

AGENDA

DOWNTOWN HERITAGE PERTH BIA BOARD

To be held: 8:00 a.m. Wednesday, March 27th, 2019

Location: **Council Chambers**, Town Hall

1. Fourth 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 –February 27th, 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 2018-0059 - Confirmation of Proceedings – November 2018

8. Unfinished Business

9. Receiving Correspondence and other Communications

For Information:

- a. March 4th, 2019 – Amy Hogue, Lanark County Tourism Association- Ottawa Travel Show
- b. March 5th, 2019 – Press Release-Studio Theatre

Requiring Action:

There being none the Chair moved on to the next order of business.

Committee Minutes and Reports

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

10. New Business

- a. Ideas for use of surplus funds

General New Business

11. Staff Reports

There being none, the Chair moved on to the next order of business.

12. Motions Coming out of Committee(s)

- a. MOTION BIAB 2019-016

MOVED BY Kerri Whan

AS RECOMMENDED BY THE PROMOTION COMMITTEE, BE IT RESOLVED THAT THE BOARD OF THE BUSINESS IMPROVEMENT AREA APPROVES THE MOTION TO INVITE BLACKFLY DONUTS, MAGGIE'S TEA AND TOAST CAFÉ, SUNFLOWER BAKE SHOP AND FIELDHOUSE, TO PROMOTE THEIR BUSINESSES NOVEMBER 30TH, 2019 AT THE CRYSTAL PALACE FROM 9-10 AM.

CARRIED UNANIMOUS

- b. MOTION BIAB – 2019 – 017

MOVED BY Kerri Whan

AS RECOMMENDED BY THE PROMOTIONS COMMITTEE, BE IT RESOLVED THAT THE BOARD OF THE BUSINESS IMPROVEMENT AREA APPROVES THE MOTION TO HOST EVENTS ON THURSDAY EVENINGS FROM NOVEMBER 14TH – DECEMBER 19TH;

1. NOVEMBER 14TH – TASTING NIGHT
2. NOVEMBER 21ST – PAMPER YOURSELF

3. NOVEMBER 28ST - MUSIC DOWNTOWN
4. DECEMBER 5TH – CHRISTMAS TREATS
5. DECEMBER 12TH – HOT CHOCOLATE AND COOKIES NIGHT
6. DECEMBER 19TH - WRAP UP THE DEALS – NO TAX NIGHT

CARRIED *UNANIMOUS*

c. MOTION BIAP – 2019 – 018

MOVED BY Graydon Hill

AS RECOMMENDED BY THE PERSONNEL COMMITTEE, BE IT RESOLVED THAT THE BOARD OF THE BUSINESS IMPROVEMENT AREA APPROVES THE TERM OF SEVEN (7) HOURS A WEEK FOR THE MONTH OF MAY AND THIRTY (30) HOURS A WEEK FROM JUNE 3RD TO AUGUST 2ND, FOR AN ADMINISTRATIVE ASSISTANT CONTRACT.

CARRIED *UNANIMOUS*

d. Discussion of Additional Items

e. Receiving Committee Reports

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

g. Adjournment: Motion to adjourn