



## **Manotick Business Improvement Area**

### **Board of Management Meeting**

**Friday June 14, 2024 8:00a.m.**

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

### **Minutes**

Kris Gordon, Chair of the Board of Management welcomed everyone to the meeting. Kris acknowledged the Algonquin/Anishinaabe Nation, upon whose unceded territory we are gathered on today.

Kris thanked Laura Glasper and 692 Coffee and Bar for the provision of coffee.

Kris then reminded everyone to sign in.

#### **Call to Order**

Motion to call the meeting to order at 8:01a.m.

Moved by Michelle Vandebosch, Seconded by Dianne Pritchard.

Carried

#### **Roll Call**

Kris conducted a Roll Call, attendance as noted below:

#### **Board Members in Attendance**

Kris Gordon, Chair	Ken Gordon Holdings
Michelle Vandebosch, Vice Chair	Rebel Petal
Laura Glasper, Treasurer	692 Coffee and Bar
Adam McCosham	Home Hardware
Amanda Cameron	North Station Provisions
Sarah Wright	RLP, The Wright Team

Michael Mirsky	Landlord
George Michaliszyn	Nin Collection
Dianne Pritchard	Just Imagine Inc.
Shannon Giust	1134 Mill St
Darpan Ahluwalia	Manotick Natural Market
Kyra Gillis	Mansfield's Shoes
David Brown	Councillor, City of Ottawa

**Board Members Absent**

Leila Hojabri	Desjardins Financial
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**Manotick BIA Staff**

Kelly Belair	Executive Director
Evelyn Ashworth	Marketing/Executive Assistant

**Members at Large**

Christine McGahey	Lollies and Scoops
John Fenech	Manotick Health Hub
Lisa	Enchanted Chamber
Rosanne McNamee	Hearing Freedom
Natalie Pond	Manotick Health & Wellness
LeeAnn Van der Burgt	YOMA

**Guests**

Lissa Constantine,	Bird Dog Design
Patrick Villemaire	Blue Eclipse Inc
Dawn Martinson	Manotick Classic Boat Show

**Approval of Agenda**

Motion to Approve the Agenda with two additions:

Report on Chairs for Charity

Discussion on Manotick Classic Boat Show

Moved by Dianne Pritchard, Seconded by Adam McCosham

**Carried**

**Approval of Minutes of May 10<sup>th</sup>, 2024**

Motion to approve the Minutes of May 10, 2024:

Moved by Darpan Ahluwalia, Seconded by Sarah Wright

**Chair's Report**

**Conflict of Interest Declarations**

Kris asked if there were any Conflicts of Interest, there were none.

**Sign in Sheets**

Kris reminded everyone to make sure they signed in.

**Pride Month**

Kris commented on Pride Month and acknowledged that the Pride Banners look great in the village. He encouraged all members to continue to acknowledge Pride Month and Pride Week in August.

**Meeting Schedule**

Kris reminded everyone that the Board of Management does not meet in July or August. The next Board meeting will be in September. Kris acknowledge that some Board members will be meeting with Kelly throughout the summer on plans for "Taste of Manotick". All members interested in working on this committee should contact Kelly.

**Requirement for a Motion to Approve "No Cash" for Manotick BIA**

The office of the Auditor General is requesting an update on the Board of Management responses and recommendations from earlier this year. In particular, the issue of moving to a "cash free" operation is in question. The Auditor General is not questioning the move from cash to credit, but rather the apparent lack of Board approval for this move.

Kelly has searched previous Board Minutes for this approval, and has determined that although the Board supported the change, there was no official motion to this effect.

As a solution, the Policy Committee is recommending the following. A motion to approve this move will be presented at this meeting. The Board minutes will be circulated following the Board meeting with a request for approval of minutes by e-mail.

This will satisfy the Office of the Auditor General and will be completed before the Board breaks for the summer months.

Motion to approve the move from cash to credit for operational expenses through the Executive Director.

Moved by Shannon Giust, Seconded by Darpan Ahluwalia

**Carried.**

### **New Board Member Process**

Once the Board approves the appointment of John Fenech to the Board of Management, this information will be sent to the City of Ottawa for final approval.

Motion to approve John Fenech to the Manotick Board of Management Meeting for the term ending December 2025.

Moved by Michelle Vandebosch, Seconded by Dianne Pritchard

Carried

Kris congratulated LeeAnne Van Der Burgt on her election to the position of President of the Manotick Village Community Association. Board Members and Guests congratulated LeeAnn on her election through general applause!

### **Treasurer's Report**

Laura acknowledged that City of Ottawa was delayed in sending financial data, therefore she cannot provide a monthly report at this time. Laura assured everyone that she will have a more robust report for the September meeting.

### **Executive Director's Report**

#### **Dickenson Days**

We were thrilled to get over 10,000 views on social media during our event promotion campaign. Kudos to all the businesses and community organizations that shared our posts with their audiences - it makes a huge difference in getting the word out!

Over 30 local businesses hosted unique promotions, events, and sidewalk sales! You may have visited booths in the village craft market hosted by Hearing Freedom, Manotick Health & Wellness, White Clover Soap, Manotick Martial Arts, Pucci Parlour, Salvaged on Mill St, Peppermint Spa or Lollies & Scoops. Speaking of Lollies & Scoops, kids enjoyed donated lollipops during the Catch & Release Fishing Derby on Saturday morning.

On Saturday alone, 1700 people participated in Open Doors Ottawa at Watson's Mill, where staff were ready to give visitors the full experience! Dickinson House had their fair share of guests, providing a cool refuge on a warm day.

Dickinson Days consistently proves to bring business and community together. Morning Owl collaborated with neighbours Manotick Optometry and Body and Mind Athletics to host face painting, booths and meet the Canadian Guide Dogs! 692 Coffee & Bar hosted events and specials throughout the weekend, including a dunk tank on Saturday afternoon that raised \$500 for Youth of Manotick Association. Manotick Home Hardware debuted their Chairs for YOMA during the parade and hosted a barbecue on Sunday afternoon. We're proud that our entrepreneurs were able to enjoy a fruitful weekend and give back to the community in the process.

#### **OCOBIA News:**

The last board meeting before we break for the summer is next week.

OCOBIA will be celebrating its 5 year anniversary with a member social event in the fall

There will also be another business networking event during small business week in Ottawa in October

We will again be collaborating with the Barrhaven BIA on this event.

### **Taste of Manotick – September 14th**

The special event permit has been submitted to the city's events team.

There are a couple of spots for volunteers on the organizing committee for Taste of Manotick.

Taste is our biggest event, and we need assistance with the planning from our members.

The time commitment is one meeting a month until we debrief in September.

This is the opportunity to contribute to the programming of the event.

An initiative that Evelyn is working on is having Influencers visit the village in advance of Taste. More news on this to follow.

### **Fiddles On The Rideau – Next weekend**

A great weekend of music culminating with a flotilla at Mahogany Harbour on Sunday

The BIA is a sponsor and we hope to see many music enthusiasts in the village next weekend.

### **Chairs for YOMA – Auction begins July 1<sup>st</sup>**

The BIA chairs are in the progress of being painted. Watch our socials for all of those details.

### **MCPRA – Park Opening, July 4<sup>th</sup> – BIA Booth**

### **The Allan Haan Soap Box Derby and Picnic in the Park will take place on Sunday, August 25<sup>th</sup>**

**Beautification:** Street banners have been hung. There are a few more that are still being produced as there are more locations than we had record of from previous years.

You will notice that some of the banners are not tight or straight this is due to the previous hardware being installed incorrectly and there are some challenges with the hydro poles splitting, rotting etc.

Hawley Signs is quoting on the cost for the correct hardware and we will make a decision as to whether it's in the budget for this year or next.

We will also be having a clean-up of our poles of stickers and signage next month.

### **Veteran Memorial Banners**

Meeting with the Legion next week to discuss the roll out of the program

Banners will be available to be purchased through the legion to honour a family member or loved one.

These are memorial banners and the veteran does not need to have been a resident of the village.

The cost for the sponsorship is \$250

We will be promoting this in our newsletter, website and socials so stay tuned for those details.

The BIA supports the Legion on this project, through the sharing of information and actual installation of the Memorial Banners.

### **Caivan Golf for Youth Event**

We were also a sponsor of the Caivan Golf for Youth at Stonebridge on Monday. Leeanne did a wonderful job organizing the tournament and it looked to be a great success in raising funds for YOMA.

### **Larry Ellis**

As many of you may have already heard, local resident Larry Ellis passed away last week. Larry contributed enormously to the community. The Manotick Messenger has asked if the BIA will be including a tribute to him in our article for the next paper. I did not know Larry very well so I am wondering if there is anyone else that would be interested in writing something about him on behalf of the businesses in Manotick or the BIA itself. The fly in the ointment is they need something by Saturday afternoon. Update from meeting, Darpan has agreed to write this and get it to Kelly by Saturday evening.

### **Website/Branding Update:**

Lissa Constantine from Bird Dog Design gave the Board a “sneak peak “ at the new website. The site is just about ready to roll out to the community, with a full launch scheduled for the fall.

Patrick Villemare from Blue Eclipse explained his role as web-developer and described how the process will work for BIA members to upload materials to the new website.

Following this discussion, Evelyn presented a brief power point on “Promo Tips” for participating and hosting events. The PPT package is attached.

### **City of Ottawa, Councillor’s Report - David Brown**

David acknowledged that the City is responsible for trimming overgrown trees on City land and in this particular case, he can arrange for City staff to review and trim the trees in the parkette.

He also acknowledged that this City will not consider using partial parkette land to create a parking lot.

David also reported that the proposed roundabout at Barnsdale and Rideau Valley Drive will now become stop lights at that intersection. This will enable work to be done in a more timely manner and at a reduced cost, and will solve the traffic concerns at that intersection.

### **Committee Reports**

#### **Policy Committee Report on “Membership Policy”**

#### **New Policy for Membership on the Manotick BIA**

The Policy Committee has engaged in significant discussion regarding the issue of membership in the BIA.

As a result of these discussions the following policy will be presented to the Board for discussion and approval at the June BIA Board of Management meeting.

#### Background

This issue has come to light as Kelly has received a number of requests for “Associate Member” status in the BIA.

Thus far, she has been unable to respond, given that there was no policy in place to support decision making.

A complicating factor in decision making for the Board, is that the Board intends to request a boundary extension for the BIA. The process will take 18 months to complete starting with a Board motion and approval to embark on the process. This factor has influenced the discussions at the Policy Committee level. A temporary boundary extension to accommodate businesses/organizations is included in the eligibility criteria outlined below. The Policy Committee acknowledges that this is a temporary solution and will likely need to be amended once the formal City of Ottawa Boundary Extension process is complete.

After lengthy discussion, it was agreed, that once the Board of Management has approved this new policy, the Board will not actively seek out new members, but rather will respond to requests for membership under the new Policy guidelines.

All businesses and organizations who meet the criteria outlined below will be welcome to join the BIA.

#### **Manotick BIA Member Policy -- DRAFT**

The Board of Management recognizes that there are a number of different levels of potential membership in the BIA as outlined below.

Membership is defined as follows:

##### **Member/Stakeholder**

Member/Stakeholder status is defined as: A business operating within the boundaries and levied through City of Ottawa taxation. These members will have a full vote at AGMs and are entitled to serve as Board members.

##### **Faith Based Organizations**

Faith Based Organization is defined as: An organization serving community members within the expanded boundary of 5 kilometers from Manotick, through a faith based operation. Examples are: churches, synagogues, mosques, etc. These organizations will pay an annual levy of \$500.00. They will not be entitled to vote at BIA meetings. These organizations will be welcome to participate in BIA events.

##### **Non-Profit/Charitable Organizations**

Non-Profit/Charitable Organization is defined as: a community service operating with the boundaries serving the members of the community. Examples are: YOMA, Canadian Guide Dogs, MVCA, Miller’s Oven etc. These organizations will not pay a levy and will not be entitled to vote at BIA meetings. These organizations will be welcome to participate in BIA events.

## **Associate Members**

Associate Member is defined as: any business operating within the expanded boundaries of a 5 kilometer radius of Mantoick. Examples are: home based businesses with a business licence, store front businesses located outside the currently defined boundaries of Manotick. These organizations will pay an annual levy of \$500.00. They will not be entitled to vote at BIA meetings. They will be included in marketing and participation at BIA events.

## **Motion to Approve Membership Status**

Motion to Approve the Policy outlining Membership Status in the Manotick BIA.

Moved by Shannon Giust, Seconded by Michelle Vandenbosch.

It was agreed by Board members that each Board member will review the policy as included above and vote electronically, by confirming their acceptance of the policy or voting against the policy. Please confirm your vote status by email to Kelly no later than Friday June 21<sup>st</sup>, 2024

## **New Business**

### **Chairs for Charity**

Adam confirmed that thus far 24 chairs have been purchased and are being decorated in time for the auction to begin on July 1<sup>st</sup>.

He has a couple of chairs remaining if anyone is interested.

Sarah agreed that RLP Team Realty will display the chairs outside their offices. They can arrange to chain the chairs together. Please let Sarah know if you are interested.

## **Manotick Classic Boat Show**

Kris introduced Dawn Martinson, representing the Manotick Classic Boat Show group.

Dawn explained that they would like to host the 50<sup>th</sup> anniversary show in Manotick at Mahogany Harbour. This would occur the 2<sup>nd</sup> weekend in August in 2025.

She is looking for volunteers who may wish to work on the committee studying the feasibility of this event, including logistics, location, financing etc.

Last year the show hosted 30 antique boats with approximately 2,000 visitors.

Kris announced that he will be joining the committee and invited BIA members who may be interested to contact him.

## **Motion to Adjourn**

Motion to Adjourn at 9:09 a.m.

Moved by Adam McCosham, Seconded by Dianne Pritchard



**Carried.**