



NORWOOD GROVE BUSINESS IMPROVEMENT ZONE

ANNUAL GENERAL MEETING

2023

DECEMBER 4, 2023, 5:00 PM-NORWOOD HOTEL

NORWOOD GROVE BUSINESS IMPROVEMENT ZONE
ANNUAL GENERAL MEETING

December 4, 2023, 5:00 PM
Norwood Hotel-Tache Room

A G E N D A

1. Welcome and Call to Order
2. Approval of AGM AGENDA (motion required)
3. Approval of Annual General Meeting Minutes of 2022 (motion required)
4. Introduction of the Board
5. Greetings from Councillor: Matt Allard, St. Boniface MLA: Robert Loiselle and St. Boniface Streetlinks Founder and Executive Director: Marion Willis
6. Review of 2023 BIZ Report - Highlights by BIZ Executive Director
7. 2024 Year at a Glance
8. Treasurer's Report:
 - i. Present 2023 Financial Report
 - ii. **Motion** to accept Treasurer's Report (motion required)
 - iii. Present the Draft of 2022 Financial Statement by *Olafson & Jones Chartered Professional Accountants as presented*
 - iv. Question and answer period
 - v. **Motion** required - to approve the 2022 Audit Reports, including financial statements as prepared by *Olafson & Jones Chartered Professional Accountants* and reviewed by the Board of Directors
 - vi. **Motion** to appoint the *Olafson & Jones Chartered Professional Accountants* as Auditors for 2023
9. Discussion of Proposed Programs and Budget
 - i. Presentation of the 2024 proposed budget and programs
 - ii. Question and answer period
 - iii. **Motion** to approve the 2024 Proposed Budget, as recommended by the Board of Directors. (motion required)
10. Presentation/Election (if required) of the BIZ Board Members
 - i. Presentation of 2024 of Nominees running for the Norwood Grove BIZ Board of Management
 - Joe Loschiavo-Pasquale's (Term 3-Year 1), Chairman
 - Rhea Bundoc-Scotia Bank (Term 2-Year 3)

Call for election from the floor for candidates for one Board position.

(Motion to approve the slate of board directors for 2024 as presented)

- ii. Results of Board Election and Presentation of the 2024 Norwood Grove BIZ Board of Management

11. Motion to Adjourn



2023 AGM AGENDA

NORWOOD GROVE BUSINESS IMPROVEMENT ZONE
ANNUAL GENERAL MEETING
November 23, 2022, 5:00 PM
Norwood Hotel-Tache Room

MINUTES

1. **Welcome and Call to Order:** 5:25 PM, M: Nic, S: Amber, All Approved
2. **Approval of AGM AGENDA:** M: Sheila S: Ryan, All Approved
3. **Motion to approve the AGM Minutes of 2021:** M: Sam S: Joe, All Approved
4. Greetings from Joe Loshiavo
5. **Review of 2022 BIZ Report:** Jennifer Mathieson (attached)
6. **Review of 2023 Year at a Glance:** Jennifer Mathieson (attached)
7. **Auditor's Report:**
 - i. **Motion to approve the Draft of Financial Audit for 2021 as provided by Stewart Chartered Professional Accountant Inc.:** M: Joe S: Mike, All Approved
 - ii. **Motion to have the Board determine the Auditor for 2022:** M: Nic S: Sam, All Approved
8. **Presentation of Approved Budget for 2023:** M: Sheila S: Mike, All Approved
9. **Election of the Norwood Grove BIZ Board of Directors**
 - i. **Motion to approve the slate of board directors for 2023:** M: Nic S: Sam, All Approved

BOARD OF DIRECTORS 2023
Nick Douklias - Helios
Ryan Rawluk – Rawluk Accounting (Treasurer)
Matt Allard – Councillor
Mike Del Buono-Nola
Amber Bluhm-Desjardins Funeral Home
Samantha Lacosta – SJ Hair
Sheila Tan - Di Erbe Inc.
Joe Loschiavo– Pasquales
Ashley McLaren - Scotia Bank
10. **Adjournment:** 6:26 PM, M: Nic S: Mike, All Approved

Appointed Chair: Jennifer Mathieson

Agenda Prepared by: Jennifer Mathieson



2022 AGM MINUTES

MEET OUR THE NORWOOD GROVE BOARD OF DIRECTORS



Joe Loschiavo-Chairman
Pasquales Italian Ristorante
Joined 2020, Term 3-Year 5



Mike Del Buono
Nola & Bar Accanto
Joined 2021, Term 2-Year 4



Rosalie Tetrault
Seven K
Joined 2023, Term 1-Year 2



Ryan Rawluk-Treasurer
**Rawluk & Robert Chartered
Professional Accountants Inc**
Joined 2019, Term-3 Year-6



Katrina Vanderveen
Fortify
Joined 2023, Term 1-Year 2



Appointed

Matt Allard
City Councillor



Amber Bluhm-Secretary
Desjardins Funeral Home
Joined 2021, Term 2-Year 4



Reah Bundoc
Scotia Bank
Joined 2022, Term 2-Year 3



Support

Martin Pasieczka
City of Winnipeg



GREETINGS FROM OUR COUNCILLOR
Matt Allard



GREETINGS FROM OUR MLA
Robert Loiselle



GREETINGS FROM OUR PARTNER-ST. BONIFACE STREET LINKS

Marion Willis

HIGHLIGHTS OF 2023



Le Relais Trading Post- February 18, 2023

MOVING ON MARION OPEN HOUSE

September 14, 2023



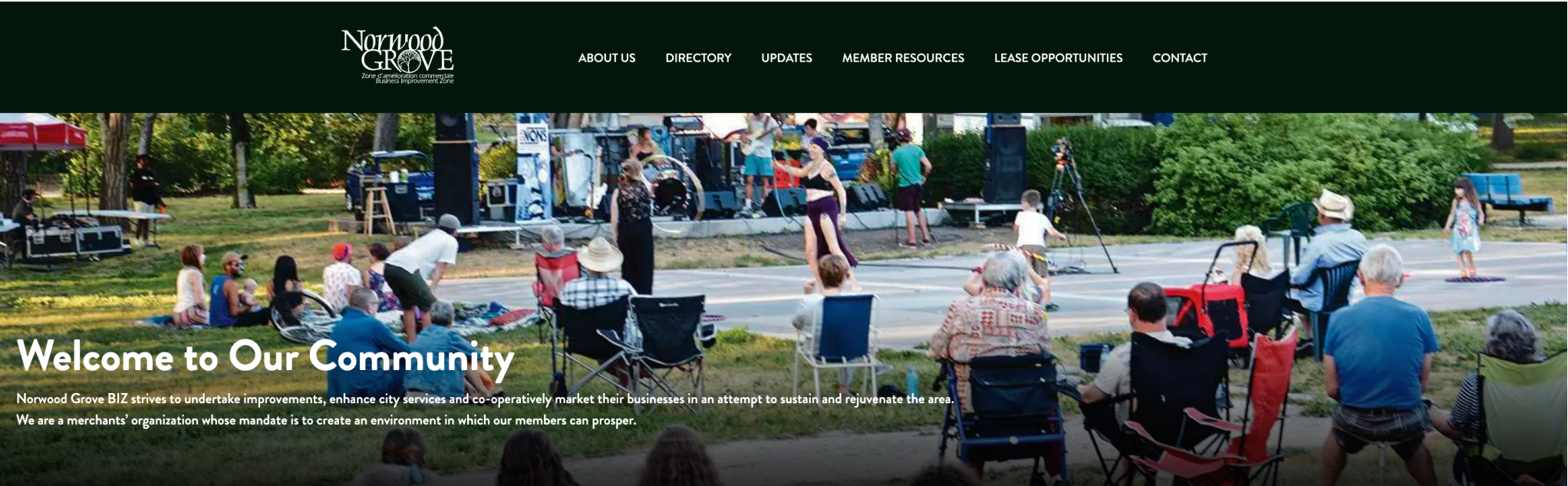
NEW BIKE RACKS

26 New Bike Racks



NEW WEBSITE

Directory Under Construction



Explore Norwood

Dining  Pubs, cafés, restaurants – find something for everyone!	Health & Wellness  Chiropractors, Dentists, Massage Therapists and more!	Professional Services  Accounting, legal, and more	Shopping  Gifts, groceries, antiques, and more to discover in St. James!
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ZUMBA AT THE PARK

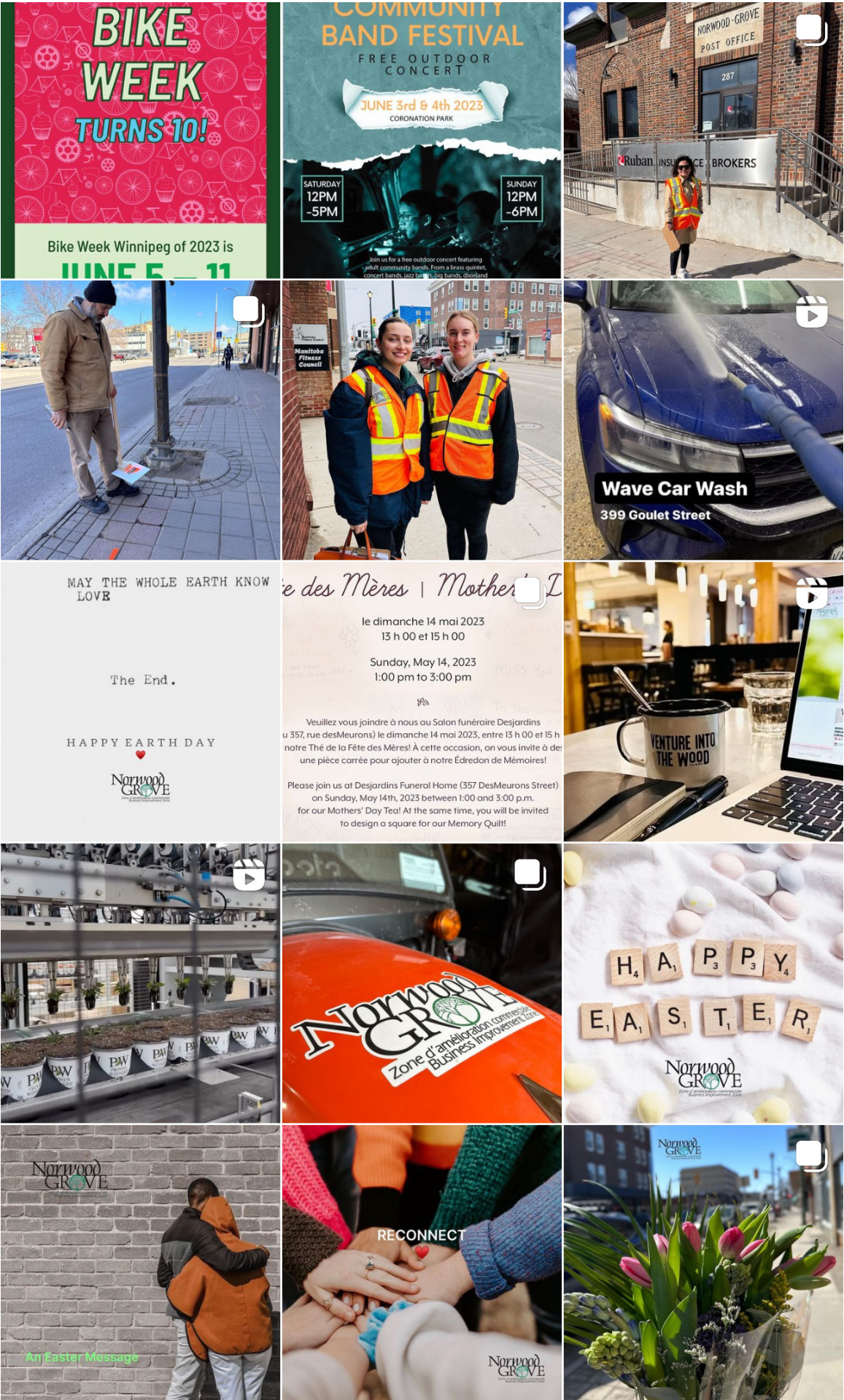
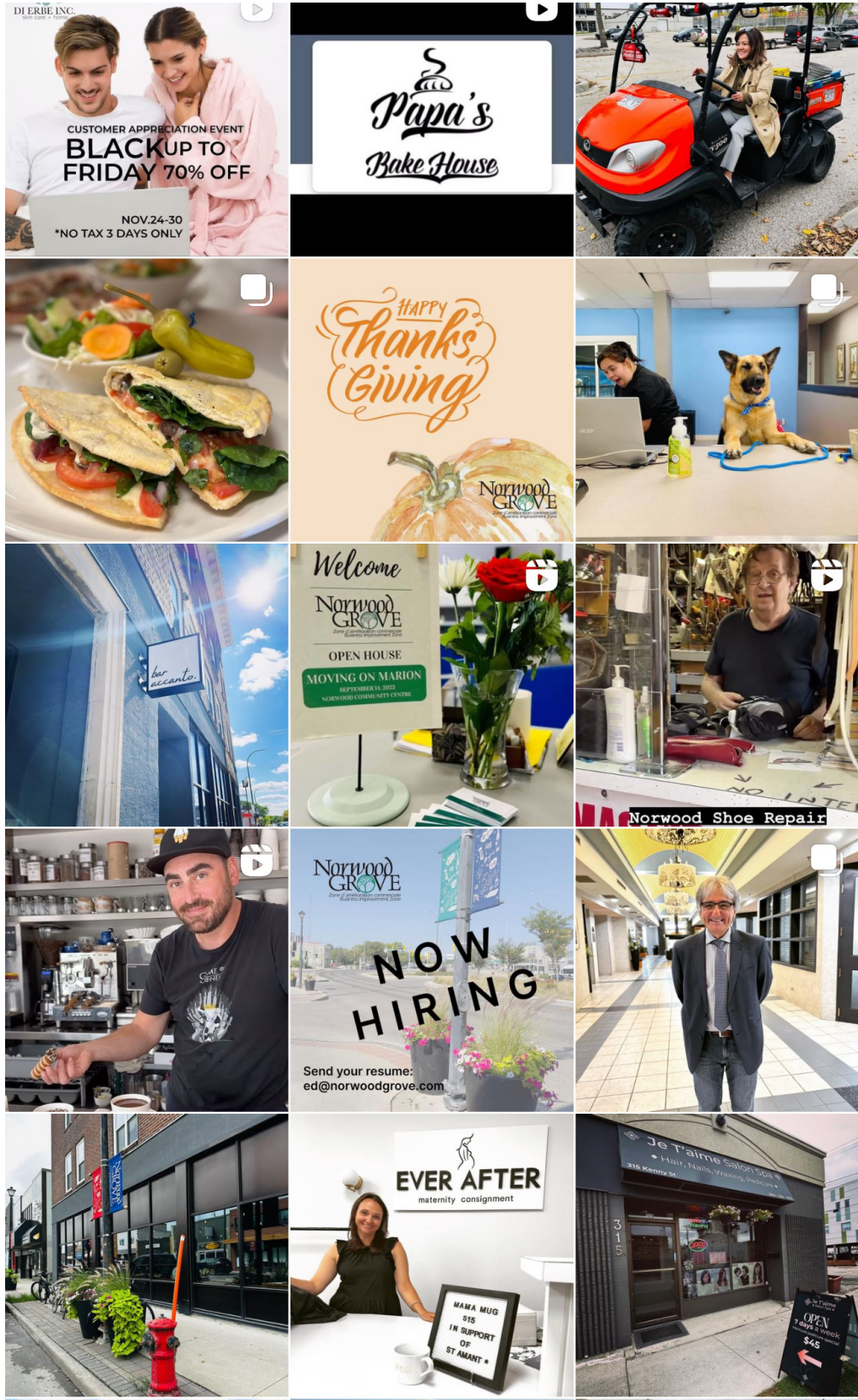
BY KARLA MODZEN



Rain or Shine: Mondays and Wednesdays-6PM, Coronation Park

SOCIAL MEDIA PAGE

Featured New and Existing Businesses



2023 MAYOR'S BIZ AWARDS

2023 RECIPIENT FROM OUR BIZ
Ms. Tobi Léveill -Encore Dance Studio
October 27, 2023



OTHER INITIATIVES IN 2023, GRANTS & NEW MEMBERS



- **16 LED Light Posts on St. Mary's Road** (13 Installed, 3 to be installed)

- **Summer Green Team Planting & Programming**

We hired 2 Summer Students under the Canada Summer Jobs & Urban Green Team + 1 Regular Employee who diligently watered and maintained our flowers

- **Signage Improvement Grant:**

\$2500 Awarded to Le Croissant Bakery

- **Holiday Decor**

Installed existing 45 decorative lights spread-out in the Biz

- **International Downtown Association Conference**

Chicago October 4-6, 2023



WELCOME TO THE BIZ NEW BUSINESSES

- Le Croissant Bakery-275 Tache
- Big Sky Run-194 Tache
- Pico Architecture-107 Marion
- Papa's Bakeshop-101 Marion
- Pawsh Dog-245 Marion (moved from 133 Marion)
- Je T'aime Salon Spa- 315 Kenny
- Ever After Maternity Consignment-313 Kenny Street

GRANTS RECEIVED IN 2023

City of Winnipeg and Building Sustainable Communities \$ 97,436

Summer Student Grants \$ 29,546

2024 YEAR AT A GLANCE

- **Banner Redesign & Replacement of Broken Brackets**
- **New Benches in the Biz** - Approved Grant Community Incentive Grant \$40,000 through our Councillor's Office
- **Signage Improvement Grant** - \$50,000 Grant from the City of Winnipeg
- **Website Development in progress**
Leasing Opportunities and Member Directory update
- **Marketing & Promotion Enhancement**
We will be hiring a professional Photographer and a Social Media Manager under the supervision of our Board Member, Katrina Vanderveen
- **Focusing on Membership in 2024-Building Relationships**
Quarterly "Membership Wine and Cheese" Event
- **Assistance & Support on Events happening in our Biz**
- **Newsletter to our Biz Members on a Quarterly Basis**
- **Grants Open to Members:**
Signage Improvement Grant up to \$2500 and Store Front Improvement Grant up to \$2500
- **Nominate a Biz Member for Mayor's Biz Awards in 2024**





TREASURER'S REPORT

Norwood Grove Business Improvement Zone

Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Revenue				
4001 BIZ Levy	179,995.13	180,000.00	-4.87	100.00 %
4003 Grants-City of Winnipeg	50,000.00	100,000.00	-50,000.00	50.00 %
4004 Grants - Other	27,436.00	12,000.00	15,436.00	228.63 %
4005 Interest Revenue	563.27	100.00	463.27	563.27 %
4008 Fundraising / Miscellaneous	1,500.00	20,000.00	-18,500.00	7.50 %
4009 Transfer from Reserve Fund		40,000.00	-40,000.00	
Total 4000 Revenue	259,494.40	352,100.00	-92,605.60	73.70 %
4100 Grants - MB - Green Team	11,964.40		11,964.40	
4120 Grants - CDN - Can Summer Jobs Program	17,582.00		17,582.00	
4170 Sales	5,000.00	10,500.00	-5,500.00	47.62 %
Sales of Product Income	5,500.00		5,500.00	
Total Income	\$299,540.80	\$362,600.00	\$ -63,059.20	82.61 %
GROSS PROFIT	\$299,540.80	\$362,600.00	\$ -63,059.20	82.61 %
Expenses				
5000 Administration				
5001 Bank Service Charge & Interest	98.00	500.00	-402.00	19.60 %
5002 Board Development	279.11		279.11	
5003 Meetings & Workshops	2,580.79	1,500.00	1,080.79	172.05 %
5005 Miscellaneous Costs	200.00		200.00	
5006 Office Mtce & Supplies	1,753.94	1,500.00	253.94	116.93 %
5007 Profess Fees & Annual Audit	481.50	8,500.00	-8,018.50	5.66 %
5008 Professional Develop & Training	9,042.54	3,000.00	6,042.54	301.42 %
5009 Storage/Rental Space	6,571.43	6,000.00	571.43	109.52 %
5010 Telephone & Web/Email Hosting	679.54	300.00	379.54	226.51 %
Total 5000 Administration	21,686.85	21,300.00	386.85	101.82 %
5030 Staffing & Benefits		81,000.00	-81,000.00	
5031 Executive Director (contract)	32,187.25		32,187.25	
5032 Wages & Salaries	42,335.38		42,335.38	
5033 Workers Compensation Board	100.00		100.00	
5034 Staffing & Benefits Other	11,095.88		11,095.88	
Total 5030 Staffing & Benefits	85,718.51	81,000.00	4,718.51	105.83 %
5037 Physical enhancement Enhances Streetscape	998.13		998.13	
5100 Business Incentives				
5101 Business Development Grant		2,500.00	-2,500.00	
5102 Storefront Improvement Grant	2,500.00	2,500.00	0.00	100.00 %
Total 5100 Business Incentives	2,500.00	5,000.00	-2,500.00	50.00 %
5200 Marketing & Promotion	500.00		500.00	
5201 Advertise, Promo & Publication	31.50	5,000.00	-4,968.50	0.63 %
5202 Banners, Signs & Maintenance	317.45	20,000.00	-19,682.55	1.59 %
5204 Strategic Planning/Special Proj	204.24	10,000.00	-9,795.76	2.04 %
5205 Events	7,310.96	30,000.00	-22,689.04	24.37 %
5207 Website / Social Media	3,220.00	1,500.00	1,720.00	214.67 %
Total 5200 Marketing & Promotion	11,584.15	66,500.00	-54,915.85	17.42 %
5300 Physical Enhancement & Mtce				

Norwood Grove Business Improvement Zone

Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5301 Enhanced Streetscape Renewal	80,900.90	100,000.00	-19,099.10	80.90 %
5302 Equipment & Supplies Rental		1,000.00	-1,000.00	
5303 Flowers, Planters & Supplies	20,452.63	18,000.00	2,452.63	113.63 %
5305 Supplies	1,171.20	1,000.00	171.20	117.12 %
5306 Graffiti Removal	3,893.00	4,500.00	-607.00	86.51 %
5308 Murals & Art Programs		3,500.00	-3,500.00	
5309 Safety Programs	724.89	2,500.00	-1,775.11	29.00 %
5310 Street Furn-Rack, Kiosk, Bench	-917.15	10,000.00	-10,917.15	-9.17 %
5311 Maintenance	432.38		432.38	
5312 Street Lighting(other lighting)		5,000.00	-5,000.00	
5313 Other Initiatives & Misc	4,532.10		4,532.10	
Total 5300 Physical Enhancement & Mtce	111,189.95	145,500.00	-34,310.05	76.42 %
5400 Holiday Decor				
5401 Decor - New Fixtures		5,000.00	-5,000.00	
5402 Street Setup & Takedown	3,940.28	6,000.00	-2,059.72	65.67 %
5403 Holiday Decor Other		2,000.00	-2,000.00	
Total 5400 Holiday Decor	3,940.28	13,000.00	-9,059.72	30.31 %
5500 Street Maintenance				
5501 Repair & Maintenance Equipment	2,122.57		2,122.57	
5502 Vehicle Expenses & Maintenance	3,423.72	3,000.00	423.72	114.12 %
5503 Street Maintenance - Other	1,328.00	1,200.00	128.00	110.67 %
Total 5500 Street Maintenance	6,874.29	4,200.00	2,674.29	163.67 %
Total Expenses	\$244,492.16	\$336,500.00	\$ -92,007.84	72.66 %
NET OPERATING INCOME	\$55,048.64	\$26,100.00	\$28,948.64	210.91 %
Other Expenses				
5900 Other Expenses				
5902 Contingency Fund-Over/Under		5,000.00	-5,000.00	
5903 Capital Reserve Fund		10,600.00	-10,600.00	
Total 5900 Other Expenses		15,600.00	-15,600.00	
Total Other Expenses	\$0.00	\$15,600.00	\$ -15,600.00	0.00%
NET OTHER INCOME	\$0.00	\$ -15,600.00	\$15,600.00	0.00 %
NET INCOME	\$55,048.64	\$10,500.00	\$44,548.64	524.27 %

PRESENT FINANCIAL STATEMENT

As of December 2, 2023

DRAFT OF 2022 FINANCIAL STATEMENT

by Olafson & Jones Chartered Professional Accountants as presented

NORWOOD GROVE BUSINESS IMPROVEMENT ZONE

Statement of Financial Position

December 31, 2022

	2022	2021
ASSETS		
CURRENT		
Cash	\$ 70,413	\$ 115,565
Accounts receivable	34,261	56,772
Goods and services tax recoverable	13,295	6,874
Prepaid expenses	28,354	32,996
	<u>146,323</u>	<u>212,207</u>
CAPITAL ASSETS (Note 3)	63,685	42,386
	<u>\$ 210,008</u>	<u>\$ 254,593</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 28,408	\$ 15,857
Deferred income	-	10,000
	<u>28,408</u>	<u>25,857</u>
DEFERRED CAPITAL CONTRIBUTIONS (Note 4)	38,804	41,378
	<u>67,212</u>	<u>67,235</u>
NET ASSETS		
Unrestricted net assets	117,915	186,350
Invested in capital assets	24,881	1,008
	<u>142,796</u>	<u>187,358</u>
	<u>\$ 210,008</u>	<u>\$ 254,593</u>

ON BEHALF OF THE BOARD

Director

Director

Director

Director

The accompanying notes are an integral part of these financial statements.

NORWOOD GROVE BUSINESS IMPROVEMENT ZONE

Statement of Operations

Year Ended December 31, 2022

	2022	2021
REVENUE		
Business improvement levy	\$ 179,694	\$ 169,358
Province of Manitoba	62,139	7,978
City of Winnipeg	10,500	8,000
Amortization of deferred capital contributions (Note 4)	2,574	1,898
Other	1,450	-
Sponsorship	1,250	-
Canadian summer jobs - Canadian Government	-	4,621
	<u>257,607</u>	<u>191,855</u>
EXPENSES		
Advertising and promotion	85,406	10,292
Amortization	14,667	8,661
Bank charges	173	616
Board development	5,965	-
Contracted services	47,668	47,741
Local improvements	65,130	39,944
Meetings and conventions	4,866	1,638
Office	3,228	1,445
Professional fees	5,066	9,325
Safety program	42,650	23,444
Salaries and wages	17,386	15,100
Storage	8,849	6,000
Telephone	401	448
Training	1,356	-
	<u>302,811</u>	<u>164,654</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS	<u>(45,204)</u>	<u>27,201</u>
INTEREST INCOME	642	157
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ (44,562)</u>	<u>\$ 27,358</u>

The accompanying notes are an integral part of these financial statements.

PROPOSED BUDGET 2024

Income	
4000 Revenue	
4001 BIZ Levy	200,000
4003 Grants-City of Winnipeg	50,000
4004 Grants- Other	0
4005 Interest Revenue	500
4008 Fundraising / Miscellaneous	5,000.00
4009 Transfer from Reserve Fund	
Total 4000 Revenue	255,500
4100 Grants- MB - Green Team	12,000
4120 Grants- CDN - Can Summer Jobs Program	10,000
4170 Sales	0
Sales of Product Income	0
Total Income	277,500
Expenses	
5000 Administration	
5001 Bank Service Charge & Interest	200
5002 Board Development	1,000
5003 Meetings & Workshops	3,500
5004 Membership, Dues & Licenses	500
5005 Miscellaneous Costs	200
5006 Office Mtce & Supplies	2,000
5007 Profess Fees & Annual Audit	7,000
5008 Professional Develop & Training	7,000
5009 Storage/Rental Space	6,600
5010 Telephone & Web/Email Hosting	1,200
Total 5000 Administration	29,200
5031 Executive Director (contract)	47,000
5032 Wages & Salaries	58,000
5033 Workers Compensation Board	100
5034 Staffing & Benefits Other	6,000
Total 5030 Staffing & Benefits	111,100
5101 Business Development Grant	2,500
5102 Storefront Improvement Grant	2,500
Total 5100 Business Incentives	5,000

5201 Advertise, Promo & Publication	500
5202 Banners, Signs & Maintenance	13,700
5204 Strategic Planning/Special Proj	2,000
5205 Events	5,000
5207 Website / Social Media	4,000
Total 5200 Marketing & Promotion	25,200
5301 Enhanced Streetscape Renewal	50,000
5302 Equipment & Supplies Rental	700
5303 Flowers, Planters & Supplies	14,000
5305 Supplies	1,000
5306 Graffiti Removal	4,000
5308 Murals & Art Programs	2,000
5309 Safety Programs	1,500
5310 Street Furn-Rack, Kiosk, Bench	18,000
5311 Maintenance	500
5312 Street Lighting(other lighting)	5,000
5313 Other Initiatives & Misc	500
Total 5300 Physical Enhancement & Mtce	97,200
5401 Decor - New Fixtures	1,000
5402 Street Setup & Takedown	5,000
5403 Holiday Decor Other	2,000
Total 5400 Holiday Decor	8,000
5501 Repair & Maintenance Equipment	1,000
5502 Vehicle Expenses & Maintenance	2,800
5503 Street Maintenance - Other	1,000
Total 5500 Street Maintenance	4,800
Total Expenses	280,500
Net Operating Income	-3,000
Other Expenses	
5900 Other Expenses	
5902 Contingency Fund-Over/Under	3,000
5903 Capital Reserve Fund	
Total 5900 Other Expenses	
Total Other Expenses	3,000
Net Other Income	3,000
Net Income	0

OUR MISSION & VISION

Our vision is to be recognized as the driving force behind the transformation and continued growth of our community. We aspire to be the go-to resource, advocate for positive change, working tirelessly to ensure the long-term success, well-being, and happiness of our stakeholders and the broader community we serve. Through strategic partnerships and collective promotion, we strengthen the visibility and reputation of our BIZ members, establishing Norwood Grove as a premier destination for shopping, dining, and entertainment.

Norwood Grove Biz serves as a bridge between businesses and the community, facilitating meaningful connections and fostering a culture of collaboration. As stewards of economic development, we collaborate with our members to inspire and empower stakeholders to actively participate in shaping the future of our community and to cultivate distinct experiences that reflect the unique character and charm of Norwood Grove.

The heart of our mission is a strong sense of community. Through community-oriented event and engagement programs, we strive to build meaningful connections, foster a sense of belonging, and celebrate the diverse voices and talents that make Norwood Grove thrive.

Presentation of 2024 of Nominees running for the Norwood Grove BLZ Board Management

- **Joe Loschiavo**-Pasquale's (Term 3-Year 1), Chairman
- **Rhea Bundoc**-Scotia Bank (Term 2-Year 3)

Motion to approve the slate of Board Directors for 2024

JOIN OUR BOARD

Call for election from the floor for candidates for one Board positions



Thank you for attending our 2023 Annual General Meeting.

PRESENTED BY:

SHEILA TAN, NORWOOD GROVE BIZ EXECUTIVE DIRECTOR



HAPPY
holidays