



Manotick Business Improvement Area, Board of Management  
Annual General Meeting

Thursday January 11<sup>th</sup>, 2024, 8:00a.m.

Royal Canadian Legion, Branch 314, 5550 Ann Street, Manotick

**Board Members-Present:**

Kris Gordon, Chair	Ken Gordon Holdings
Leila Hojabi, Treasurer	Desjardins Financial
Michael Mirsky	Landlord
Amanda Cameron	North Station Provisions
Laura Glaspar	692 Coffee and Bar
Kyra Gillis	Mansfield's Shoes
David Brown	City of Ottawa, Councillor

**Board Members Participating through ZOOM**

Sarah Wright	The Wright Team. RLP
Shannon Guist	Salvaged
Dianne Pritchard	Just Imagine Inc.

**Board Members Regrets**

Michelle Vandenbosch	Rebel Petal Design
George Michaliszn	Nin Collection
Adam McCosham	Home Hardware

## **Executive Director**

Kelly Belair

## **Members at Large**

Eva Michaliszn	Nin Collection
Charlie Cullen	692 Coffee and Bar
Sheila Stewart	Manotick Office Pro
Nicole Rosenfeldt	Royal Lepage Team Realty
Leanne Van der Burgt	YOMA

## **Guests**

Theresa Roberts	MVCA
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## **Official Welcome – Chair**

Welcome to Board Members, Members at Large and Special Guests, thank you for being here.

We acknowledge that this meeting is being held on unceded territory of the Algonquin Anishinaabe Nation.

The Chair reminded everyone to sign in and to enjoy the refreshments provided by North Station Provisions, and 692 Coffee and Bar.

The Chair reminded everyone ....to please introduce yourself if you wish to speak during the meeting to ensure accuracy in the meeting notes.

## **Call to Order**

Motion to call the meeting to order at 8:08a.m.

Moved by Mike Mirsky, Seconded by Amanda Cameron,

Motion Carried

## **Adoption of Agenda**

Motion to adopt the agenda

Moved by Laura Glaspar, Seconded by Mike Mirsky

Motion Carried

### **Declarations of Conflict of Interest**

None declared

### **Approval of Minutes of 2022 AGM, November 23, 2023**

Motion to approve the minutes of November 23, 2023

Moved by Mike Mirsky, Seconded by Charlie Cullen

Motion Carried

### **Chair's address**

It has been my honour to serve as Chair of this Board for the past year.

We've had an interesting year with some wonderful and successful events and some unexpected issues.

As many of you are aware, the Board has been involved with two separate investigations launched by the City of Ottawa. One with the Auditor General and one with the Integrity Commissioner.

My appreciation goes out to the many Board members who were involved with these investigations through sourcing information as requested, attending interviews when required and supporting the work of the Board of Management throughout. Special appreciation to our Executive Director, Kelly Belair who spent countless hours researching information at the request of the City of Ottawa investigators.

The Board of Management is pleased to report that both investigations are complete and we support all the City of Ottawa recommendations. Indeed the Policy Committee has been working and is continuing to work towards the development and implementation of new policies to respond to the recommendations. We'll be looking at some of the new policies later in the agenda.

Our current Board of Management is comprised of 14 dedicated business owners who have come together, united, as we move forward in celebrating our vibrant village of Manotick.

I'm going to turn the meeting over to Kelly Belair, our Executive Director. Kelly will share some highlights and successes of 2023.

### **Executive Director Report**

Kelly presented a slide show highlighting some of the many successes over the past year.

Kelly briefly highlighted other issues she is currently working on:

The new Branding design which is very exciting and should be ready for the Board to approve by early Spring.

The development of a new strategic plan for the BIA.

The continuation of the beautification projects.

The development of an enhanced social media presence and the website refresh.

### **Presentation of the Financial Report and 2024 Budget**

Leila Hojabi presented the financial reports and the 2024 budget.

The Board has approved the budget and agreed that in light of the surplus amount in the budget, there will be no increase in the levy amount for members this year.

Leila then responded to questions:

\*What comprises "other revenue"?

*Associate members levy, which will be reviewed this year by the Policy Committee as part of a review of the Associate Member status.*

\*What are Professional Services?

*Honorarium for guest speakers, fees for Strategic Consultant*

\*Why was there such a jump in fees for compensation?

*Increase in Executive Director's Position to 1.0 fte.as approved by the Board.*

Some suggestions to improve clarity and understanding of the Budget and Financial Reports

\*There could be a "projected 2023" column rather than Year to Date to clarify points.

\*Perhaps the addition of an executive summary of the budget to provide a description of some of the line items.

### **Motion to approve the Audited Financial Reports**

Moved by Amanda Cameron, Seconded by Laura Glaspar

Motion Carried

### **Motion to Accept the 2024 Budget**

Moved by Charlie Cullen, Seconded by Amanda Cameron

Motion Carried

### **Presentation of the new Procurement and Code of Conduct Policies**

Kris presented the two new policies and reminded the Board that the Policies are in place until the City of Ottawa approves their policies which may mean some amendments are required.

A question was asked about the Code of Conduct forms that Board members sign each year, Kelly responded that the forms would be available at the next Board meeting in February.

A question was asked concerning the Board working together and what cultural changes are occurring to ensure that the situation of the last couple of years doesn't occur again.

Kris responded that the current Board is working well together in a collaborative and positive way. He believes that the Chair does not have the power to make unilateral decisions on behalf of the Board, but rather the Chair's role is to encourage collaboration and dialogue amongst Board Members.

Some suggestions were made to support ensuring a positive culture and collaboration and to ensure that Board Members feel they have the freedom to bring concerns to the table and that they have the acceptance to listen.

\*Encourage all Board Members to bring concerns/anxieties to the Board table right away

\*Start the meetings with sharing of "issues and successes". This would also support networking at the Board level.

### **Rural Summit**

As there was time left on the agenda, Councillor Brown was able to provide some highlights of the upcoming Rural Summit.

This will be the first formal opportunity for change since amalgamation.

The purpose of the summit will be:

\*to provide feedback to the City in a formal way on the needs of the rural communities.

\*an attempt to create small town efficiencies in a big city

\*improve access for rural communities

\*revitalize connections between rural communities

\*to accept and respond to differences through a rural lens

\*to encourage urban Ottawa to listen to rural needs

### **Shiverfest**

Theresa Roberts provided a brief overview on the upcoming Shiverfest in Manotick. She requested that businesses please help to promote the events through signage etc.

### **Adjournment**

Motion to adjourn at 8:58a.m.

Moved by Charlie Cullen, Seconded by Amanda Cameron

Carried