

**Ottawa St N B.I.A Board of Directors Meeting  
October 14, 2021  
3 Britannia Avenue, 8:00 – 9:00 am**

**BOARD MEETING MINUTES**

**In Attendance**

M. Anderson	E. Grad	M. Carruth	A. Terveld
N. Ishamail	K. James	M. Baker	M. Vickers
E. Burton			

**Guest**

J. Abbiss

- 1. Welcome & Introductions – M Anderson**
- 2. Minutes for August 12, 2021 Board Meeting – M. Anderson**  
1<sup>st</sup> M. Carruth                      2<sup>nd</sup> N. Ishmail                      Carried
- 3. Treasurer’s Report – M. Carruth**
  - a. **BIA:** \$96,796.27
  - b. **Parking Revenue:** \$16,808.87
  - c. **Contingency:** \$16,884.50
  - d. **MOTION to pass 2022 BIA Budget**  
1<sup>st</sup> K. James                      2<sup>nd</sup> A. Terveld                      Carried
- 4. Committee Updates**
  - a. **Beautification Update – A. Terveld**
    - i. Baskets to look different; holiday decorative balls and chains are not in good shape; decision was made to replace the balls with ribbons
    - ii. Nov. 12 the swags and baskets will be installed
    - iii. Nov. 15 the Christmas tree and snowflakes will be installed
- 5. BIA Advisory Committee – E. Burton**
  - a. **Vaccine Passport Update**
    - i. Over 700 businesses have been visited; 98% compliance
  - b. **Parking Revenue**
    - i. Amount should be deposited in the next 2 weeks
  - c. **On-Street/By-pass patios to come down Oct. 31**
    - i. Waiting on confirmation if the deadline applies to encroachment patios
  - d. **Main Street (reimbursement grants)**
    - i. E. Burton to apply for Sidewalk Sale (Year 1)
    - ii. M. Burns to apply for Sew Hungry (Year 2)
- 6. BIA Coordinator – E. Burton**
  - a. **OBIAA Conference**
    - i. 1<sup>st</sup> mobile tour was cancelled due to sickness and the 2<sup>nd</sup> tour due to the group departing early
  - b. **2021 AGM**

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- i. Invite to be sent out today now that 2022 budget has been approved
    - ii. Nov. 1 @ 6pm on Zoom
  - c. **CEF Applications have opened up**
    - i. E. Burton will work on 2022 CEF Applications for Sew Hungry, Sidewalk Sale and Christmas
- 7. Other**
- a. E. Burton to finish contract December 23<sup>rd</sup>, 2021
  - b. ALE Accounting has sent a proposal to be the OSBIA Bookkeeper; the Executive Board Members are looking to replace Tax savers with ALE as the service from Tax savers has been slow and inconsistent  
MOTION to switch from Tax savers to ALE Accounting  
1<sup>st</sup> M. Carruth                      2<sup>nd</sup> M. Vickers                      Carried
  - c. MOTION to present Justin Abbiss to City Council to be ratified as an OSBIA Board Member  
1<sup>st</sup> A. Terveld                      2<sup>ND</sup> M. Vickers                      Carried
- 8. Dismissal**

**NEXT MEETING: Thursday, November 18, 2021 8:00 – 9:00 am**