

OTTAWA STREET B.I.A. BOARD OF DIRECTOR'S MEETING
THURSDAY, DECEMBER 14, 2017
204 OTTAWA STREET NORTH 8:00 A.M.
Board Minutes

A. Jackman
N. Leo
K. O'Brien
E. Grad

W. Kemp
K. James
M. Anderson
D. Trikas -Absent

H. McKinney -Regrets
M. Burns
M. Heddle

1. Welcome and Introductions – N. Leo

2. Minutes from November 9, 2017 Board Meeting – N. Leo

MOTION to pass the minutes of November 9, 2017 board meeting.

1st E. Grad 2nd: M. Anderson Carried

3. Treasurer's Report – W. Kemp

- a. BIA \$16,328.05- Levy next week for 2018 = \$66,500
- b. Contingency \$3,531.66 – Marketing study yet to come out, but monies to be returned once beautification grant comes in.
- c. HST will be applied in January for 2017

4. Coordinator 2018 Contract

- a. New contract presented to M. Burns for BIA Coordinator role of Marketing/Events and Administration. No changes have occurred to contract that are any different from the amended contract signed in September 2017.

Motion to accept new contract to be presented to M. Burns for 2018 for the value of \$40,000 and signed by December 23, 2017.

1st K. James 2nd N. Leo Carried

5. Committee Updates

Events/Marketing – M. Anderson/M. Burns

- a. All events for 2017 have been wrapped up. New 2018 events cards are out.
- b. Christmas Shopping day was great. Wonderful new elements added. Next year, Steve from the City will work with us over 2018 to aim to have a larger tree with a permanent set up.
- c. Working on Seat application for Sew Hungry.
- d. 2018 events budget was presented in paper form.
Motion to approve 2018 events budget.
1st K. James 2nd M. Anderson Carried
- e. Marketing budget will be approved in Jan 2018 as quotes are still being gathered from vendors for realistic numbers.

Beautification – W. Kemp

- a. Street maintenance-may have to pull back on David's hours as the hourly wage goes up.
- b. Christmas hanging baskets and swags have been installed and look great.
- c. 2018 we will be going with the city on baskets and not Mallard Farms.
- d. 2018 Beautification budget was presented in paper form.

Motion to approve 2018 Beautification budget.

1st A. Jackman 2nd M. Heddle Carried

6. BIA Advisory Committee Report- M. Burns

- a. Program to roll out on designated safe space for Breastfeeding. Stickers to be placed in the windows.
- b. Employer feedback survey coming from a federal government initiative aimed at the bias. Goal to receive 20% feedback. Not mandatory, package yet to come, BIA coordinator to be handling the legwork
- c. Dec 19 nominations for BIA Awards: Business community partnership, sparkle award,
 - i. BCP-Momentum fitness
 - ii. Sparkle-Building owner of 179, 181, 183

7. BIA Coordinator-M. Burns

- a. High level of crime on Ottawa Street. M. Burns has spoken with district police Manager.
- b. Suggestion for a Town Hall with Police Manager and Councilors for Jan 2018 to inform Merchants

8. Other

- a. New Cheese shop has opened and has a nice buzz
- b. Imperative that sidewalks are cleared within 24 hours
- c. McClan Team reality has moved in on a second level of a building and are highlighting their neighbors.
- d. Fabric Fabric has a new Antique store now open.
- e. BIA snow removal to be investigated if we have a contract for 2018 and payment system.
- f. Southern Smoke has been parking for free in BIA parking lot, will be informed that this no longer can happen. We have other merchants who would love the same privilege and it can not be offered equally.
- g. Motion: to purchase \$100 gift for M. Burns for Christmas.
1st K. James 2nd W. Kemp Carried
- h. Concern that the bench in front of the YWCA was damaged. M. Burns to follow up.

9. Dismissal

Next Meeting: January 11, 2018