

Westboro Village Business Improvement Area

2021 ANNUAL GENERAL MEETING

JANUARY 12, 2022, 8:00 AM

Zoom Meeting ID: 873 7709 9655



## MINUTES

**In Attendance:** Alan Whitten; Treasurer (Huntington Properties), Jeff Leiper; Director (City Councillor), Judy Lincoln; Secretary (Executive Director, WVBIA), Molly van der Schee; Chair (The Village Quire Inc), Rick Eisert; Vice Chair (Royal LePage Team Realty), Rick Morris (Domicile), Sheba Schmidt; Director (West End Kids), Tara Beechey (Staff, WVBIA), Anna Barone (Victory Strength), Stephany Chevalier-Crockett (Councillor Leiper's office), Stephen Kingan (Frontline Credit Union), Tahera Mufti (Blackiron Agency), Ryan Purvis (Unplugged Cannabis Co.), Sandra Rief (Back on Track), Tara Hamilton (Falljaven)

**Guests:** Jake Naylor (Whiskeyjack Media)

### Call to Order 8:05AM

#### Motion to Approve the Agenda

First Sheba Schmidt, Second Kerstin Betts – 9 votes for 0 votes against, 1 abstain, the vote was carried.

#### Motion to Approve Meeting Minutes of 2020 AGM

First Alan Whitten, Second Tara Hamilton – 9 votes for 0 against, 1 abstain, the vote was carried.

#### Motion to Approve updated governance documents

First Sheba Schmidt, Second Tara Hamilton – 10 votes for 0 against, 1 abstain, the vote was carried.

### Chair's Report – Molly van der Schee

January 12, 2022

AGM 2021 - Chair Report by Molly van der Schee

Hello Everyone!

Welcome and thank you to everyone joining us, virtually, for our 2021 Annual General Meeting of the Westboro Village Business Improvement Area.

While many of us had hoped we wouldn't be in what feels like the same position as one year ago, we find ourselves faced with restrictions of businesses and lockdowns of schools and activities. The past 12 months have seen this community ride the waves of hope and doubt and yet we continue to reach out to one another for support. Our BIA office is made up of two people and I'd like to thank Judy Lincoln and Tara Beechey for all their hard work in threading our retailers, restaurants, service providers and community

## Westboro Village Business Improvement Area

### 2021 ANNUAL GENERAL MEETING

JANUARY 12, 2022, 8:00 AM

Zoom Meeting ID: 873 7709 9655



associations together. It is no easy job but their successes are many and I will highlight a few of those here.

#### I Work In Westboro

As a thank you for shopping locally, our BIA implemented a promotion exclusive to staff and businesses who work and reside in our area. We have a growing list of Westboro businesses who are providing discounts and offers and you can now visit 34 different businesses to receive your offer.

#### Behind the Businesses

As of today, twelve businesses have participated in Behind The Business, a special blog series put out by the BIA. This is an insider's look at Westboro businesses and their owners. You can find this feature on the Westboro Village website.

#### Patio Promotion

With the pandemic raging on, it comes as no surprise that we would be working hard to promote our restaurants. Twenty-eight patio promotions were developed over the year. With restrictions and lockdowns, the office did a fantastic job of promotion our local patios.

#### Kitchissippi Times

We continued our relationship with our local community paper, The Kitchissippi Times. We advertised the services and businesses in our BIA. This paper has served local readers for more than 17 years, providing a valuable community service that keeps people informed. We have a strong and committed relationship with KT.

Westboro Village is set to see tremendous growth in the next few years - growth that will see an increase in foot traffic to our businesses and an increase in the number of businesses - an opportunity for residents and the business community alike. I hope we can continue to work towards leveraging this growth so that we all benefit.

It has been another year for the record books and I hope as we finally turn the page in the coming months and the global pandemic comes to a stop and we find ourselves on the other side, I believe our community will be stronger than ever.

Thank you, Molly van der Schee Chair, Westboro Village

#### **Treasurer's Report – January 12th, 2022 – Westboro BIA AGM**

The 2021 financial results have not yet been audited, however, have been reviewed in detail by City of Ottawa accounting staff in preparation for the annual audit. The audit is generally

Westboro Village Business Improvement Area

2021 ANNUAL GENERAL MEETING

JANUARY 12, 2022, 8:00 AM

Zoom Meeting ID: 873 7709 9655



completed during the summer and presented to members in the fall. The numbers below are projected and are expected to be finalized in coming weeks.

**Revenues**

- 2021 operating surplus approximately \$16,000.
- Total Revenues \$335,676, a variance of \$65,595 under budget primarily due to Remissions.
- Remissions over budget
- Other Revenue of approximately \$27,948

**Expenses**

- The BIA expenses were \$319,747, approximately \$81,524 less than budget.
- Material Variances:
  - o Promotion: \$35,042 lower for the year
  - o Administration \$30,840 under budget

Respectfully submitted,  
Alan Whitten  
Westboro BIA Treasurer

Judy provided additional comments regarding the 2021 financials:

The remissions were a surprise. We received a large remission at the end of the year. They are unpredictable. We have been advised we will be receiving a supplementary amount in 2022 as a new property transitions from construction to occupied in 2021. I anticipate there will be higher remissions going forward as property assessment with paused during COVID and now they are restarting. There will be some owners who will disagree with the new assessed value. If they appeal successfully, we will see remissions.

Alan W offered there is a policy of how to budget for remissions and the numbers change annually.

Judy L explained. A 5-year rolling average is used to pay for remissions however this year there was a \$40,000 remissions credit when this budget was approved by the board in November. The actual amount went from a credit of \$40,000 to a bill of \$60,000 by fiscal year end. This has skewed the numbers for this year's budget. This will get caught up next year when using the 5-year rolling average.

Alan W advised having a surplus is a benefit when having to cover unexpected expenses.

Judy L shared the year is finishing the year with \$240,000 in the reserve fund.

Questions regarding 2021:

Rick M: It does not make sense the BIA is given this information in December two years in a row. Appeals, occur through out the year. Why is the city waiting to the last minute to tabulate what has happened over the last 12 months? This process is problematic.

Westboro Village Business Improvement Area

2021 ANNUAL GENERAL MEETING

JANUARY 12, 2022, 8:00 AM

Zoom Meeting ID: 873 7709 9655



Judy L: We should also be aware the new program the Province is offering on COVID relief with tax rebates. The BIA may see remissions related to this rebate program. Having the numbers in September would be beneficial going into budget planning.

Alan W: suggested flagging with OCOBIA.

Rick M: does not think getting the information in September is good enough as it effects current year operations.

Jeff L: Questioned why are they telling you they cannot give you monthly or quarterly remissions information?

Judy L: They have not said they can't, however two years in a row large remission have shown up on December 31<sup>st</sup>, \$27,000 in 2020 and \$60,000 in 2021.

Jeff L: will be notifying Joseph and Wendy and most likely the Mayor's office to see what improvement can be made.

Rick M: Is it clear if the BIA must pay back the wage subsidy? Should it be shown as a liability instead of a revenue?

Judy L : A large number of the BIAs applied and got the wage subsidy. We don't have a huge amount on the books. The auditors are saying we shouldn't have collected it however the BIAs are saying CRA gave it to us when the accountant applied. CRA believes we received the money so BIAs must qualify. Christine Leadman is leading the inquiry asking CRA to determine if BIA do qualify as they will not take it up the chain to the minister and deputy minister to make an official statement. Judy advised the plan is to leave the amount given in 2020 and 2021, aprox \$30,000 total in the reserve until there is a written resolution.

Rick M: response most likely the auditors will not provide a clean report for 2021 budget until this situation is resolved.

Alan W asked if there is an issue with other BIAs across Ontario and suggested inquiring with OBIAA.

Motion to Approve the Audited 2020 Financial Statement

First Kerstin Betts, Second Rick Eisert – 10 votes for 0 against, 2 abstain, the vote was carried.

**Presentation of the 2022 Strategic Plan and 2022 Operating Budget by Judy Lincoln & Alan Whitten**

The proposed budget and work plan were distributed prior to the meeting. Judy L presented the information along with:

Westboro Village Business Improvement Area

2021 ANNUAL GENERAL MEETING

JANUARY 12, 2022, 8:00 AM

Zoom Meeting ID: 873 7709 9655



Current demographic data of the BIA's 293 Commercial Spaces

Services- 63% Shop – 22% Dine- 13%	Local – 183 Nation Wide – 27 Province wide – 1 North American – 3 International - 23	Occupied – 86% Vacant- 12% Under Development – 2%
--	--	---

- 19 approved or proposed construction projects along our BIA corridor (Richmond & Scott)
- Estimated 2826 new residential units and over 4200 new residents

Questions:

Tahera M: Is there a contingency plan if the proposed plans cannot proceed because of COVID restrictions?

Judy L - In the budget there is \$10,000 for quarterly activations and \$20,000 for the summer. What we have heard from Ottawa Public Health is events must be scalable and controllable. Citing examples of how the BIA navigated in 2021 by transforming Shop the Village from a sidewalk sale into an online celebration of businesses and promotion, Wickedly Westboro offer trick or treat stations along Richmond instead of trick or treat in the businesses and multi activations along the street over the entire summer instead of a one time invest of over \$100,000 into one event.

Rick M: I have concerns about the proposed remissions for 2022 being only \$4000. I would recommend adding \$20,000 to remission budget line.

Motion to approve the Westboro Village BIA 2022 Operating Budget with the amendment of adding \$20,000 to the remissions budget line and adding \$20,000 general taxes levy

First Rick Eisert, Second Rick Morris – 9 votes for 0 against, 2 abstain, the vote was carried.

Rick M asked Jeff Leiper is it better to try for an expansion of Scott St. before all the development occurs or after?

Westboro Village Business Improvement Area

2021 ANNUAL GENERAL MEETING

JANUARY 12, 2022, 8:00 AM

Zoom Meeting ID: 873 7709 9655



Jeff L said In the previous expansion, if you recall the push back there was from the Alterna building. Work that the Wellington West BIA did to include Scott St. before there is a lot of development was well done and there was virtually no push back from council for their expansion plans.

**Motion to Adjourn 9:19 AM**

First Alan Whitten, Second Rick Eisert – 10 votes for 0 against, 1 abstain, the vote was carried.