

ABIA Board Meeting Minutes - February 10th 2022

Attending:

Kiara Galbraith
Miriam Mulkewich
Sonia Pagliuso
Karen Lee
Jessica Wilding
Samantha Romlewski
Kelvin Galbraith
Jelena Milivojevic Balogh
Maria Thornton

Absent:

None.

Regrets:

None

Staff:

Andrea Dodd
Judy Worsley
Tiffany Budler

Guests:

Zack Snider - Keller Williams Realty
Allen Teska -Financial Planning Services

Approval of Agenda

Kelvin Galbraith
Miriam Mulkewich
Approved

Approval of Nov 2021 Minutes

Approval of Dec 2021 Minutes

** Approved by email through Judy & the board and confirmed approval this morning.

Approval of Jan 2022 Minutes - There was no quorum and no business occurred but meeting took place.

Karen Lee
Kelvin Galbraith
Approved

Conflicts of Interest: **None.**

Miriam Mulkewich: Vice Chair Report - Governance / Nominations

New Board Members

- We are still in conversation with some.

Motion: Miriam Mulkewich: To have Allen Teska join our board of directors.

Second: Kelvin Galbraith.

Approved

- There is interest from some home based offices and real estate agents also.
- Our board application form is up to date and has been sent to those with interest.
- Maria has resigned as Treasurer effective March 31st so we will have a Treasurer seat to fill at that time. Notice was given to the executive in advance.

Governance. A request was made by the current Treasurer to ensure that the nominations committee was looking out for a person to replace themselves as the Treasurer effective April 1st. The board chair moved this to discuss at the end of the meeting.

Treasurer Report: Maria Thornton

Year end 2021 Audit

- We have completed the installation of the accounting application of QB's. We hired a part time book keeper who has been assisting with the 2021 financials.
- The system is up to date for AP and Bank Recs are complete. We are completing final reconciliations
- We will be submitting to the Auditors starting Feb 15th.

Tax Levy Update

- The COB has finalized repayment as of the end of 2021. This amount is just over \$11,000.
- A repayment was due for the period ending 2020 for \$1,067, however, we did not receive the invoice as it was emailed to the wrong account.
- There will be a total cost to us of just over \$12,000 and we will be paying in February.
- In January 2022, the Tax Assessment was completed for the Plains Rd Location for \$83,000. This amount covers a 13-year review. It is due to be paid by Dec 31 2022.
- **Recommendations to the Board:** Make the payment on a monthly basis (reduction on the current levies) OR make the payment on a quarterly basis OR pay the amount in full in December 2022.
- Make a payment monthly to the City by way of a deduction to the monthly 2022 Tax Levy Revenue amount.
- Make a separate Payment to the City on a Quarterly Basis
- Make the payment at the time of invoice from the City.
- The motion was made to make the payment Quarterly. This will ensure that for 2023, the bank account will not be depleted for operations come January 2023.

Motion: Maria Thornton: to make the payment on a quarterly basis.

- Jelena Milivojevic Balogh
- Kiara Galbreath
- Approved

Budget 2022

- Has been submitted to the city and is being reviewed by finance.
- Due to the reclassification of the Levy Repayments, the Levy requests dropped from 9% to 7% over 2021 actual Tax Levy Revenue. The expense budget for Programs remain unchanged.
- Upon review, we will submit via the City on March 2 to the committee and then for final approve to Council on March 22nd.
- We do need to ensure we are budgeting for the bad debt going forward. The budget amount is the estimate of the revenues for the same time period. Example using the 2022 budget, of the estimated \$240,000, we are budgeting \$6,000 will have to be repaid.

- On an annual basis, a review of the bad debt amount will need to be reviewed, both in the budget and on the balance sheet. As an application can only be made against one year, an assessment of the build up on the balance sheet needs to be taken back into revenue and used to reduce future tax levy increases

Office Accounting

- The board previously approved the budget for \$25/hr for 4 hours a month. We have been able to find someone who is able and willing to do this for that amount.

Motion: Maria Thornton: To approve Brigitte Reinhard of Bri-Tax Accounting to do this work for the ABIA.

Approved by email: Kiara Galbreath, Miriam Mulkewich, Kelvin Galbraith, Jelena Milivojevic-Balough, Allen Teska, Sonia Pagliuso.

Approved.

Kelvin Galbraith: Ward One Councillor

- Welcome Zack & Allen!
- Planning & Development meetings in the last month have been very busy.
- March 1st - Stat public meeting for 29 story on Waterdown Road.
- Judy will attend this one as well, there is a small bit of retail being proposed, there could be more.
- They have plans for the whole east side of Waterdown Road.
- Sets a new precedence in Aldershot for heights.
- Downsview plaza pre app meeting occurred. Buildings look good and do include retail at the bottom. The question is, is it enough.
- The BIA should push for as much as possible and larger units.
- Plains Road PIC resurfacing was a mostly positive meeting. Timeline has been moved to start this spring and hopefully finished in Dec 2022.
- This is a 10 million investment.
- Hidden Valley Park - Water and electrical is being installed so that we can host and hold more events similar to Spencer Smith Park.
- Should be completed this spring. The BIA could look at this area for events in the future.
- Bridge construction completed hopefully for this year Around the Bay race.
- JW - Tiffany has been working on our Ontario by Bike plan to become a more bike friendly business community.
- She will collectively attack this with the membership.

Samantha Romlewski: Special Business Area Coordinator

- Patios & Temp Patios for the upcoming season.
- In response to the pandemic the temporary use bylaw was implemented to ensure restaurant success.
- We have heard loud and clear that business support is still needed for recovery.
- Staff will bring a report to extend the temporary use bylaw for this season.
- This will go to council at the beginning of March to council.
- This is the same program as last year and we will get the word out to our comBIA community.
- MTSA update will come as staff are now working with consultants on policy development.
- She will keep the board updated and please reach out with questions.

Executive Director Report - Judy Worsley

- AD's Social Media Report & TB's Special Events report are in slack.
- Tiffany has organized a Lunch & Laughter for Feb 28th and the AGM is coming up so please check the channels for more information.
- Have been attending development meetings and focus is on the commercial space and retail space along with street scape.
- Not sure if we will get to keep the tree, maybe 2 more years.

Expansion Committee Update:

- Have reported on this before and the COB feels our best bet is to look to Nov 2022 to put this to council. Thank you Sam for all your help with this.
- We had a members zoom on January 10th to discuss expansion and we will advise them again at the AGM.
- See full Calendar & Dates on Slack.

Aldershot BIA Communication & Engagement Plan

- Document on Slack - JW goes through and explains the doc and key groups.
- Estimating about 80 new businesses
- Our reason for expanding is to reach more business and support them with our BIA.
- Key groups will get a *one on one* visit from Judy, along with Kelvin. We want them on board.
- Timing is outlined in the document.
- Benefits of Membership has been posted on the expansion channel so please take a look.

Members of the Expansion Committee:

The expansion committee members work is much appreciated.
Judy will provide names of who is on the committee.

Members Survey

- Very draft form and please provide your feedback by Feb 28th.

Adjourned:

Next Meeting: March 31st, Annual General Meeting 2022 by zoom.

After meeting notes:

Kiara Galbreath offered to step in as the interim Treasure. This was accepted by the Board Chair and Vice Chair. A **motion** was to be made via email to the members of the board. This was completed on Feb 17th and approved by the board.

Karen Lee, Kelvin Galbraith, Sonia Pagliuso, Maria Thornton, Allen Teska.