

# **AGENDA**

## **DOWNTOWN HERITAGE PERTH BIA BOARD**

To be held: 8:00 a.m. Wednesday, February 27<sup>th</sup>, 2019

Location: **Council Chambers**, Town Hall

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### **1. Third Meeting of 2019**

- a. Call to Order by the BIA Coordinator
- b. Disclosure of Pecuniary Interest and General Nature Thereof
- c. Approval of Last Minutes –January 16<sup>th</sup> and January 30<sup>th</sup>, 2019
- d. 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 2018-0058 - Confirmation of Proceedings – November 2018

### **8. Unfinished Business**

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

#### **For Information:**

- a. January 31, 2019 – Lanark County Interval House – Cathie McOrmond
- b. January 31, 2019 – Lanark County Tourism- Social Media Cheat Sheets and Meeting Notes

#### **Requiring Action:**

- c. January 31, 2019 – Lanark County Interval House – Cathie McOrmond- Request for donation for silent auction

## **Committee Minutes and Reports**

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

## **10. New Business**

- a. Review of New BIA Board binders for Directors
- b. Ideas for Budget Surplus
- c. Rescheduling April 1<sup>st</sup> Mastermind
- d. BIA Strategic Plan 2018
- e. Facebook live Videos

## **General New Business**

## **11. Staff Reports**

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

- a. **MOTION BIAP – 2019-002**

**MOVED BY** Jane Farrell **THAT THE PERSONNEL COMMITTEE APPROVES THE NEW JOB DESCRIPTION FOR THE BIA COORDINATOR POSITION**  
**CARRIED UNANIMOUS**

- b. **MOTION BIAPR 2019-001**

**MOVED BY** Angie Gilchrist **BE IT RESOLVED THAT THE PROMOTIONS COMMITTEE HAS CHANGED THE DESIGN FOR THE 2019 MAP AND INCREASED COSTS; THE COST OF A SMALL ADVERTISEMENT, \$225.00, A LARGE ADVERTISEMENT, \$350 AND THE COST OF AN EXTRA-LARGE ADVERTISEMENT WILL BE \$500.00, PENDING APPROVAL BY THE BIA BOARD.**  
**CARRIED UNANIMOUS**

**13. Discussion of Additional Items**

**14. Receiving Committee Reports**

**15. Next Meeting to be held on March 27th, 2019 at 8:00 a.m. in the Council Chambers of the Town Hall**

**16. Adjournment: Motion to adjourn**