



12/6/2022

# Montgomery on the Bow BIA

Annual General Meeting Minutes



## ANNUAL GENERAL MEETING AGENDA/MINUTES

Montgomery on the Bow BIA

Date: December 6, 2022

Time: 7 – 8 pm

Location: Notable the Restaurant – Private Room,

4611 Bowness Road NW, Calgary

1. Call to Order 7:08pm quorum approved
2. Approval of 2022 Annual General Meeting Agenda - Motion Wayne Jansen, 2<sup>nd</sup> Darlene Vandevenne - approved
3. Approval of 2021 AGM Minutes - Motion Mark Greenwall, 2<sup>nd</sup> Wayne Jansen - approved
4. Welcome - Leon Nellissen
5. 2022 Financial Report & 2023 Budget  
Monika Jansen, Treasurer
6. 2022 Summary & 2023 Strategic Planning  
Marion Hayes, Executive Director
7. Appointment of Auditor for 2022 - Motion to appoint Werner Haag to audit 2022 Montgomery on the Bow - Mark Greenwall, 2<sup>nd</sup> Andrew Walker – approved
8. By-law Change – length of term Currently we are the only board that has a “length of term” in their bylaws. City of Calgary has requested us to remove this from our bylaws. It would be more standardized and fall in line with other BIA by-laws.

5.2 Qualification and Term of Directors a) Except as otherwise provided herein, any individual of sound mind who is a resident of Calgary, has attained the age of majority in Alberta, who is not insolvent or bankrupt, and who is a Ratepayer in good standing with the BRZ is qualified to act as a Director of the BRZ.

b) Directors of the Board shall serve a term of two (2) years, or until their successors shall have been duly appointed or elected. The terms of no more than one-half (½) of the Directors should expire in a given year. Directors may be re-appointed or re-elected upon completion of their term of office. **up to a maximum of three (3) consecutive terms. After serving three consecutive terms, a Director shall remain off the Board for not less than one year prior to being eligible for re-appointment or reelection to the Board, unless the Ratepayers decide otherwise.**

Can we have a motion to remove the portion that limits maximum of terms worded as **up to a maximum of three (3) consecutive terms. After serving three consecutive terms, a Director shall remain off the Board for not less**

than one year prior to being eligible for re-appointment or reelection to the Board, unless the Ratepayers decide otherwise.

Motion Mike Ostafichuk, 2<sup>nd</sup> Sean Kearns - approved

9. Election of Board of Directors No election required. New board members are:

Sean Kearns Greenbriar Market + Refillery  
Alison Goulet Rising Tides  
Sabrina Lawlor Pazzers Pub  
Ali Mokdad Fringe Coffee

10. Q&A Opportunity

11. Motion to Adjourn Mike Noble 7:59pm

Social and Networking Opportunity to follow

## Attendees

<b>First name</b>	<b>Last name</b>	<b>Name of Business</b>	<b>Guest Names</b>
Monika	Jansen	Montgomery DQ	Wayne Jansen
Alison	Goulet	Rising Tides Taproom	Kathryn McNeil
Katelyn	Anderson	Curvy Britches	Mary Stewart
Sabrina	Lawlor	Pazzers Pub	
Leon	Nellissen	Dr. Shelia Scott	Dr. Sheila Scott
Michael	Noble	NOtaBLE The Restaurant	
Andrew	Walker	Target Health	Dino Gradilone
Darlene	Vandevenne	Montgomery Village Vet Clinic	Dirk Dekens
Mike	Ostafichuck	ThairAPY	Fay Ostafichuk
Shawn	Kearns	Greenbriar Market + Refillery	Mathew Beaudoin
Shikha	Gupta	Montgomery Dental Centre	Chantel Morningstar
Paul	Hopfner	Abbey's Creations	
Mark	Greenwall	Alien In Line	
Maria	Hapin	Aesthetica Maria	
Marion	Hayes	Executive Director	Kent Hayes

Montgomery on  
the Bow BIA

December 6  
2022

# Budget

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Monika Jansen  
Treasurer

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	2023 Budget (\$)	2022 Budget (\$)	2022 Projections (\$)
BIA Levy	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
City of Calgary Grants/Funds	\$ 18,000.00	\$ 20,000.00	\$ 24,000.00
Grants- Other Sources	\$ -	\$ -	\$ -
Festival & Events Income	\$ -	\$ -	\$ -
Interest Revenue	\$ -	\$ -	\$ -
Miscellaneous Revenue		\$ -	\$ -
Transfer from Reserves	\$ 53,786.00	\$ 31,360.00	\$ 13,590.00
<b>Total Revenues</b>	<b>\$ 151,786.00</b>	<b>\$ 131,360.00</b>	<b>\$ 117,590.00</b>
<b>EXPENDITURES</b>	2023 Budget (\$)	2022 Budget (\$)	2022 Projections (\$)
Administration	\$ 37,598.00	\$ 38,000.00	\$ 33,296.00
Marketing/Communications	\$ 22,000.00	\$ 13,150.00	\$ 8,656.00
Urban Devt. & Strategic Plan	\$ -	\$ -	\$ -
Streetscape Improvements	\$ 40,200.00	\$ 16,500.00	\$ 45,572.00
Festivals & Events	\$ 29,500.00	\$ 51,250.00	\$ 18,323.00
Public Safety & Social Issues	\$ 6,000.00	\$ 6,700.00	\$ 3,950.00
Capital Assets	\$ -	\$ -	\$ -
Other- BIA Specific	\$ 5,600.00	\$ 5,760.00	\$ 7,793.00
Transfer to Reserves	\$ 10,888.00	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 151,786.00</b>	<b>\$ 131,360.00</b>	<b>\$ 117,590.00</b>

## Financial Report

### Levy

Levy returned to 80K in 2022 after decrease during covid. Although we have more businesses opening, we are not increasing until we have projects or rationale to do so.

### Sponsorships/Grants

We received Chinook Blast Grant for 15K and Community Standard Grant of 9K - we are hoping to receive similar amounts, depending on if we go ahead with Chinook Blast.

### Marketing & Communications

Advertisement in local Montgomery Messenger/Canada Post Mail Drop/Social Media promotion/Tourism Calgary and photography fees

### Streetscape Improvements

2023 streetscape improvements will be mainly maintenance with no major investments. The completion of Main Streets allowed us to purchase banners and install remaining planters on Montgomery Way.

The budget covers the rotation of banners from winter to summer to winter, planters – having 3 seasonal changes, maintenance, garbage pickup and lawn care in the park.

Entrance sign – will be funded by the city with no capital investment by the BIA

16th Avenue – will promote once decisions made regarding Future of 16th Ave Project

### Festivals & Events

Light Up Montgomery Annual Festival - building to a street festival, as well as festivals throughout summer 2023

### Public Safety & Social Issues

Covers costs associated with Montgomery Business Watch Program/ graffiti removal and maintenance

Montgomery on  
the Bow BIA

December 6  
2022

AGM

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Welcome

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## 2022 Overview

### Streetscape Beautification/Main Street Project

Completion of Banner production and installation. Two seasonal creative designs produced. These banners should last an average of 3 – 4 years.



16<sup>th</sup> Avenue Banners were also updated during the same installation period as Bowness Road.

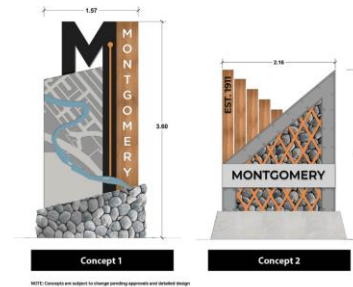
### Transfer of Levy from business owners to Landowners

This process was started 2 years ago. In 2023 the process will begin for Edmonton and Calgary with a transition to landowner based levy collection. We have asked Mark Garner from the DTA BIA to attend a meeting early in the year to present his view of this. Mark was the Executive Director for Toronto’s Downtown Yonge BIA and recently moved to Calgary where he is the ED Calgary DTA BIA. This may lead to a change in the format/make up of BIA boards. More information will follow in 2023 regarding this transition.

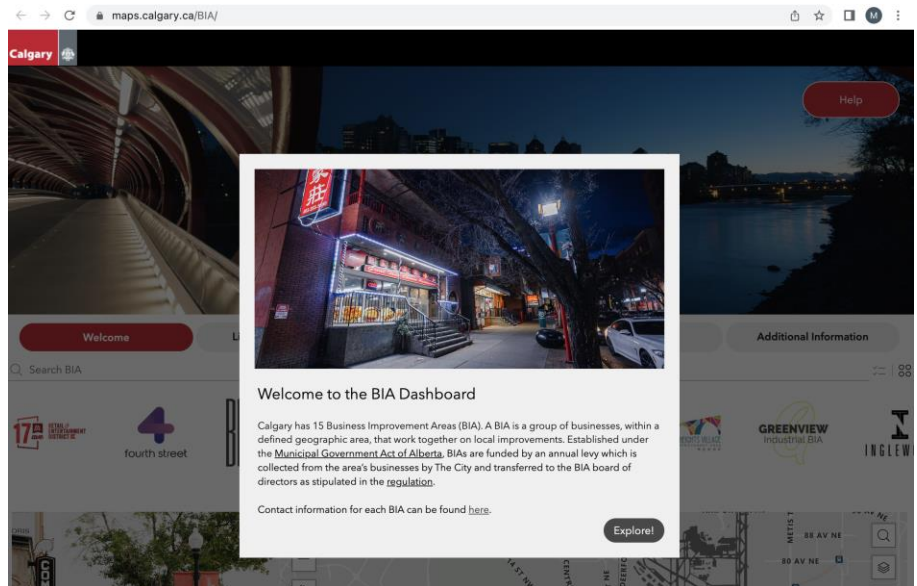
### Future of 16<sup>th</sup> Avenue

Short term only projects being worked on. Long term goals have not been approved or funded.

Entrance Signs currently on hold. Logistics of insurance/maintenance



### BIA Dashboard





Montgomery Business Watch –

We hosted an information evening hosted by Mark Greenwald (Alien In Line) with guest speakers Constable Down – CPS Liaison as well as 2 from City of Calgary Planning. Logo is waiting for stamp of approval from CPS – expected end of this week.

We have a secondary logo with a video icon that we will be offering to businesses who may want to put on fencing or back of building in hopes of acting as a deterrent.

### Marketing/Promotion

**Montgomery Messenger**

**Instagram. @montgomeryonthebow**

**Facebook Page – Montgomery on the Bow BIA**

**Tourism Calgary**

- Recently purchased Canva to help with social media posting.
- Webpage – have reached out to 2 different website development companies to help update current website.

We are happy that new board members have offered to help set up a business to business communication page. To share not just concerns but promotions that are going on, share suppliers or questions they might have.



**Survey**

During Arts & Draughts festival planning – we heard from the business community regarding events, promotion and timing constraints for participating in 2022. After listening, we sent a short survey based on comments to help plan 2023 budget. To find out what is important to individual businesses and industries.

**Highlights:****Crime & Safety 4/5.**

An ongoing concern – small break ins, graffiti to professional break-ins with values over \$100K. Repetition/seasonal. Have hired independent security staff for night watch. Some businesses experience little to no any criminal activity – still priority.

**Marketing 4.2/5**

- focus on how to promote Montgomery Business community as a whole, focus on all areas; not just Bowness Road. The BIA's marketing is for the whole community – more focus on 16<sup>th</sup> Avenue. Can we market to outside of Montgomery? Support business advertising – reposting/sharing.

Question of Social Media instruction – a few interested. But the Provincial Gov't offers a course so will try to set up an evening and see if some businesses want to attend.

**Events**

mixed results; do street festivals benefit local business? Night markets would be great; the more the better

**Planters/Banners – 4.5/5**

“My friends who haven't been to Montgomery for awhile were surprised how it became nice and clean!” “cant be just along Bowness Road”. “changes make people want to stop and explore”

**Parking – 3.5/5.**

Staff of neighbouring business park all day in front of my business; mainstreets program did not deliver the parking they were supposed to – infact there is less parking now; roads are so narrow – difficult to turn out of business; worried about Future of 16<sup>th</sup> Ave and removal of entrance/exists onto property

**Newsletters** - beneficial (but not as often/too many emails already)

Events

Chinook Blast ON THE BOW

Trying to make this happen. Application was sent out November 29<sup>th</sup> with deadline of December 9<sup>th</sup>.

Street Events

Multiple events versus one large street festival – this will be the first agenda topic for 2023. Based on the survey submissions, there is not a clear answer. The major factor that decides either direction is ability to find volunteers and grants/sponsorships.

Artwork is complete for projects with only date changes need to move forward.



# 2023 Strategic Planning

## July – Stampede Pancake Breakfast



option 1 creative recommendation



option 2 creative recommendation



*2022 Strategic  
Planning*

**Montgomery Business Map/Directory**

Completion of Business Directory first quarter of 2023. Mail out to communities of Montgomery, Bowness, Varsity and Parkdale.



