



**Ford City Business Improvement Association
Board of Directors Meeting Minutes**

When: Monday, January 13, 2025 at 5:30pm

Location: CO: Workshare (1000 Drouillard Rd. Upper)

Called to Attendance:

Kaitlyn Karns, Executive Director of the Ford City BIA

Appointed Board of Directors as of April 25, 2023:

Shane Potvin, Nicole Baillargeon, Dana Horwitz, Lauren Potvin, Thad Renaud, Anna Eschuk

Ex Officio Members: **Gillian Gonzalez representing Kate Gibb**

Delegates/ Guests:

5:30PM Start

Topics of Discussion

1. **Approval of the January 13, 2025 Board Meeting Agenda**
 - a. **First-** Thad
 - b. **Second-** Dana
 - c. **Carries-** Yes

2. **Approval of the October 21, 2024 Board Meeting Minutes**
 - a. **First-** Nicole
 - b. **Second-** Lauren
 - c. **Carries-** Yes

3. **Financial Report & Updates from the Executive Director and Treasurer**
 - a. **General / Bookkeeping**
 - i. The 2024 books have gone to MJ Bookkeeping for our annual reports before they head off to KPMG. The city is in the final stages of handling our levy increase, due to the Canada Post strike, that got delayed, but so far so good.
 - b. **Audit Update**
 - i. Kaitlyn had one of the final meetings with the auditor for the BIA audits. Nothing of concern, however there may be a few things we need to officially vote on/ do in the next couple of months. The Auditor is waiting for answers from the city before telling us how to proceed. Ford City is in a unique position due to our size, many of the new by-laws don't really "work" for us, so the auditor and the city are navigating that.
 - c. **WFCU Credit Card**

- i. **Shane Motions to get a \$2,000 credit card with WFCU and place \$2,000 into holdings for the purposes of the credit card.**
 1. **First-** Thad
 2. **Second-** Nicole
 3. **Carries-** Yes

4. **Bike Racks**

- a. There has been a lot of back and forth with the City of bike parking, with a discussion to continue in the spring to get a corral in front of City Cyclery. The location is not set, but the City has approved BIAs to get corrals.
- b. The City has proposed the following:
 - i. Two- five ring bike parking in the parkette (\$1200 per five ring parking) + \$300 per bike rack for the city to install.
 - ii. Two post & ring bike rack (\$600 each) down by Cookie Bar.
- c. **Shane motions to purchase one five ring bike rack in the Whelpton Parkette and two post and ring bike parking near Cookie Bar at Richmond.**
 - i. **First-** Thad
 - ii. **Second-**Anna
 - iii. **Carries-**Yes

5. **Addition of Accessible Parking**

- a. This conversation began over a year ago and is still continuing due to changes in personnel at the City and there has been some asks by the membership for more accessible parking in the neighbourhood.
- b. Thoughts on adding an accessible parking space, in front of the Church on the corner of Drouillard and Richmond and/or remove the accessible parking spot across the street from Drouillard Place (in front of the vacant lot).
 - i. The two spots in front of the Church are very important for Cookie Bar. It would be better if the accessible parking spot would be directly in front of Coachwrx, but there is no curb cut/ ramp there.
 - ii. **Shane Motions: To remove the accessible parking spot in front of Drouillard Place South-west corner of Richmond and make that spot into regular parking and add an accessible parking spot on the North-East side of Richmond next to Drouillard Place.**
 1. **First-** Anna
 2. **Carries**

6. **Street Planters/ Beautification**

- a. This is another topic that came up at the AGM. Just gathering everyone's thoughts and feelings on the state of the planters and how they look.
 - i. Everyone is generally happy with how everything looks and there is nothing to do moving forward on this. Everything remains status quo.

7. Ford City Newsletter & E-blast

a. Frequency & Budget

- i. Pilot the first issue and gauge the audience reaction starting with 250 printed copies for a spring release to help with the gear up with the events and warm weather. Lauren motions to give Morgan and Sabrina (the creators of the newsletter) a \$150 honorarium each to start and then evaluate it from there.**
 - 1. First- Anna**
 - 2. Carries**

8. Lot Shops

- a. While the situation with Kyle McDonald has not gotten any better, the lot shops remain and we will need to do a call for new tenants. \$200/month will remain the rent rate, but we will be stricter with the rules and regulations on how frequent the shops are open etc. It is absolutely feasible to move the Lot Shops if needed. We need to have a plan in place to move the Lot Shops to a new location. The options currently, are either between Bad Girl and Glass + More or, Gillian and Jose's lot and Mike Difazzio's lot.
- b. The call will go out for vendors and we will assess the situation as we move forward.

9. Next Steps for 2025 Events

- a. Both Dropped on Drouillard and Ford City Flea planning will be picking up soon. We need to do a social media post with all of our 2025 event dates. Kaitlyn to make Facebook event pages. The next steps will be vendor calls for both events. The Dropped call will include: makers, food, beverage, artists and musicians all in one to eliminate some additional steps in the organization process.

10. Additional Comments/ New Business

- a. **Ford City Flicker-** The Winners are: Chance, Bunch and Sawyers. We selected two residential houses that were the best decorated. Vote to approve \$100 in FC gift cards to give to the homes as a prize.
 - i. First- Lauren**
 - ii. Second- Anna**
 - iii. Carries- Yes**
- b. **BIA Bucks**
 - i. A Ford City 'Gift Card' like a Devonshire Mall gift card for example, that could be spent at any BIA business. This is something to think about and flesh out.

Motion to adjourn – 6:58pm

First- Lauren

Carries

Next meeting: Feb 10th, 2025 at 5:30PM