



## Minutes

### OTK BIA Board of Management Meeting

Meeting Location: Municipal Board Room #1

Date: 18 January, 2016

Time: 6:00-7:30 pm

Attendance: Shawn Yakimovich, Vice-Chair (Chair for the meeting); Stephen Bent, Treasurer, Paul Cormier, Secretary, Donovan Arnaud, Municipal Representative, John Barclay, Executive Director

Guests: Andrew Beveridge

Regrets: Debbie Wilson, Chair, Lee McIlvenna, Board member, Blair Hamilton, Board member, Matt Gilmer, Municipal Staff Representative

### Open Meeting

- ≡ Motion to open the meeting by Paul Cormier, seconded by Stephen Bent, all in favour
- ≡ Full Disclosure: John Barclay announced that he will be performing contract work with the Leeds and Grenville Business News.
- ≡ Minutes of the Board of Management Meeting of 15 December, 2016: motion to approve: Stephen Bent seconded by Paul Cormier, all in favour
- ≡ Meeting Agenda: motion to approve by Donovan Arnaud, seconded by Paul Cormier

### Financial Management: Stephen Bent and Andrew Beveridge

- ≡ The Municipality has turned down the BIA's request for phased funding. Donovan Arnaud will look into other options on the BIA's behalf.
- ≡ Andrew Beveridge announced that auditors will be in the municipality on or around March; Stephen Bent as Treasurer will present the BIA's financial report with the support of Andrew Beveridge.

- ≡ Kiosk construction at the Canada Post corner property on Prescott Street; Donovan Arnaud will cost out the design that has been prepared and presented to the Board of Management (see Appendix 1)
- ≡ Stephen Bent presented the draft budget and put forward the following motion: *Be it resolved that the BIA Board of Management approves the draft budget for 2017.* Seconded by Paul Cormier, all in favour
- ≡ Funding Status Report by John Barclay: the BIA will be applying to the EODP for matching funds to support the Pop-Up shop project
- ≡ A request for Trillium funding will be put off to 2018

### **Governance**

- ≡ The issue of the CAO, Brian Carré wishing to attend the BIA internal information meeting was discussed. Donovan Arnaud will seek clarification, as it is the BIA's position that it does not need to invite municipal staff to meetings that are for their information only.
- ≡ Moved by Stephen Bent: *Be it resolved that the BIA strike a BIA Expansion Committee made up of Board members and existing, associated and/or interested businesses inside and outside the proposed footprint.* Seconded by Paul Cormier, all in favour
- ≡ Connie Lamble has kindly accepted to be a member of the Board of Management. John Barclay will provide her with the municipal application form to go to Council for approval.

### **Executive Director's Report**

- ≡ John Barclay provided the Executive Director's Report and requested consideration of renewal of his contract for 2017. Stephen Bent will undertake to provide a Performance Appraisal and review the existing contract with a view of requesting Board to renew John Barclay's contract.

### **Municipal Update**

- ≡ Donovan Arnaud provided an update on Municipal actions related to the downtown in the absence of Matt Gilmer including the CIP Footprint Expansion, Downtown Directional Signs, the Business Attraction Strategy, the Waterfront Trail, the Prescott-Clothier Crosswalk Project and the BR+E Program. (See Appendix 2)
- ≡ He announced that the Prescott and Clothier intersection was to become a 3-way stop within the next few days.
- ≡ The BIA will prepare a letter of support for accelerating the development of the Waterfront Trail as a key attraction to the downtown.

### **Closure**

- ≡ The meeting closed at 7:30 pm, with a motion by Stephen Bent seconded by Paul Cormier, all in favour.

Authorized by

A handwritten signature in black ink, appearing to read "P. H. J. Cormier". The signature is stylized and cursive, with a large initial "P" and "C".

Paul H. J. Cormier, Secretary of the Board of Management