



**Manotick Business Improvement Area**

**Board of Management Meeting**

**Friday May 10<sup>th</sup>, 2024 8:00a.m.**

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

**Minutes**

**Welcome and Call to Order**

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

Kris thanked Laura Glaspar and 692 Coffee and Bar for providing the coffee.

Kris then reminded everyone to sign in.

Call to Order

Motion to Call to Order at 8:03a.m.

Moved by Shannon Giust, Seconded by Adam McCosham

**Carried**

**Roll Call**

Kris conducted a Roll Call, attendance as noted below:

**Board Members In Attendance**

Kris Gordon, Chair

Ken Gordon Holdings

Laura Gaspar	692 Coffee and Bar
Adam McCosham	Home Hardware
George Michaliszyn	Nin Collection
Kyra Gillis	Mansfield's Shoes
Michale Mirsky	Landlord
Sarah Wright	The Wright Team RLP
Shannon Giust	1134 Mill Street
Dianne Pritchard	Just Imagine Inc.
David Brown,	Councillor
<b>Board Member Regrets</b>	
Michelle VandenBosch	Rebel Petal
Amanda Cameron	North Station Provisions
<b>Board Members Absent</b>	
Darpan Ahluwalia	Manotick Natural Market
Leila Hojabri	Desjardins Financial
<b>Manotick BIA Staff</b>	
Kelly Belair	Executive Director
Evelyn Ashworth	(Partial Meeting)
<b>Members at Large</b>	
Christine McGahey	Lollies and Scoops
John Fenech	Manotick Health Hub
Heather Brophy	St. James Anglican Church
Lisa Daly	5559 Manotick Main
Sheila Stewart	Manotick Office Pro
Irene Stanton	MVCA
<b>Guests</b>	
Mike Bureau	City of Ottawa

Brad Fougere

OCOBIA

### **Approval of Agenda**

Motion to approve the agenda with one addition under new business from Member at Large...Irene Stanton

Moved by Mike Mirsky, Seconded by Sarah Wright

**Carried**

### **Approval of Minutes of April 12, 2024**

Motion to approve the minutes of April 12, 2024

Moved by Laura Glaspar, Seconded by Sarah Wright

**Carried**

### **Guest Speakers**

Kris Gordon welcomed and introduced the two guest speakers for this morning:

Mike Bureau, City of Ottawa Liaison for BIAs.

Mike works in the Economic Development and Planning Division at the City of Ottawa. One of his responsibilities is to support BIAs across the city by responding to concerns, supporting through financing, and working with BIAs on boundary expansion issues.

Mike's question and answers are appended to these minutes.

Kris then introduced Brad Fougere, newly appointed Executive Director for OCOBIA. Brad will be working hand in hand with Mike Bureau at the Economic Development and Planning Division and working with BIAs in the city to support and advocate on emerging issues.

### **Chair's Report**

Conflict of Interest Declarations

There were none expressed.

Sign in Sheets

Kris reminded everyone to ensure they had signed in.

Manotick Classic Boat Show

Kris has been approached by the Manotick Classic Boat Show group. The Classic Boat Show was held in Manotick, for many years. In the last few years, it has moved to Westport.

There is interest in bringing it back to Manotick for the 50<sup>th</sup> Anniversary, on August 9, 2025. The Classic Boat Show committee has reached out to Kris to see if there might be interest from the BIA to support this endeavour.

It is estimated that there were 2,000 visitors to Westport for the 2023 Classic Boat Show. The owners of these classic heritage boats generally stay overnight and bring business to the hosting community in terms of restaurants, shopping etc. In addition, the visitors to the show bring business to the hosting community as well.

The actual show would take place in Manotick Harbour. The organizers would arrange for temporary floating docks etc to accommodate the heritage boats and allow visitors to walk among them.

At this point, there are many unknowns as to what expectations there might be for the BIA. And some issues related to parking, traffic flow etc.

Kris requested a show of hands for general interest in pursuing the issue and seeking additional information.

There was a general consensus of support and on a resolution from Mike Mirsky, approved by the Board, Kirs will engage with the Classic Boat Show, organizing committee and report back to the Board for further discussion.

#### Board Vacancy

As a result of Dot Janz's retirement from the BIA Board, there is a vacant position to be filled until the next Board elections in 2026.

Two BIA members have expressed an interest in this position.

John Fenech, from Manotick Health Hub, and Christine McGahey from Lollies and Scoops.

Both John and Christine are very strong candidates, with links to the village through community engagement and have agreed to work with the Board though the coming months.

#### **Treasurer's Report**

Laura reported on the expenses related to Spring Fling and highlighted that the Spring Fling final financial report showed expenses as \$8.00 under budget. Laura also reported that many village businesses were very happy with their visitor count and sales results for the day.

Laura then highlighted some current budget expenses, all of which are included in the operating expenses. Examples including plants and spring clean up and advertising for Dickenson Days etc.

#### **Executive Director Report**

Spring Fling

Kelly was thrilled to report that the 2<sup>nd</sup> Edition of the Spring Fling was a huge success. A few words from the Manotick Art Association:

Heartfelt Thanks to MBIA for Supporting the Inspirations Art Show and Sale

- On behalf of the Manotick Art Association, we extend our sincerest gratitude for your invaluable support in promoting the Inspirations Art Show and Sale. Your collaboration with the MAA has been a great success, not only in showcasing our artists' talents but also in fostering community engagement and supporting local businesses.
- We are deeply grateful for the partnership and support of MBIA. Your commitment to promoting art and community involvement is evident in the success of our collaboration. We look forward to continuing our partnership and creating more opportunities to enrich our community through art.
- Thank you once again for your generosity and support. Together, we are making a meaningful difference in the lives of artists and the community.

The collaboration with Manotick Art Association was a key factor in the success of the event.

Amanda from North Station Provisions said that not only was her store busy that day it was busy with new patrons that had not visited her store before.

A few other businesses said that they hit their daily sales quota for the day by 11am and that it was the best retail day for them this year.

It was clearly evident that those who let us know early on how they were participating had the most foot traffic that day because they were at the beginning of the promotional campaign and were featured several times throughout the campaign.

Manotick Money

As a new initiative, most businesses felt this was a great success. \$1220 Manotick dollars were used in our businesses on the Spring Fling Day.

There were some concerns about the quick turnaround for submitting invoices for Manotick Money. The template was provided to ensure ease of submission and timely, subsequent payment.

We look forward to next year with further collaboration with Manotick Art Association and a few new initiatives like an art walk etc.

OBIAA Conference:

Kelly reported that this was another really interesting conference with some great takeaways

She attended some great sessions on Grant Writing, Engaging My Main Street Community, Chat CPT & AI Tools for Digital Marketing

Biggest news that Kelly shared is from Federal Minister of Small Business Rechie Valdez who announced that there will be a cut in credit card fees for small businesses coming this fall.

Also, OCOBIA has made arrangements for both Minister Valdez and the Associate Minister for Small Business, Nina Tangri to visit Ottawa in June. Kelly will send out more information about this in the next few weeks.

It was announced the Ontario government is establishing a new regional Ottawa office to better service the people of Ottawa and region. Led by Sean Webster

#### OCOBIA:

The board has had a busy few months with hiring the new ED, Brad Fougere

Brad attended the conference with most of the board in attendance. We literally hired him on the Friday, and he left for the conference on Sunday.

He has hit the ground running.

Brad will be touring through the village with Kelly after the meeting today.

#### Dickinson Days:

Plans are well underway for another Dickinson Days celebration in the Village. This event is primarily organized by the Kiwanis Club of Manotick.

- All local businesses are encouraged to participate in a sidewalk sale/promotion on June 1<sup>st</sup>.
- Please let Kelly know what your promotion/sale will be, so she can promote it on your behalf.
- The marketing campaign started early this year and Kelly is seeing a great interest about the event on our socials. Full advertising for the event to be launched week of May 12<sup>th</sup>.
- Horse drawn wagon rides, inflatables and facepainting have all been booked for the Mews on June 1<sup>st</sup>.
- Another opportunity to get involved is by participating in the parade on May 31<sup>st</sup>.
- You can register for the parade on the event page.
- We will have a BIA booth to launch the new branding, we will have a takeaway piece about what the BIA does etc.
- Working on having BIA merch for sale

MCPRA – Park Opening, July 4<sup>th</sup> – BIA Booth – Opportunity for other businesses that cater to the youth demographic to have a booth at the opening as well. Please connect with me after the

meeting if you are interested. We will have BIA merch for sale and the BIA promo piece as a takeaway.

Taste of Manotick – September 14<sup>th</sup>, put it in your calendars. Kelly is looking for committee members to assist with the organizing of Taste. She will be circulating this to our members this week but wanted to put the ask out there again to the board. This is our biggest event and the one we need the most help with. This is your opportunity to have a say in the programming etc.

Beautification: Gardens are being cleaned up and prepared for planting the last week of May in advance of Dickinson Days.

Kelly has an RFQ out for our new street banners. We anticipate having the banners up during the last week of May in time for the Dickinson Day weekend.

Since we can't do a pride crosswalk we will be incorporating some Pride banners throughout the village as well.

### **Councillor David Brown's Report**

#### Rural Summit

David was able to speak very positively about the turnout and response from residents for the Rural Summit. 135 people participated in the Summit in our region. David received some very positive comments which have confirmed that he is on the right track supporting residents. City Staff were impressed with the participation and they are actively considering further participation at local community events through "Pop Ups".

#### Traffic News

Rideau Valley Drive from Bankfield to Prince of Wales will be under construction this summer. Traffic flow will be reduced, however, it is hoped that most of the heavy work will be done overnight.

There should be sidewalk curb refurbishing happening as well this summer.

The speed camera on Bridge Street, will be installed this summer. The signs notifying the community have been posted and must remain posted 90 days in advance of actual installation of the camera.

### **Policy Committee Report**

Kris spoke on the status of the policies to date.

The issue of Associate members and levies has many facets to consider. The Policy Committee was unable to meet in April, however, it is hoped that there will be a more fulsome report on this issue at the June Board meeting.

Once that policy has been completed, the committee will commence work on the policy concerning Executive Director Performance Management/Compensation.

### **Chair's for YOMA**

Adam was able to report that so far there are 24 chairs ordered. In 2023 there were 8 chairs.

Suggestions for support for painting the chairs was discussed. Please see Adam or Kelly if you would like support for this.

Also, if you do not have space for display purposes, Michelle at Rebel Petal, Sarah from RLP and Laura from 692 have all offered to display chairs in front of their respective businesses.

### **New Business**

Irene Stanton from MVCA congratulated the BIA on its work, especially the recent Spring Fling. These initiatives are bringing great vibrancy to the village. Irene also announced her terms as President of MVCA will be ending at the end of May.

### **Adjournment**

Motion to adjourn at 9:09a.m.

Moved by Adam McCosham, Seconded by Sarah Wright

**Carried.**

**Next Meeting Date - Friday June 14<sup>th</sup>, 2024**