



Preston Street | OTTAWA

**PRESTON STREET BIA
BOARD MEETING
Tuesday, August 14, 2018
MINUTES**

Attendance: Mario Giannetti, Denis Matte, Cristina Forieri, Antonella Ceglia, Amanda Papalia, Steve Moffatt, Genevieve Dowling, Catherine Henry, Lori Mellor

Absent: Brian Murray, April Miller, Catherine McKenney

Delegations by Bob Russell, Stoneface Dolly's and Joe Cotroneo, Pub Italia re: Bike Race

Bob Russell: The Bike Races are hurting his business. Held on Father's Day, what should be his second busiest day is dead. We're giving money to something that hurts our business, is that not against our by-laws? This is a bad use of the BIA members' money. Is it not the mandate of the BIA to spend funds on programming that assists the businesses? Other business owners in the locked down area agree with him.

Joe Cotroneo: the bike race brings a ton of people to the street. It is a proud tradition for Little Italy, and consistent with our unique cultural district. If we lose the Bike Race, we could lose Italian Festival. Concerned that as more residents move into the towers, there will be growing opposition to Italian Festival road closures, and if the BIA gives in to this, it will open the door to not closing the road during the evenings.

Amanda Papalia (Vincent): At first the races ran between 11am and 4 pm, now they find that more people are asking to use the washroom, than visit the shop. It is no longer worth it for them to open Vincent on that Sunday.

Antonella Ceglia (La Roma) the road lock-down makes it very difficult for them to replenish after Saturday night. Also makes it very difficult for their clients to get to them. The demand for their washrooms from spectators challenges their system's ability to manage it.

NB: The BIA has had complaints about the Bike Race from Meadow's Diner, Vincent, EVOO, La Roma, Mati, Stoneface Dolly's, Il Primo, the Prescott.

Options the Board is considering:

- a) End it
- b) Move it to the north end
- c) Move it off Preston St.
- d) Change the date
- e) Decrease the number of races to shorten the length of time the road would need to be closed.

After a discussion among the Board members, it was determined that a meeting should be set up with Bike Race Ottawa to see if accommodations can be made to minimize the negative impact on the Members.

1. Approval of Minutes:

Moved by:

Seconded by:

2. Approval of Agenda:

Moved by:

Seconded by:

3. Chairman's Report:

3.1 Six-hour Parking ByLaw:

The City has passed a ByLaw whereby, parking maximum time where there is no signage to indicate otherwise, have been extended from 3 to 6 hours. Staff met with the BIA to determine if we would like to change our signage to limit maximum parking times in order to protect the parking for our customers. The concern is that workers will fill the parking, limiting availability for customers. The Board responded that they would like no signage to be changed pending a

review by staff of the impact of the new by-law in our area. The Board felt the review should run until the end of the year, to enable them to make an informed decision.

3.2 Disposal of Property and Election-related Resource Policies:

Disposal of Property Resolution:

Whereas the Preston Street BIA is prohibited from owning land by the Municipal Act, and whereas Subsection 270(2) of the *Act* states as follows with respect to the policies required of local boards:

(2) **A local board shall adopt and maintain policies with respect to the following matters:**

1. Its sale and other disposition of land.

Be it resolved that the Preston Street BIA does not undertake the ownership of land.

For this reason, the provision of a policy concerning **Sale and Other Disposition of Land** does not apply to the Preston Street BIA.

MOVED BY: Steve Moffatt

SECONDED BY: Mario Giannetti

UNANIMOUSLY ACCEPTED.

DATE: August 14, 2018

Election-related Resources Policy

MOTION: To approve the below Preston Street B.I.A.'s Election-Related Resources Policy as prepared by the Executive Director in compliance with the City Clerk's requirements and Municipal Elections Act, 1996 Bill 181, Section 88.18.

Election-Related Resources Policy

- City of Ottawa requirement to be compliant with Provincial Government Bill 181 of the Municipal Elections Modernization Act 2016 section 88.18 pertaining to local boards.
- Effective Date: May 16, 2018
- Revision Date:

Purpose

To provide direction to Preston Street Business Improvement Area (PSBIA) staff, volunteer board of management and committees on election-related matters during political elections and to remain non-partisan at all times.

Principle

In compliance with the Preston Street B.I.A.'s mandate and interest to remain non-partisan, PSBIA funds and resources are not to be used for any election-related purposes; promotion of, or opposition to, the candidacy of a person for elected office; or requests from constituents and community to support projects and initiatives in wards and ridings of candidates running for election or elected officials.

Policy Elements

1. Definition

1. For the purpose of this policy, "election-related purposes" refers to the occurrence of a municipal election or by-election. It also includes any participation in federal and provincial elections that is partisan in nature.

2. Campaign-Related Materials

1. At no time shall PSBIA resources and/or PSBIA budget be used to sponsor or produce any campaign-related materials. For the purposes of this clause, the phrase "campaign-related materials" means those materials that promote or oppose the candidacy of a person for elected office.

3. Non-Partisan Position

1. For the purpose of this policy, "non-partisan position" refers to not supporting or being controlled by a political party or person, special interest group, or the like.

4. Staff Involvement in Elections

1. In line with the PSBIA's Code of Conduct, Staff are expected to preserve the PSBIA's trust and confidence in the PSBIA and apply the core values of the Code to their daily work. With respect to Elections, employees are expected to promote the principles of transparency, impartiality, respect and accountability.

2. Employees engaged in political activities must take care to separate those personal activities from their official positions. Employees may participate in political activity at the federal, provincial and municipal levels

providing that such activity does not take place during work hours or utilize PSBIA assets, resources, or property. Notices, posters or similar material in support of a particular candidate or political party are not to be displayed or distributed by employees on PSBIA work sites or on PSBIA property.

3. Employees wishing to run for federal, provincial or municipal office must request, and obtain, a leave of absence without pay, and abide by the respective legislation governing such elections.

MOVED BY: Steve Moffatt
 SECONDED BY: Mario Giannetti
 ACCEPTED.
 DATE: AUGUST 14,2018

3.3 Signal Box Wraps Artwork Sample: The Board was presented the sample of the artwork, and unanimously approved it.

3.4 Elections Policy & Procedures and Nomination Form:

Item	Source	Decision Yes/No
<p>1.1 Nominations Committee 1.1.1 It is the duty of the Board, prior to the election, to appoint a Nominations Committee of one or more persons. This Committee shall have the responsibility of compiling a list of prospective members of the succeeding Board. DO WE WANT TO FORM A NOMINATION COMMITTEE?</p>	Westboro Village BIA	NO
<p>1.2 Eligibility of Candidates 1.2.1 The BIA board of management may permit nominations from any member in good standing.</p>	MMAH. BIA Handbook.	YES
<p>1.2.2 Non-members are not permitted to stand for election.</p>	At the discretion of the BIA	YES
<p>2.1 Notice of Annual General Election The membership is to be notified of the election and annual general meeting as follows: 2.1.1 First notice to go by email 60 calendar days prior to the election. Election rules and Nomination paper to be attached. 2.1.2 Hard copy invitations to be mailed to all members 45 days prior to the AGM. Invitations are to include election and nomination rules. 2.1.3 Third notice to be emailed 30 days prior to AGM, including “RSVP Now” link. Annual Report, Election rules and Nomination paper to be attached. 2.1.4 Two days prior to the RSVP deadline, the BIA will call each business that has not responded. 2.1.5 Final reminder to be emailed two days prior to the RSVP deadline.</p>		YES
<p>3.4 Nominations for candidates 3.4.1 Nominations shall be in writing or by email and shall include the following information: • First and Last Name of candidate</p>	Downtown Orillia BIA	

<ul style="list-style-type: none"> • For property owner: Street address of property • For a business owner: Business Name and Street Address • SHOULD ATTACHED FORM BE USED FOR NOMINATIONS? 		YES
3.4.2 Names can be accepted by the BIA Nominations Committee up to twenty-one (21) calendar days prior to the AGM.	Westboro Village BIA	YES
3.4.3 At the close of nominations, the BIA shall verify the qualifications of all nominees and prepare a ballot, listing all candidates in alphabetical order (by surname, then first name).	Downtown Orillia BIA	YES
3.4.4 Notice of the verified candidates and voting methods will be provided through the BIA newsletter at least seven (7) calendar days before the AGM.	At the discretion of the BIA	YES
3.4.5 Nominations shall NOT be accepted from the floor of the AGM.	At the discretion of the BIA	YES

PRESTON STREET BIA- BOARD OF MANAGEMENT BUSINESS IMPROVEMENT AREA (B.I.A) NOMINATION PAPER AND DECLARATION OF QUALIFICATION OF CANDIDATE

DECLARATION OF QUALIFICATION OF CANDIDATE:

I, _____, a candidate for the Board Member of the Preston Street Business Improvement Area (BIA) – Downtown, in the City of Ottawa, declare that:

- (a) I am at least 19 years of age.
- (b) I am a person carrying on a business within the Area and assessed for BIA Business Levy.
- (c) I am a designated representative of a person, company, corporation, firm, group, organization or other similar body carrying on a business within the Area and assessed for BIA Business Levy.
- (d) I or my firm etc. is in good standing in the B.I.A. at the filing of this nomination paper.

Declared before me at _____ on this _____ day of _____, 2018

Executive Director Candidate

NOMINATION OF CANDIDATE:

We, the undersigned electors of the designated Business Improvement Area (B.I.A.) Preston Street BIA, in the City of Ottawa, do hereby nominate:

(full name of candidate)

of _____ (name of company, group, person)

a bona fide member of the B.I.A. – Preston Street BIA as a candidate at the election now pending for the Board of Management.

Signature of Elector Signature of Elector

I, the said _____, nominated in the foregoing nomination paper, hereby

Candidate's Name

consent to such nomination, and name my business and address as: **Signed by me at _____ on this _____ day of _____, 2018**

Business _____ Address _____

Witness _____

Candidate _____

3.5 Autumn Street Decor: Avant Garde Décor has provided a quotation of \$23,700 plus HST to provide Autumn Street Décor this year.

MOTION: That the Board approve an expense of 23,700. for the provision of Autumn Street Décor.

Moved by: Cristina Forieri

Seconded by: Antonella Ceglia

Unanimously approved.

3.6 Census Update: The Census takers have begun and are currently visiting the businesses.

3.7 Delio, Emily resignations, board vacancies: Delio D'Angelo has tendered his resignation. Emily Ienzi has not responded to the BIA, and as she has missed 6 consecutive meetings, it is deemed that she has resigned. The Board is asked to submit names to fill those vacancies. Bryan Livingston of Mena and Matt Garrett of Airborne Action Sports.

4. Councillor's Report:

Catherine Henry was asked if she could assist us in getting more trash receptacles along Preston Street. She agreed that she would assist us.

5. Financial Report: The July Financial report was attached to the Minutes package.

6. Other

Carry forward items

1. Improved Business Directory entry on website
2. Vinyl Wraps
3. Census
4. Porchfest
5. Election Rules
6. Policy for Disposal of Property
7. Presdelicious
8. Bambini flag replacement and L'Italia
9. DiscoSkate Night
10. Queensway Bridge replacement, lighting and electrical plan.
11. Bollard repair (under Queensway)
12. Treelight maintenance
13. Queensway Mural and Lighting repair and maintenance.
14. Signs on Trillium Pathway
15. CycleFriendly tourist area designation
16. Graffiti management
17. Albert Archway location and design partnership.
18. Retail Gap Strategy
19. Boundary Expansion
20. Procurement Policy