



**Westboro Village Business Improvement Area
Board of Directors Meeting
Thursday, April 26th, 2018**

MINUTES

Meeting was held at Domicile located at 1-391 Richmond Road due to renovations at BIA office

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

Regrets: None

1. Guest Speaker: John Rapp

John Rapp attended meeting as a guest before the meeting was called to order.

- Dovercourt is not just a recreational facility but it's a community development organization which runs on the government grants and charitable work.
- Dovercourt's accessibility policy is "yes" to any disability.
- Staff of 400 between the ages of 14 and 18 is employed.
- Building is owned by City and challenge they face currently is the expansion of the building. Minimum wage increase in 2018 has caused \$270,000 which effected their ability to continue construction.
- John looks forward to the partnership with BIA.

2.Call to Order

The meeting was called to order at 8:13am

3.Approval of Agenda

Motion/Dan; Seconded/MaryAnne (Carried)

4.Approval of Minutes from March 29th, 2018

Motion/Bill; seconded Molly (Carried)

5.Advisement re Pecuniary Interest

There was no pecuniary interest.

6.New Board Members Orientation & Welcome Package (Dan)

New Board Members Molly, Steve and Richard were given new board member packages. Dan provided a brief orientation on the responsibilities of board members and explained pecuniary Interest. Our

responsibility as board member is to act in the best interest of BIA. Any conflict of interest needs to be clearly addressed.

7. Treasurer's Report

We provided a 2018 budget with \$10,000 surplus which is not outlined in this report. Rick is hoping to meet city staff in order to discuss financial statement. We will also request City to provide balance sheet on monthly basis.

BIA has obtained a copy of loan agreement (from 2015) from City, we don't have enough funds to pay off right now. We have until 2024 to payoff and we have the ability to pay any amount at any time. If we have \$10,000 surplus by the end of the year we will be able to pay a portion of loan.

2018 insurance is going up. Rick is concerned about deductible which is very low as compared to the size of our organization. Rick has contacted Debbie Hamilton at City to address the issue. (see attached for details)

Catherine Landry has sent an invoice of \$3,000. Rick has requested her solicitor to provide a detailed and itemized version of it (timesheet requested), they haven't answered yet.

Graffiti removal were paid twice by city staff in March, Anum to follow up and City staff.

Motion to approve Treasurer's Report

Motion/Dan; Seconded/ MaryAnne (Carried)

8. Councillor's Report

There is no update on parking after last board meeting.

Richmond at Churchill intersection improvement project: The sidewalk in the north-west and south-west quadrants will be widened to enhance pedestrian facilities and to provide traffic calming within the intersection. The existing bus bay on the north side of Richmond Road will be removed and the impacted parking spaces near the existing bus stop location will be relocated just west of the existing bus stop.

There was a proposal for south side of Byron to be rezoned to local commercial (mainly residential with a small store front). Residents were opposed to that proposal, so it was cancelled.

City staff is working to bring forward a work plan for 2019 to revisit the secondary plan for Richmond Road/Westboro.

9. Task Force Updates

a. Member Relations, Events and Marketing

- We sold daffodils with BIA members and raised \$200 for Canadian Cancer Society, in one weekend.
- First issue of "Westboro Villager" with Kitchissippi Times is coming out on May 1st.
- A member's area has been added on our website, where members can see updates regarding marketing and upcoming events and general information about BIA.

- There is a Winston Square page, where people can submit a form to hold an event at Winston Square
- West End Kids is collaborating with Shopify to organize a workshop for Westboro business owners. BIA will be hosting this workshop at BIA Office in June.
- As discussed in last meeting, we are looking for owner's permission for a mural on a barricade on McRae, but we have not received any update from Hydro One.
- Michelle is in discussion with Qwest about putting a "welcome to westboro sign" on their building. Decision will be made by Condo Board, Michelle to provide more information to Qwest. Michelle hopes to split cost with Qwest by offering them to advertise on the same sign.

b. Street Beautification (MaryAnne)

- Intersection at Island Park and Richmond has no visual identity of Westboro. MaryAnne suggested placing planters there.
- To provide visual presence, at the entrance from Island Park-Wellington West, we will allocate budget in 2019 for a three-dimensional sculpture on Island Park- Richmond, which would be a logo of Westboro BIA.

9.Old Business

a. Shore Tanner Update (Rick)

Rick attended Settlement conference for Shore Tanner case on April 19th. They offered to settle at \$4,000 but Rick countered for \$3,000 but they rejected the offer and withdrew from settling the claim. Case will now go to trial.

10.New Business

Membership opportunities (Michelle)

- Some businesses on Churchill Avenue have expressed their interest in becoming members of the BIA by paying a fee directly to BIA.
- The Board agreed that this would be a good idea, and lead in to expansion opportunities. The member would be non-voting, and membership would require clear definition.

Motion to adjourn the meeting/Bill: Seconded/Rick

Meeting was adjourned at 09:57

Next Board of Management Meeting

May 31, 2018 at Westboro BIA Office