



Draft Minutes

Board of Management Meeting

Location: North Grenville Municipal Centre

Date of Meeting: 16 January, 2019

Time of Meeting: 6:00-7:30 pm

In attendance: Kim Smalridge, Vice-Chair, Stephen Bent, Treasurer, Paul Cormier, Secretary, Members: Shelley Mitchell, Lee McIlvenna, Ken Schliemann; Jim McManaman, Municipal Representative; guests: Deron Johnston (incumbent Executive Director); Andrew Beveridge

Regrets: Debbie Wilson, Chair, Connie Lamble, Sierra Jones, member

Call to Order: Kim Smalridge, Vice-Chair

Review of Agenda and *Motion to accept: Paul Cormier, seconded by Ken Schliemann*

Note: Paul Cormier indicated that the agenda and minutes are in a new format, in order to facilitated transmission of the documents by email. He stated that the Board would be receiving the minutes for correction prior to each meeting, so that when they came to a Board meeting, they would be ready to accept them.

Review of the Minutes of 19 December, 2018 and *Motion to accept: Stephen Bent, seconded by Shelley Mitchell*

Review of the EC minutes of 9 January, 2019 and *Motion to accept: Paul Cormier, seconded by Stephen Bent.*

Note: unless otherwise stated in these minutes, all motions to accept or approve were unanimously supported.

Governance

- The Executive Committee recommended the following amendments to the Executive Director's Service Contract (Stephen Bent, Treasurer)
 - Start of service: 1 February, 2019
 - Length of contract: 1 February to 31 December, 2019
 - Payment will be bi-weekly by cheque as arranged by Stephen Bent and Andrew Beveridge

- A statement regarding the nature of the contract, i.e. not as employment, has been reinforced in the document
- See Appendix 1: Executive Director Service Contract
- *Motion to accept: Stephen Bent, seconded by Paul Cormier*
- Status of appointment of Shelly Mitchell to the Board of Management (Paul Cormier, Secretary):
 - Paul Cormier confirmed that Shelley Mitchell was appointed to the Board of Management at the 14 January, 2019 Municipal Council meeting.
 - Kim Smalridge, Vice-Chair, welcomed Shelley to the Board.
- Status of appointment of Councillor Jim McManaman to the Board of Management (Paul Cormier, Secretary);
 - Paul Cormier confirmed Councillor that Jim McManaman was appointed to the Board of Management at the 14 January, 2019 Municipal Council meeting.
 - Kim Smalridge, Vice-Chair, welcomed Jim to the Board.
- Design of the Business Plan work session (Paul Cormier, Secretary):
 - The EC recommended to the BoM that the Business Planning meeting originally scheduled for 23 January, 2019 be moved to 20 February, 2019 with an EC meeting on 13 February. This has now been confirmed, time to be announced.
 - Meanwhile, Stephen Bent, Andrew Beveridge and Deron Johnston, supported by Matt Gilmer have been working on getting an accurate levy roll by which to communicate with members. A discussion was held on who was on the levy, how to get accurate information and why it is so important to be able to reach each and every member of the BIA.
 - Paul Cormier will send an updated copy of the 2018 Business Plan to Jim, Ken and Shelley; closer to the work session, Paul Cormier will forward a status report, a questionnaire and other materials to assist the Board in preparing for the session.
- List of Priority Activities (Paul Cormier, Secretary):
 - Paul Cormier is in the process of compiling a list of priority activities for placing in the Business Plan or for immediate or ongoing action to include, among others:
 - The By-Law Amendments (underway);
 - The Motion Process;
 - The BIA Filing System;
 - The Schedule of Meetings;
 - The format of Board materials;
 - Support to the waterfront project;
 - Funding requests to Trillium, Canadian Heritage or EODP.
 - He indicated that these priorities are more process driven, while the 2019 Business Plan should reflect operational activities related to economic development of the downtown; therefore, Directors of the Board of Management are requested to forward their priorities to the Secretary at their earliest possible

convenience for discussion and consideration at the Business Planning meeting of 20 February, 2019.

Financial Management

- Financial Report (Stephen Bent, Treasurer): Stephen Bent provided a financial report with the assistance of Andrew Beveridge.
- TODs Review (Stephen Bent, Treasurer):
 - The Board of Management had decided to terminate its involvement in the TODs program at their 19 December, 2019 meeting due to a sharp increase in fees.
 - Since then, the Province has frozen the fees for TODs at the 2018 level in response to negative publicity.
 - Regardless, the Executive Committee recommended to the BoM not to reconsider the TODs program as it is of limited value to the members of the BIA.
 - This was accepted by the Board and no motion was passed, since the motion to rescind TOS funding has already been passed.
- Status of DSS Funding (Paul Cormier, Secretary):
 - There has been no response to date on the BIA's application. Paul Cormier has checked with the OBIAA to get the status of our application but has not received an answer as of this date.
 - Paul Cormier also mentioned that Salamanders of Kemptville had applied for a DSS grant as well, as a pilot to see how things would go. Kim Smalridge intends to apply as well. If any other BoM or BIA member wishes to apply, they can get the information from Paul Cormier or from Matt Gilmer. Paul Cormier notes that the application process was relatively easy.
- BIA laptop purchase (Stephen Bent, Treasurer) :
 - The Executive Committee recommended to the BoM the purchase of a BIA laptop as an allocation from our Reserve Fund. This requires a motion from the Board and a request to the Municipality for accessing the Reserve Fund. The motion was amended to set a limit of \$1500 on the purchase.
 - *Motion to accept: Stephen Bent, seconded by Lee McIlvenna.*

Committee Reports

Executive Committee

- The last Executive Committee meeting took place on 9 January, 2019 (as per minutes approved) and the next one will take place on 13 February. The EC usually meets one week prior to a BoM meeting in order to prepare. Anyone is invited to attend the EC meetings at any time. Kim Smalridge made a point of inviting our Municipal Board member Jim McManaman, if he was able to find the time in his busy schedule.

Expansion Committee

- Stephen Bent, Andrew Beveridge and Deron Johnston will be meeting on 29 January at 10:30 am at Andrew Beveridge's accounting office to move ahead on the Expansion Project. Stephen Bent requested that more Board members get involved in the expansion process.

Events Committee

- Paul Cormier announced that there is a backlog of Committee minutes to approve from the previous year and that he is working on their formatting.

Municipal Update (Matt Gilmer and Councillor Jim McManaman):

- Matt Gilmer provided an update on the Banner Project; Stephen Bent will meet with him to help with designs for the downtown.
- Paul Cormier inquired about the By-Law amendment that was underway; Matt Gilmer was not aware of the state of things, so Paul will contact Cahl Pominville and Katie Valentin to find out what the process is. This is for reviewing the 2015 By-Law in the light of the changes that have taken place in the past 3 to 4 years.

Programming

- OBIAA Conference (Stephen Bent, Treasurer):
 - The Executive Committee recommended to the Board of Management that the OTK BIA support Deron Johnston's attendance at the OBIAA Conference to be held from 31 March to 3 April, in his capacity as Executive Director. The fee for the event is \$794.39 on an "Early Bird" basis.
 - The Board decided that a motion was in order. *Motion to accept: Stephen Bent, seconded by Paul Cormier.*
- Friends of Ferguson Forest Winter Carnival (Paul Cormier, Secretary):
 - This annual event will be taking place 17 February, 2019 with support from Grahame's Bakery and Salamanders.
 - If any other member can assist, they can get in touch with Liza Duhaime, who is the organizer of the Carnival.

Other Business

None

Close of Meeting

Motion to close: Paul Cormier, seconded by Lee McIlvenna