



Manotick Business Improvement Area  
Minutes of the Board of Management Meeting  
Black Dog Bistro  
5540 Manotick Main Street  
Manotick, Ontario  
June 9<sup>th</sup>, 2023

**Executive**

Kris Gordon	Chair, Ken Gordon Holding
Michelle Vandenbosch	Vice-Chair, Rebel Petal Designs
Leila Hojabri	Desjardins Financial

**Directors**

Adam McCosham	Manotick Home Hardware
Dianne Pritchard	Just Imagine Inc.
Kyra Gillis	Mansfields's Shoes
Laura Glasper	692 Coffee and Bar
Dot Janz	Black Dog Bistro
Shannon Wright	RLP – The Wright Team
Shannon Giust	Salvaged
Darpan Ahluwalia	Manotick Natural Market

**Guests**

Joshua Stanley	Manotick Martial Arts
Heather Brophy	St. James Anglican Church

Leeanne Vander Burgt	YOMA
Stephanie Bousquet	Manotick Nursery School
Sheila Stewart	Manotick Office Pro

**Virtual Attendance (for part of the meeting)**

Councillor David Brown	City of Ottawa
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**Regrets**

George Michaliszyn	Nin Collection Boutique
Amanda Cameron	North Station Provisions
Mike Mirsky	Landlord

**Executive Director**

Kelly Belair

**1.Call to Order**

The meeting was called to order at 8:04 am by Chair, Kris Gordon.

Moved by Michelle Vandebosch, Seconded by Laura Glasper

**Motion Carried**

Kris acknowledged the Algonquin Anishinaabe Nation, whose traditional and unceded territory we are gathered on today.

Kris commented on the clarity of the air, after a couple of very smoky days.

Kris congratulated everyone for a very successful Dickinson Days celebration. He could see the amazing fireworks from his home.

**2.Motion to approve the agenda**

Moved by Dianne Pritchard, Seconded by Adam McCosham

**Carried**

**3.Approval of Minutes of May 12<sup>th</sup>, 2023**

Moved by Michelle Vandebosch, Seconded by Sarah Wright

**Carried**

**4.Chair's Report**

Kris welcomed everyone and expressed appreciation to Dot for once again treating us so well with croissants and for welcoming us to the Black Dog.

Kris acknowledge that there are no conflicts of interest for this agenda.

Kris reminded members of the Board and guests that there are no Board meetings through July and August. Next meeting will be Friday September 8<sup>th</sup>, 2023.

Kris further indicated that the Executive Members and the Executive Director will be available through July and August for information sharing and support should any issues arise.

## **5.Executive Director's Report**

### *\*Annual Audit*

Kelly informed the Board that the City of Ottawa is conducting the annual audit of the BIAs financial statement. This is an annual event, and given that the city manages the accounts and produces the statements, the process should be smooth.

### *\*Manotick Money*

At the May meeting there was discussion on moving to a new "Manotick Money " program. As a result of the discussions at that meeting, Kelly is delaying her proposal to the Board until further research is completed. The significant advantages to the proposed new program as discussed in May is that the money would stay in Manotick and provide a system for more efficient tracking. Kelly is going to request that the City add a line item in the budget for Manotick Money to better support information gathering and properly track usage. To date, for 2023, \$725.00 is out in the village. Approximately \$200. has not been redeemed.

In the meantime, as Kelly conducts more research to provide to the Board, she is pursuing the possibility of corporate sponsorship of the new card program.

### *\*Taste of Manotick*

The permit application process has begun. The events committee is in the early stages of planning and will be meeting throughout the summer.

There were a number of comments on social media regarding the change in date and format. There was general consensus and appreciation that Kelly managed the issues really well.

There was a fulsome discussion on the process for tickets/free entry/ provision of food/ beverage. The events committee will review all the discussions as they make decisions on proceeding. One suggestion involved free entry, meaning no charge for street festival, music/ entertainment etc and a ticket purchase for food/drink only similar to the Preston Street Italian Festival.

Discussions stressed that there is a need for consistency in charges for food.

Kelly also indicated that she hoped to be able to attend some of the upcoming Osgoode Porch Fest activities. Josh volunteered to get more info on the Osgood Porch Fest if needed.

#### *\*Dickinson Days*

The Kiwanis did a great job organizing the festival. It was very successful with lots of attendees and excellent vendor participation. The weather was wonderful.

The horse and wagon rides experienced some difficulty getting around the village with traffic congestion.

Some highlights included: excellent contribution from YOMA, amazing bouncy castle, delicious barbecue, fantastic fireworks.

It truly was deemed to be very successful.

Some issues to be aware of for future planning

The sidewalks on Mill Street are very dangerous with the “tripping” hazard. Parking in the village continues to be a major issue. The crosswalk was in constant operation, thank goodness, given the previous discussion on traffic congestion.

#### *\*Digital Branding*

OCOBIA offers a session to help businesses with the grant proposal process. As a result of the interest expressed, Kelly will organize a session and send info to all members.

#### *\*Web Design*

The RFP has been sent out to 5 companies. Responses are due week of June 12, 2023. The committee will then meet to review the proposals.

#### *\*Directory*

The Directory has been updated and is ready to be entered on the CRM platform. Blue Eclipse will support this by uploading the data. Kelly is very happy with their work to date.

#### *\*Office Space*

The office space that had been so generously provided by the Church, is not really working out. The location of the space means travelling through other rooms in the Church that are often occupied by other groups and is quite a distance from the parking lot.

Kelly will continue to “work from home” until the ROSSS move this summer to the Bridge St. Location. Once ROSSS is settled, there will be a space made available to the BIA Executive Director. This move will likely take place in August.

#### *\*Graffiti*

There has recently been a rash of new “tags” in the community, especially around the back the shopping centre. The BIA has a contact with a company called “Goodbye Graffiti”. The city actually pays for the contract, however, Kelly is the local contact to request service. Kelly tracks the use of the company and is very pleased with their quick response time.

In light of questions/ discussion, Kelly will prepare an email for all members on “what to do” when graffiti strikes.

*\*New budget line item*

Kelly invited Michelle to speak to this item

Michelle is suggesting that the upcoming BIA budget include a line item for annual sponsorships. There may be two or three eligible organizations that would benefit by knowing exactly how much they will receive from the BIA on an annual basis. A perfect example of this would be YOMA. Every year, YOMA makes individual requests for financial support for its activities. If the BIA determined in advance an amount for YOMA it might ease their planning issues and allow future planning for events.

YOMA supports all the BIA activities in a variety of ways, and Michelle acknowledged that “we are better for having this partnership.”

There was general support for this suggestion and it will be included as a line item in the upcoming budget at which time the Board will have an opportunity for further questions and decision.

## **6.Councillor Brown**

Unfortunately, Councillor Brown, with regret, was called away from the meeting before this agenda item came up.

## **7. New Business**

### **\* Chairs for Charity**

Adam McCosham presented the proposal on “Chairs for Charity”

Basically the plan would be for individual businesses to purchase a plain pine Adirondak Chair from Home Hardware ( through Heather) at cost...\$100.00

Businesses would then assemble the chairs (YOMA can help) and then decorate/paint the chairs and set them outside their businesses. Yoma could also help with the decorating if required. Each business would then auction the chairs off, in any way they please, with all proceeds going to YOMA.

Kelly will ensure that there is coverage on the BIA web site to generate interest.

Kelly also suggested that in terms of timing, businesses might want to consider the Fiddlers on the Rideau event on June 14,15,16 .

**\*Legion Banner Program**

The Legion is accepting applications for the fall banner program which will honour our vets with a personalized banner hanging from the Main Street light standards.

The application cost is \$275.00.

Please contact the Legion for further information.

**8. Motion to adjourn at 8:43 am**

Moved by Laura Glasper, Seconded by Sarah Wright

**Motion carried**

Next Meeting Date

Friday September 8<sup>th</sup>, 2023.

