



ANNUAL GENERAL MEETING - 18/19

JAN. 15, 2019 / 8:30 AM / THE TABLE RESTAURANT / 1230 WELLINGTON W.

ATTENDEES

- **Attendance:** 28 BIA members attended the meeting, plus City Councillor Jeff Leiper; City of Ottawa Liaison, Brian Simpson; and 2018 WWBIA Board members (excluding T. Fitzpatrick)
- **BIA Staff:** D. Van Staalduinen; T. Ouchterlony; T. Simpson

CALL TO ORDER

1. WELCOME:

- Welcome delivered by Dennis Van Staalduinen, Executive Director, Wellington West Business Improvement Area.
- John Ferguson, Chair, WWBIA Board, thanked all outgoing Wellington West BIA Board members
- Jeff Leiper, Kitchissippi Ward Councillor, spoke of his enjoyment attending BIA Board meetings and the excitement he sees around the areas of Wellington Village and Hintonburg. Gave thanks to the Board and outgoing members. Spoke briefly about the City budget and its importance in terms of city funding at our level; encouraged participation in City budget consultations—noting increased difficulty moving funds around after this process.
- Brian Simpson, Economic Development Officer, City of Ottawa BIA liaison, spoke to his work with all 19 BIAs across Ottawa, partnering and funding distribution. Outlined his focus on murals, architectural features, research, anti-graffiti, BIA expansions, etc. The City recognizes that BIAs bring positive impact to their areas and want to support and foster this impact.

I.) APPROVAL OF AGENDA:

*Amendment of 2019 Wellington West Business Improvement Area AGM Agenda to include an open forum session.

MOTION: BIR that the Agenda for the 2019 AGM for Wellington West BIA as amended, be adopted:

- **Moved:** Summer Baird, Hintonburg Public House ; **Seconded:** Mike Morris, Morris Hardware
- All in favour

II.) APPROVAL OF 2018 AGM MINUTES:

MOTION: BIR that the Minutes of the 2018 AGM for Wellington West BIA as presented, be adopted:

- **Moved:** Mike George, Aurelius Food Co.; **Seconded:** Toon Dreesen, Dreesen Cardinal Architects.
- All in favour

III.) APPROVAL OF CHANGES TO CONSTITUTION:

- Question from the floor, Dennis Van Staalduinen spoke to importance of ensuring community participation on Board Membership.

- Proposed Constitution changes:

Section: 7. MEMBERSHIP MEETINGS; (A) Annual General Meetings	
<p><i>Proposed wording:</i></p> <p>The Annual General Meeting (AGM) of the B.I.A. shall be held at a location specified in the meeting notice no later than the end of January of the following year as determined by the Board of Managers.</p>	<p><i>Former wording:</i></p> <p>(A) Annual General Meetings:</p> <p>The Annual General Meeting (AGM) of the B.I.A. shall be held at a location in specified in the meeting notice no later than in the month of December in each year as determined by the Board of Managers.</p>
Section: 8. BOARD OF MANAGERS; (A) Board Composition	
<p><i>Proposed wording:</i></p> <p>The affairs of the B.I.A. shall be governed by a Board of Managers (sometimes called the “Board”) comprised of up to thirteen (13) persons. The Board shall be composed of:</p> <p>(i) Twelve (12) members, nominated by the membership at the Annual General Meeting and subsequently approved by City Council of the City of Ottawa, of which a minimum of nine (9) of the members shall be from the commercially rateable Property Owner and/or Tenant groups; and no more than three (3) members from the Associate Members and the Community at large.</p> <p>(ii) One (1) Council Member of the City of Ottawa.</p>	<p><i>Former wording:</i></p> <p>8. BOARD OF MANAGERS</p> <p>(A) Board Composition</p> <p>The affairs of the B.I.A. shall be governed by a Board of Managers (sometimes called the “Board”) comprised of eleven (11) members. The Board shall be composed of:</p> <p>(i) Ten (10) members, nominated by the membership at the Annual General Meeting and subsequently approved by City Council of the City of Ottawa, of which a minimum of seven (7) of the members shall be from the commercially rateable Property Owner and/or Tenant groups; and no more than three (3) members from the Associate Members and the community at large.</p> <p>(ii) One (1) Council Member of the City of Ottawa.</p>
Section: 8. BOARD OF MANAGERS; (H) Quorum	
<p><i>Proposed wording:</i></p> <p>A quorum for a meeting of the Board of Managers shall be seven (7) members, which may include the Council Member of the City of Ottawa or their representative if only six voting members are present.</p>	<p><i>Former wording:</i></p> <p>A quorum for a meeting of the Board of Managers shall be six (6) members, not including the Council Member of the City of Ottawa.</p>

MOTION: BIR that the changes to the Constitution put forth at the Wellington West Business Improvement Area AGM, Jan 15th, 2019 be adopted:

- Moved:** Tone Greeson; **Seconded:** Ashley Hopkins, Paradigm Properties
- APPROVED

2. BOARD OF MANAGERS ELECTION

- Thanks to outgoing Board Members from Executive Director, Dennis Van Staalduin
- Last call for additions to the 2019 ballot
- Reviewed options for the Board formation:
 - Option A is to acclaim the roster
 - Option B is to go to vote if there are any nominations from the floor.
- Introduction of all candidates: Both new and returning Board candidates spoke for one minute each.
 - *Note: T. Fitzgerald absent
 - *Correction: Ashley Hopkins, Property “Managers” not “Developers”
- Repeated last call for nominations from the floor: No new nominations from the floor

ELECTION: No need to cast ballots for Board of Managers as the number of candidates equalled the number of positions. All acclaimed: Ghummaz Bahtti, Toon Dreesen, Nathan Dubo, Sam Feldberg, Ashley Hopkins, Ellen O’Connor, Summer Baird, John Ferguson, Terry Fitzpatrick, Mike Morris, Brian Muzyka, Sheena Whitten:

- Moved:** Rod Castro 10 Fourteen and Pubblico Eatery; **Seconded:** Sheena Whitten, Huntington Properties
- APPROVED

3. EXECUTIVE DIRECTOR’S REPORT: 2018, YEAR IN REVIEW

(Dennis Van Staalduin, Executive Director WWBIA)

- General highlights

- Reviewed first year as ED and in new office space; introduced new staff with thanks to staff who have left
- Reviewed shift to Committee budgets and broader based committees
- Reviewed shift to financial reporting system
- Spoke to cooperation across BIA boundaries

Beautification committee highlights:

Snow clearing pilot, to continue again this winter working with Causeway; Ryan Smeeton mural project during the Happening; planter relocation and maintenance of approx. 65 planters; new banners, three rounds (FINDS, Parkdale market, and Holiday banners under 2019 budget; 4 new gateway signs at entrances to the neighbourhood

Marketing Committee highlights:

New “wedge” brand design; shift to seasonal themes for all Marketing activities (food / gifts / heart / arts & starts), plus charity tie in for each; FIND-themed web platform; hiring of Ted with focus on video; successful Taste of Wellington festival, with small tweaks in 2019

Advocacy Committee highlights:

Two large research projects, both found online on Wellington West Business Improvement Area website: 2018 census and member survey; 2018 retail trade and area market analysis; 8 topical and networking events; Member info cards; Cycling Policy paper; successful lobbying in the spring for patio policy; ongoing Magee House advocacy and updates.

*Question re: research and connection to Brian Simpson. Advised attendee to get in touch with the BIA

4. 2019 THE YEAR AHEAD

Overview of plans, milestones, and projects for 2019

- Formation of new Committees
- June 2019: strategic Board retreat
- Launch of new Coalition of Ottawa BIAs
- 2019 OBIAA Conference in Ottawa (Speak to the Wellington West Business Improvement Area about attending and note events we are assisting on: Brew Donkey tour and Food stop?)
- Two large one-time Ontario government grants

ADVOCACY & MEMBER SERVICES:

- Research projects: Trade market area: pulling shoppers to the main street; Directory update and Member survey; Boundary research
- \$10,000 grant that *Digital Mainstreets Initiative we hope to be approved

BEAUTIFICATION:

- Snow removal to continue; Go Green services replaced with Goodbye Graffiti; Side-yard maintenance cost-share program; Place-making projects: Wellington Village Gallery; Mural project(s); Planter move (part 2); Major placemaking project: Hintonburg Place (preliminary approval for \$55,000 grant)

MARKETING:

- Major push to content marketing; more video, more stories, more photos; Expanded sponsorship programs; Seasonal Marketing—with budgets; Broader media advertising; TASTE of Wellington West to expand somewhat—supported by sponsorship \$ (eg. Edible, new Curated Food & Drink)

Question asked by Sam Feldberg about graffiti: Sam asked if Glass Etching was part of Goodbye Graffiti contract. It was informed that it was not, and as such was the responsibility of the Business to look after it. It was indicated that we had negotiated a discount for work NOT covered for businesses to take advantage of.

Randy Kemp inquired about the coverage of services. It was indicated that our New Provider would look after all but the back sides of the Businesses along Wellington St West / Somerset West mainstreet corridor for 2019. Hoping to negotiate a contract for 2020 that would include our entire catchment area including off-street commercial and backs of buildings.

5. TREASURER'S UPDATE 2018-19

2018 Budget Report, presented by Treasurer, Brian Muzyka:

- Overspent by \$2000, banners
- Received \$30,000 in grant dollars
 - Question from Randy Kemp: Discussion held about the amount of the Surplus being Reported in the 2017 Audited Statement. Action Item, the ED to follow up and reconcile for a more accurate number.

2019 Annual Budget—Discussion, presented by Treasurer, Brian Muzyka:

- Annual Levy: Request 1.5% to go to fund new position at the COBIA; spoke to successful Toronto example
- Grants and other revenue, intending to work to get funds from other than Levy only
- *Question about grants denied. Answered that funds would stay put and the work would not be done. Allotted dollars would roll into bank account with City or into the BIA Capital Reserve
- *Question from Randy Kemp about COBIA and reasons why we didn't put the money into Advocacy, and about accountability. Answer is we can move to put COBIA funding into Advocacy

MOTION: BIR that the Wellington West Business Improvement Area funds allotted to new "COBIA" be moved into the budget for the BIA Advocacy Committee:

- **Moved:** Laura Twiss
- All in favour
- *Question about discrepancy in 2017 Audit. Michel answered that there is a small discrepancy but it will be corrected.
- Agenda correction: No need to Vote on the 2018 Budget, only the 2017 Auditor's Report.
- Rebates and Remissions

MOTION: BIR that the 2017 Auditor's Report for the Wellington West BIA as presented, be adopted:

- **Moved:** Michel Frojmovic; **Seconded:** Randy Kemp

MOTION: BIR that the 2019 Annual Budget for the Wellington West BIA as presented, be adopted:

- **Moved:** Randy as amended **Seconded:** Laryssa from Oresta

6. BOARD OF MANAGER'S ELECTION -- RESULTS:

- *See #2. Above, all acclaimed.

7. QUESTIONS & COMMENTS

- **Question from Laura Twiss** re: Cube Gallery meeting to discuss City Budget: Jeff Leiper responded, doubtful to organize a BIA budget consultation for BIAs but there is one on Feb 13th, and a second intended for Muslim community (but open). Agreed that the Wellington West Business Improvement Area can work to achieve this in Jan 2019.
- **Question from Randy Kemp** as to whether Councillors will take on strategic initiatives. Jeff Leiper explained that this term there will be just a few priorities that the City will put forth.

- **Question from Randy Kemp regarding next steps on parking:** Jeff Leiper overviewed how City has also researched this. Reviewed use of paid parking as a tool to manage parking demand and that our area is over 85% of used levels, so likely that City would recommend yes to paid parking for Westboro and Wellington West. Reviewed how these communities/ BIAs / Councillors have had a veto that City will likely remove as per any other political process. Expects to see a report in the next two years, and implementation of paid parking in Wellington West and Westboro by end of this term of council. Outlined the opportunity for the BIA is to nuance the policy: ie. Where paid parking revenues go.
- **Question from Sam Feldberg:** re-allotted open parking spots in lots etc.: Dennis Van Staaldunen spoke to the need to insert meaningful discussions on the topic and encouraged folks to join the discussion or relevant committee.

ADJOURNMENT

MOTION: Adjourn the Meeting

- **Moved:** Brian Muzyka; **Seconded:** John Ferguson
- **APPROVED**