

OTTAWA STREET BIA MEETING
JUNE 22, 2026
EMERGENCY BOARD MEETING MINUTES

A. Clark
E. Grad
S. Weiler
K. Swayze
K. Rogelstad
A. Lantos

R. Balla
L. Foster
K. Nunn
H. Harrison
J. Gale
M. Jones

Motion: Addition of Community Member to the Board

A motion was made to approve the addition of Kevin Nunn as a Community Representative to the Ottawa Street BIA Board of Management, effective June 22, 2026, in accordance with the temporary exception to the procedural by-law approved on January 20, 2026, and expiring at the conclusion of the next Board election.

1st K. Swayze 2nd K. Rogelstad

Motion: Research Options Regarding the Office Lease and Expenses

A motion was made to approve researching options to end the BIA's tenancy at 3 Britannia Avenue. The research will include a comprehensive review of all office-related expenses, a call-out to Ottawa Street BIA business owners to identify potential office space available on Ottawa Street, and an inquiry to the BIA's insurance provider to determine whether the current lease or related contract can be terminated or modified.

1st K. Swayze 2nd A. Lantos

Bookkeeper Contract

A contract for new bookkeeper C. Ciardullo was presented and edits were suggested. Edits will be completed and a revised copy will be circulated to the board for review.

2026 Budget

The Board discussed the timeline for the 2026 budget review and 2027 budget planning. It was agreed that a dedicated budget meeting will be scheduled once the current bookkeeper has completed the audit and brought the financial records up to date. Following this, S. Weiler will present a detailed breakdown of all budget lines and office expenses for the Board's review. The Board determined that Monday mornings are the preferred time for this meeting.

Board Meeting Recording Requests

A decision was made to confirm that recordings of Ottawa Street BIA Board meetings will not be shared with business owners or members of the public due to privacy considerations and bylaw requirements

Next Meeting: July 21, 2026 **Location:** Online Only