

MINUTES
DOWNTOWN HERITAGE PERTH BIA BOARD
To be held: 8:30 a.m. Wednesday, August 25th, 2021
Via Zoom

ATTENDANCE:

Present:

John McKenty, Krista Mackler, Matt McShane, Joan Stephenson-Bowes, Meredith Salvian and Delores MacAdam

Absent:

Judy Brown

Absent on BIA Business:

None

Recording Secretary:

Kari Clarke

Guests:

Mike Sangster, Rob Marios and Penny Flowers

1. Eleventh Meeting of 2021

a. Call to Order.

The meeting was called to order by the Chair, at 8:32 AM on August 25th, 2021, with 6 Board members in attendance.

Kari Clarke is the Recording Secretary.

b. Disclosure of Pecuniary Interest and General Nature Thereof

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

c. Approval of Last Minutes

Moved by Joan Stephenson-Bowes that the Board minutes of June 30th be approved. CARRIED UNANIMOUS

d. Insurance Verification

It was confirmed that insurance is in place for the BIA.

2. Disclosure of Additional items

- Passing of Curtis Wan, owner of For the Love of Ink
- Police presence in the downtown

3. Delegations and Presentations

Rob M Mike Sangster and Penny Flowers were invited to speak regarding their application to join the BIA Board

- Each applicant spoke briefly about their background, experience and their reasons for wanting to join the Board.

4. Closed Session

In accordance with Section 239.2 of the *Municipal Act, 2001*, Council may meet in closed session for the purpose of discussing the following:

- Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees**

Note: The Closed session was moved to the end of the meeting.

5. Open Session

6. Matters Arising from the Closed Session

7. Confirmation By-law

No. 2021-083- Confirmation of Proceedings – June 2021

Moved by Joan Stephenson-Bowes

CARRIED UNANIMOUS

8. Unfinished Business

9. Receiving Correspondence and other Communications

For Information:

- a. August 10th, 2021 – OBIAA – Press Release for 2021 Conference

Requiring Action:

- b. July 9th, 2021 – Meredith Salvian – Letter of Resignation

MOTION BIAB 2021-11.5

MOVED BY Delores MacAdam

BE IT RESOLVED THAT THE BOARD OF THE BUSINESS IMPROVEMENT AREA, ACCEPTS WITH REGRET THE RESIGNATION OF MEREDITH SALVIAN FROM THE BIA BOARD OF DIRECTORS.

CARRIED UNANIMOUS

- c. August 24th, 2021- John McKenty – Letter to Council – Downtown Truck Route

MOTION BIAB 2020-11.6

MOVED BY Joan Stephenson-Bowes

BE IT RESOLVED THAT THE BOARD OF THE BUSINESS IMPROVEMENT AREA SENDS THE LETTER REGARDING ALTERNATE TRUCK ROUTES TO COUNCIL FOR THEIR CONSIDERATION.

CARRIED UNANIMOUS

Receiving Committee Reports

d. Stewart Park Festival Committee – Delores MacAdam (Update)

- Meeting scheduled for September 7th to plan for the Christmas concert and reengage our committee with the community

e. Promotion Committee – Joan Stephenson (+Minutes)

- Jill Walters application was approved
- Ackroo – will discuss pros and cons
- Fall events were discussed

f. Personnel Committee – John McKenty (+Minutes)

- Kari is in the middle of a 2-year contract
- End of 2021, salary will move to \$29.12 plus 2% cost of living, therefore \$29.60 per hour, for 2022
- Office hours works from home Monday and Friday, we maintain status quo until end of year

g. Downtown Environment Committee – Krista Mackler (+Minutes)

- Wilson St, parking lot will be completed in the fall with landscaping next spring
- Beautification in alleys paused as contract are drawn up
- Picnic tables in Stewart Park, waiting for town to approve
- Nov. 8th date to decorate barrels
- Looking at grant for Christmas lights, Instagram installation

h. Town Community Improvement Plan (CIP) Advisory Panel – Update – Kari Clarke

- 18 applications this year
- \$2500 remaining in funds

i. Town Council – Update – Judy Brown

Judy Brown was not in attendance to provide an update.

j. Treasurer Report – (Updated Reports)

10. New Business

a. Staff Reports

None

b. Motions Coming out of Committee.

MOTION BIAB 2020-11.1

MOVED BY Joan Stephenson Bowes

BE IT RESOLVED THAT THE PROMOTIONS COMMITTEE RECOMMENDS TO THE BIA BOARD, THAT JILL WALTERS IS ACCEPTED TO JOIN THE PROMOTIONS COMMITTEE.

CARRIED UNANIMOUS

MOTION BIAB 2021-11.2

MOVED BY Joan Stephenson-Bowes

BE IT RESOLVED THAT THE DOWNTOWN ENVIRONMENT COMMITTEE RECOMMENDS TO THE BIA BOARD, THAT AN APPLICATION IS SUBMITTED FOR THE TOURISM RELIEF FUND GRANT, TO CREATE INSTAGRAM LOCATIONS IN OUR DOWNTOWN TO ATTRACT TOURISTS.

CARRIED UNANIMOUS

MOTION BIAB 2021-11.3

MOVED BY Delores MacAdam

BE IT RESOLVED THAT THE PERSONNEL COMMITTEE RECOMMENDS THAT THE 2021 AGM, ON OCTOBER. 21st, 2021, IS A LIVE/VIRTUAL AGM, UNLESS HEALTH CONDITIONS PERMIT AN IN-PERSON MEETING.

CARRIED UNANIMOUS

MOTION BIAB 2021-11.4

MOVED BY Delores MacAdam

**BE IT RESOLVED THAT THE PERSONNEL COMMITTEE RECOMMENDS TO THE BIA BOARD THAT THE OCTOBER BOARD MEETING TAKES PLACE on Oct. 13th at 8:30 AM, BEFORE THE OCTOBER 21ST AGM.
CARRIED *UNANIMOUS***

c Other

1. Parking in the Downtown

- Survey the members to gather their response

2. OBIAA Conference – Sept 26 – 29th

- Promotion's committee will decide who will be the 2nd delegate

3. DHPBIA website

- Recommendations coming in from Board

4. Truck By-law – Letter to Council

- See motion

5. AGM

- See motion

6. Budget 2022

- Committee will be advised to prepare their budgets for 2022

11. Additional Items to be Discussed.

a. Curtis Wan owner of For the Love of Ink

- Would the BIA do a "Be Kind "campaign in memory of Curtis
- Promotions committee will look at this idea

b. Police presence in the downtown

- Thank Police for a quick response to a downtown incident at The Rideau Candy Shoppe

12. Closed Session:

Moved by Delores MacAdam to go In Camera at 10:06 AM in accordance with Section 239.2 of the *Municipal Act*, for the purpose of discussing Personal Matters Concerning an Identifiable Individual, The Recording Secretary was present.

CARRIED – UNANIMOUS

13. Open Session:

Moved by Matt McShane that the meeting move to Open Session at 10.25 AM.

14. Matters Arising from Closed Session:

MOTION 2021-11.7

Approval of Applicants to join the BIA Board of Directors

MOVED BY Delores MacAdam

BE IT RESOLVED THAT THE BOARD OF THE BUSINESS IMPROVEMENT AREA APPROVES THE APPLICATIONS OF ROB MARIOS, MICHAEL SANGSTER AND PENNY FLOWERS TO JOIN THE BIA BOARD OF DIRECTORS.

CARRIED *UNANIMOUS*

15. Next Meeting – September 29th, 2021, 8:30 a.m., in Council Chambers.

16. Adjournment: Motion to adjourn by Matt McShane at 10:28 AM