

MINUTES

DOWNTOWN HERITAGE PERTH BIA BOARD
Held: Wednesday, March 27th, 2019, at 8:00 a.m.
Location: Council Chambers

ATTENDANCE:

Present:

Judy Brown, Dr. Elizabeth Carter, Angie Gilchrist, Jennifer MacCraken, Krista Mackler, Joan Stephenson-Bowes, Kerri Whan, John McKenty

Absent:

Jane Farrell, Sherry Crummy, Graydon Hill, Julia Dashkevich

Absent on BIA Business:

None.

Recording Secretary:

Lauren Walton

Guests:

Jennifer Brown

1. Fourth Meeting in 2019:

a) Call to Order

The meeting was called to order by the BIA Chair, at 8:04 AM on Wednesday, March 27, 2019, in Council Chambers in the Town Hall, with 8 Board members in attendance. Lauren Walton as 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 Dr. Elizabeth Carter that the Board minutes of February 27th, 2019 be approved. - *CARRIED - UNANIMOUS*

d) Insurance Verification

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

2. Disclosure of Additional Items

- a) In Camera Session - Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees – HR Issue

b) Kirsten Coughler – Thank you

3. Delegations and Presentations:

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

4. Closed Session:

Moved by Krista Mackler to go In Camera at 8:54 AM in accordance with Section 239.2 of the Municipal Act, for the purpose of discussing Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees with respect to: HR Issue.

The Recording Secretary was present.

CARRIED – UNANIMOUS

5. Open Session:

Moved by Krista Mackler that the meeting move to Open Session at 9:35 AM.

6. Matters Arising from Closed Session:

The Chair reported that the Board discussed an HR issue.

7. Confirmation By-law

By-law 2019-0059 – Confirmation of Proceedings – February 2019

Moved by: Dr. Elizabeth Carter

CARRIED – UNANIMOUS

8. Unfinished Business:

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

Receiving Committee Reports:

- a. Stewart Park Festival Committee:
 - John McKenty reported on activities over the last month.
- b. Promotion Committee
 - Kerry Whan reported on activities over the last month.
- c. Personnel Committee
 - Judy Brown reported on activities over the last month.
- d. Downtown Environment Committee

- Krista Mackler reported on activities over the last month.
- e. Town Community Improvement Plan (CIP) Advisory Panel
- Judy Brown reported on activities over the last month.
- f. Town Council
- Judy Brown reported that:
- The Municipal Drug Strategy Committee focus is on prevention.
 - New residential development taking place on Kippen St.: 23 units, three (3) story building
 - The Town intends to Increase use of Social media to broaden communication with residents and tourism visitors.

Motion – 2019-019

Town's Social Media – Plan for Expansion

Moved by: Krista Mackler

BE IT RESOLVED THAT THE PERTH BOARD OF THE PERTH BUSINESS IMPROVEMENT AREA REQUEST THAT TOWN COUNCIL CONSIDER USING FUNDS FROM THE RECENT \$578,000 PROVINCIAL GRANT TOWARD EXPANDING ITS SOCIAL MEDIA PRESENCE AND THAT COUNCIL REPORTS BACK TO THE BIA BOARD ON ITS IMPLEMENTATION PLAN FOR EXPANDING SOCIAL MEDIA.

CARRIED - UNANIMOUS

***Jennifer MacCraken left the room at 9:34am.

10. New Business

a) Staff Reports

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

b) Motions Coming Out of Committee(s)

1) Business Promotion - Invitation

Motion – 2019-015

Business Promotion - Invitation

Moved by: Kerri Whan

AS RECOMMENDED BY THE PROMOTION COMMITTEE, BE IT RESOLVED THAT THE PERTH BOARD OF THE PERTH 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

2) Host Events on Thursday Evenings from Nov. 14th – Dec. 19th

Motion – 2019-016

Host Events on Thursday Evenings from Nov. 14th – Dec. 19th

Moved by: Kerri Whan

AS RECOMMENDED BY THE PROMOTION COMMITTEE, BE IT RESOLVED THAT THE BOARD OF THE PERTH 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

Motion – 2019-016.1

Moved by: Kerri Whan

BE IT RESOLVED THAT THE PERTH BOARD OF THE PERTH BUSINESS IMPROVEMENT AREA POSTPONE MOTION 2019-016 TO THE MAY BOARD MEETING.

CARRIED - UNANIMOUS

Motion – 2019-020

Moved by: Kerri Whan

BE IT RESOLVED THAT THE PERTH BOARD OF THE PERTH BUSINESS IMPROVEMENT AREA APPROVE THAT ALL MEETINGS BE HELD IN THE COUNCIL CHAMBERS SO THAT KARI CAN USE THE LAPTOP IN THE ROOM FOR MINUTES.

3) Administrative Assistant - Hours

Motion – 2019-017

Administrative Assistant - Hours

Moved by: Dr. Elizabeth Carter

AS RECOMMENDED BY THE PERSONNEL COMMITTEE, BE IT RESOLVED THAT THE BOARD OF THE PERTH 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

4) Other

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- a. Ideas for Use of Surplus Budget Funds

- It was generally agreed that this be postponed to the Special Board Meeting on April 2.

11. Discussion of Additional Items

- a) In Camera Session – See Section 4. Closed Session.
- b) Kirsten Coughler – Thank you

Motion – 2019-018

Kirsten Coughler – Thank you

Moved by: Krista Mackler

BE IT RESOLVED THAT THE PERTH BOARD OF THE BUSINESS IMPROVEMENT AREA PLACE AN AD IN THE PERTH COURIER TO THANK KIRSTEN COUGHLER FOR HER VOLUNTEER EFFORTS (MAXIMUM \$100) AND ASK THE MAYOR TO CONSIDER NOMINATING HER FOR THE 2019 CITIZEN OF THE YEAR.

CARRIED – UNANIMOUS

12. Next Meeting: April 24th, 2019, 8 AM, Council Chambers

13. Adjournment:

Moved by Kerri that the meeting be adjourned at 9:44 AM.

CARRIED - UNANIMOUS

Judy Brown, Chair

Lauren Walton, Recording Secretary