

**Barrhaven BIA Board of Management Minutes for**

**Tuesday, January 9th, 2007**

7:30 a.m., Walter Baker Center, Ruth E. Dickinson (Library) Boardroom

ITEM	ACTION
<p><b>Call Meeting to Order</b></p> <p><b>MOTION:</b> To commence the meeting at 7:40 am                      Moved By: TM                      Seconded By: VT                      -CARRIED-</p>	
<p><b>Attendance</b></p> <p><b>Board Members:</b> Ken Ross (KR), Tom Moss (TM), Tom West (TW), Willy Bagnell (WB), Micael Carreira (MC), Councillor Jan Harder (JH), Victor Tsang (VT)  <b>Reserve Board Members:</b> Betty Hillier (BH), Patrick Creppin (PC)  <b>Staff:</b> Andrea Steenbakkers (ED)  <b>Guest:</b> Councillor Steve Desroches (SD)</p>	
<p><b>Approval of December Minutes</b></p> <p><b>MOTION:</b> To approve the December 5th BBIA Board meeting minutes                      Moved by: TW                      Seconded by: MC                      -CARRIED-</p>	
<p><b>Marketing and Communications Committees Report</b>                      Report on activity from the Marketing and Communications Committees joint meeting by meeting Chair, Micael Carreira.</p> <ul style="list-style-type: none"> <li>• BBIA Xmas candy-filled mugs were delivered with Holiday business cards on December 21<sup>st</sup>, 2006</li> <li>• Parade sponsorship package development- meeting with Lions at the end of Feb. to start 2007 planning</li> </ul> <p><b>Security/Policing Committee Report</b>                      No activity to report from Acting-Chair, Victor Tsang.</p> <ul style="list-style-type: none"> <li>• Note: There will be a meeting of property managers and owners in February 2007 to discuss common issues and identify solutions, at a BBIA hosted luncheon</li> </ul> <p><b>Economic Development Committee Report</b>                      No activity to report from Chair, Willy Bagnell.</p> <ul style="list-style-type: none"> <li>• Barrhaven Commercial-Retail Market Study to be presented to the BBIA on Tuesday, January 9<sup>th</sup> at 2:45 PM in a meeting with Market Research Corporation at the Ward 3 Councillor's office. All are welcome to attend.</li> <li>• Committee will meet again in January to discuss the market study results, after the Chair and Vice-Chair have had time to review the findings.</li> </ul>	<p>MC reported on Dec. 13<sup>th</sup> joint meeting. See attached minutes from meeting.</p> <p>Meeting with Lions organized for March 1<sup>st</sup>. Members of the 2006 committee will attend.</p> <p>VT and ED will coorganize the luncheon and will invite property owners and managers as well as police to speak to mall/security/trend issues</p> <p>Hard copies were distributed at meeting, including one via courier for economic development Chair WB. ED, KR and WB to review next Tuesday, Jan 16<sup>th</sup> at Noon – Ross YIG, for anyone who wants to attend.                      Ec. Development committee to meet to review document and discuss next steps on Jan 23<sup>rd</sup> at 5 PM- 10 Green Street</p>

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<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"><li>• Approved budget will be sent to the City to be ratified by the new Council before January 31, 2007. ED and TW have made a few corrections based on our year-end surplus being larger than we had anticipated when the budget was done back in early October. The accompanying revised budget document is attached for your review and input.</li></ul> <p><b>MOTION:</b> To approve the newly revised budget for 2007, dated Dec. 31/06 Moved By: TM Seconded By: JH -CARRIED-</p>	<p>Source deductions were submitted for last month</p> <p>Board approved with minor changes as per TW</p>
<p><b>Executive Director's Report</b></p> <ul style="list-style-type: none"><li>• <b>BBIA Constitution</b> BBIA membership has approved the Constitution on December 15th, 2006. ED submitted the document for approval by City Council but the legal department at the City confirmed that they <b>will not ratify</b> any BIA Constitution.</li><li>• ED will present the findings from our market study as they pertain to the RCMP move into Barrhaven, at MP Poilievre's Business Forum at the new RCMP HQ on January 16<sup>th</sup> at 6:30 PM.</li><li>• Planning Application of Interest;<ul style="list-style-type: none"><li>○ DCR Phoenix has applied to have the Prestige Business Park lands at the corner of Fallowfield and Hwy 416, rezoned to residential with supporting commercial. <i>See our website for more details.</i></li></ul></li><li>• Councillor Desroches will serve as a member of the Board for the new term, effective January 10<sup>th</sup>, 2007.</li><li>• ED has posted a notice to the BBIA website to recruit a new at-large Board member. Council will approve this by way of a by-law amendment on January 10<sup>th</sup>, 2007.</li><li>• Renewals were sent out in December to all home-based members. <i>Reminder:</i> All Board members are required to be paying members of the BBIA.</li><li>• The GNCC membership will be renewed at a rate of \$216.24 and a new membership at GOCC will be purchased at \$250.00. These memberships give us credibility, greater exposure and networking/partnership opportunities in and around our community.</li><li>• ED will be meeting with the officials of the NORCRC prior to their move into our community on August 1<sup>st</sup>. They approached us re. their employment programs for seniors and</li></ul>	<p>ED reported that to as of the meeting only John Baizana had responded to the web ad, and that members who knew of interested parties should remind them of the Jan. 10<sup>th</sup> deadline.</p> <p>Group discussed that the value was both in networking and in appearances/image</p>

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<p>their various youth programs.</p>	
<p><b>New Business</b></p> <ul style="list-style-type: none"><li>• Reminder: BBIA Boundary amendment request goes to the CSED Committee on January 16<sup>th</sup> and then to Council, if approved.</li><li>• A meeting was hosted on January 4<sup>th</sup>, 2007 by Councillors Harder and Desroches, for BBIA Board members to discuss timely Transportation and Transit issues in Barrhaven and its surrounding communities. Please see attached report for comprehensive action plan to begin immediately.</li></ul> <p><b>MOTION:</b> To create a BBIA Task Force on Transportation Issues to report to the Economic Development Committee Moved By: TM Seconded By: JH -CARRIED-</p> <ul style="list-style-type: none"><li>• Due West Winter edition advertising issue resolution</li></ul> <p><b>MOTION:</b> To send a cheque in the amount of \$625 to settle the account with a simple and direct letter stating that this will be our final offer Moved By: TW Seconded By: WB -CARRIED-</p> <ul style="list-style-type: none"><li>• ED Hours extension- <i>database and directory, plus City committees and Mayor's task force participation- ongoing and during City budget preparation( now through February);</i><ul style="list-style-type: none"><li>○ Communications and Marketing Committees felt strongly about database ownership, that this is the most key possession of the BBIA and therefore it should be our own. ED to request to Board that hours are increased and to take on role of database developer and manager.</li><li>○ Group felt this would be more effective as well, in data collection, as a BBIA representative would be making the contacts with the key personnel and developing relationships at the same time.</li><li>○ I took some of the surplus and added it to the Consultant section of the budget to cover these types of projects and interests as well as AGM/Parade time.</li></ul></li></ul>	<p>Councillors reported that they met with MP and MPP on Jan. 8<sup>th</sup> and spoke of the group of 4, working together to amend South end traffic woes <b>SEE ATTACHED DOCUMENT</b> for additional meeting notes.</p> <p>Board decided to settle with Due West by paying for half of the total amount and sending a letter of offer to the Publisher. WB reported that he had contacted Mr. Coyle and that he was unwilling to negotiate. Group decided that we will look elsewhere to spend our advertising dollars in the future</p> <p>Group decided to offer ED an increase of \$4000 per annum in addition to the 3% cost of living raise from 2006 for a total of \$5000 per annum, bringing the salary to \$37,500 based on increasing the work-week from 24 to 32 hours. TW expressed concern that the ED should not be given extra hours on a contract- type basis as she is an employee. ED said she would respond to the offer before January 12<sup>th</sup>, 2007.</p>
<p><b>MOTION:</b> To adjourn and schedule to meet <b>on Tuesday, February 6th, 2007 at 7:30 am.</b> Ruth E. Dickinson Room of Walter Baker Centre, second floor before library. Moved by: TW Seconded by: WB -CARRIED-</p>	

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### BBIA Meeting with Councillors Harder and Desroches on January 4<sup>th</sup> Re. Transit and Transportation Issues in Barrhaven and Ottawa South.

#### ACTION PLAN

- BBIA to contact ASAP, Mayor O'Brien and his Chief of Staff Walter Robinson to request the BBIA have a representative on the Mayor's Task Force to be announced mid January
  - ED sent a letter to Mayor O'Brien and Mr. Robinson on Jan. 10<sup>th</sup>, copied to the BBIA Board, requesting that the BBIA have representation on the Mayoral Task Force, including our June 28 presentation to Council and December 13<sup>th</sup> letter to Council, both in support of LRT to Barrhaven
  - Mr. Robinson confirmed receipt on Jan. 11<sup>th</sup>
- Councillors Desroches and Harder to meet with MP Poilievre and MPP Lisa MacLeod ASAP (meeting has been set for Monday January 8<sup>th</sup>)
- Councillors Desroches and Harder to follow up with City Senior Management
- BBIA to host meeting with community association representatives from both sides of the Rideau River January with both Councillors and representative from the Mayor's office to attend to provide updates-
  - BBIA will participate in forum set up with Harder, Desroches, MacLeod and Poilievre
- BBIA ED to contact Chair McRae and Chair Cullen to discuss representation by the BBIA at all meetings relating to Central/South road/transit infrastructure during the budget process and at regular committee meetings. Councillors Harder and Desroches responsible for relaying all pertinent info re: Planning to ED for BBIA Board info
- Finally, to discuss with BBIA board the possibility of developing a task force reporting to the BBIA Economic Development Committee dealing specifically with Transit/Road/Planning applications pertinent to our "market area"

#### ISSUES AND OPPORTUNITIES

- Official opening for Strandherd Park and Ride on Jan. 25<sup>th</sup> at 10:30 am. Opportunity for BBIA to attend with identifying badges to increase our visibility and promote awareness that we plan to be actively involved in transportation and transit issues.
  - ED to look into getting permanent identifying badges made for ED and Board to wear when attending public functions on behalf of the BBIA
- Fast track the Strandherd Bridge, push for widening of both Strandherd Road (both pieces; Longfields to Woodroffe AND Woodroffe to POW) works and Woodroffe widening in 2007, Limebank Road (2008), and follow up on status of Kars to Vars ring road (inactive as per Province)
- Woodroffe and Strandherd corner- Park and Ride in 2007- to open in 2008

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- **Push for EA process to begin for Prince of Wales (Barnsdale to Meadowlands- huge job will take YEARS for study)**
- **Follow redevelopment plan for Chapman Mills Dr. now that LRT is gone- Minto and City**
- **Ensure that once Mayor's Task Force is established and public consultation opportunities are identified that at least one meeting in the initial stages be in South Ottawa, perhaps the Nepean Sportsplex or Walter Baker and that the BBIA work with all the Community Associations to ensure solid response by the public and businesses on both sides of the Rideau River (Councillors Desroches and Harder to spearhead this)**
- **Councillor Desroches and Harder to identify one staff in each office who will be point of contact (Desroches- Rob Tremblay, Harder- Ryan Kelahear- Councillors to forward this contact info to ED)**