

# **AGENDA**

## **DOWNTOWN HERITAGE PERTH BIA BOARD**

To be held: 8:30 a.m. Wednesday, January 16<sup>th</sup>, 2019

Location: **Council Chambers**, Town Hall

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### **1. First Meeting of 2019**

- a. Call to Order by the BIA Coordinator
- b. Election of New BIA Board Chair, Vice-Chair and Treasurer
- c. Disclosure of Pecuniary Interest and General Nature Thereof
- d. Approval of Last Minutes –November 28th, 2018
- e. Insurance Verification

### **2. Disclosure of Additional items**

### **3. Delegations and Presentations**

### **4. Closed Session**

### **5. Open Session**

### **6. Matters Arising from the Closed Session**

### **7. Confirmation By-law**

- a) By-law 2018-0057 - Confirmation of Proceedings – November 2018

### **8. Unfinished Business**

### **9. Receiving Correspondence and other Communications**

#### **For Information:**

- a. January 4, 2019 – OBIAA – January Newsletter
- b. January 9, 2019 – Amber Hall – Perth Chamber of Commerce Newsletter
- c. January 11, 2019 – Tourism Strategy Meeting No. 3

#### **Requiring Action:**

- d. January 7th – OBIAA Conference Registration – (MOTION REQUIRED)

## **Committee Minutes and Reports**

- e. Stewart Park Festival – John McKenty (+Minutes, Update)
- f. Promotion – Kerr Whan (+Minutes)
- g. Personnel Committee – Judy Brown (+Minutes)
- h. Downtown Environment – Krista Mackler (+Minutes)
- i. Town Community Improvement Plan Advisory Panel – Update – Judy Brown
- j. Town Council – Update – Judy Brown

## **10. New Business**

- a. Approval of Committees-Board Packages for Directors
- b. Mastermind Update
- c. Proposed LOU with Town of Perth
- d. Signing Confirmation that Directors read the Code of Conduct for Members of Council, Committees, Advisory Panels, Mayor's Task Force and Local Boards and Integrity Commissioner Report-Review-Sign off
- e. Kirsten Coughler-Resignation
- f. New Website
- g. Social Media Consulting-Contract
- h. Volunteer Hours-Board
- i. Director photos

## **General New Business**

## **11. Staff Reports**

- a. Report 2019 –BIAB-1.1**  
By-law to Amend – Stewart Park Festival Performer Letter of Agreement
- b. Report 2019-BIAB-1.2**  
By-law – Amend – Stewart Park Festival Organization Chart
- c. Report 2019-BIAB-1.3**  
Repeal – By-law 002-1 and By-law 004, Merchant Promotion and Membership Committees – Establish the Promotions Committee
- d. Report 2019-BIAB-1.4**  
Code of Conduct for Members of Council, Committees, Advisory Panels, Mayor's Task Force and Local Boards

**12. Motions Coming out of Committee(s)**

**a. MOTION BIAP – 2019 – 001**

**MOVED BY John McKenty THAT THE BIA HIRE AN ADMINISTRATIVE SUPPORT PERSON IN THE OFFICE FOR ONE DAY A WEEK AND FORWARDS THIS MOTION TO THE BIA BOARD FOR APPROVAL.  
CARRIED *UNANIMOUS***

**13. Discussion of Additional Items**

**14. Receiving Committee Reports**

**15. Next Meeting to be held on February 27th, 2019 at 8:30 a.m. in the Council Chambers of the Town Hall**

**16. Adjournment: Motion to adjourn**