafleur.
The Board agreed to move forward with Lafleur.

RestoHST

- It was launched by Vanier BIA earlier this week, and is getting good media coverage. We sent it directly to our restaurant members and have not received any feedback about it.

Video Project

- Through additional funding from Invest Ottawa we will have 17 individual business videos that we will be finished mid-week next week.
- We will load them onto our Youtube channel and embed on the business listings in the directory.

Shop the Village

- We are planning a virtual event May 1-24th, with different themes each week, and a weekly prize, with the primary focus on retail
- We want to look at using Facebook or Instagram live as a new tool for outreach
- We will examine the best way to work with social media influencers and if we can work with one weekly.
- Preliminary plan sent to Whiskeyjack media to ensure the social media plan to be executable.

Patios & Street Closure



- ROW patios were scheduled to open April 1st, this morning the mayor tweeted out they could open immediately. We know of one who is putting those plans in motion today and expects to be open in the ROW shortly.
- The City has allowed ROW patios to stay open till 2am. Jeff L has concerns about that and reached out to both Dennis from Wellington West BIA and Judy L.
- The Westboro BIA only has 2 ROW patios to date but under the current COVID zoning, we would have to be in Green Zone for the patios to stay open that late. If we get to this zone, there can be conversations with these restaurants about the neighbourhood concerns.
- Changes in the city plans this year for ROW patios, means if restaurants are interested in closing the street it must be done through the BIA.
- We had no requests from businesses last year, and did not include it in the planning or budgeting for this fiscal year
- We have now heard from one of the restaurants between Churchill and Roosevelt with questions about how it could be done. I have asked him to let me know what they are thinking, such a frequency or timing, and how many of his neighbours he has spoken with so we can arrange a call with the restaurants and find out from the city staff what they would be looking to us to do for safety to close the street and what options are.
- We are waiting to hear back from them and wanted to provide you with a heads up.

Molly van der Schee asks if any of the board members had thoughts on street closures. Overall, the response from the board was favourable to support the member restaurants in this endeavour.

Ottawa Board of Trade (OBOT) & OCOBIA letter sent to the Premier

- It was written by Sueling Ching from OBOT and signed by them, RGA and Mark Kaluski on behalf of OCOBIA. The timeline was quite fast, and we were provided a copy just after it was sent. Judy L will distribute it to members after the meeting. It is asking for considerations to made on restrictions based on square footage not standard numbers.

Send Third Party Information to Members

- Would the board want us to run any of these by the board prior to sending? We get many unsolicited requests, but some are timelier, such as Canatrace (from OCOBIA) or Get It Local (from a BIA marketing firm).
The Board feels if the products and services are relevant then it is ok to circulate.

New Tenants Coming

- 291 Richmond Rd most likely retail we are waiting on an introduction from the landlord
- 261 Richmond Rd will be the first cannabis retailer in the BIA. We knew a cannabis retailer would be opening we now have more details



Street maintenance Update

- All the wreaths are removed
- All the holidays lights are removed for the season
- The BIA office received many compliments about the lights at the courtyard and Winston Square over the season.

Motion to Adjourn the meeting was motioned by Alan Whitten seconded by Erin Crowell.
Carried.

The meeting adjourned at 5:21 PM.