



Draft Minutes BBIA April 5, 2018

7:00 PM at Royal LePage

Present: D. Rattle, F. Yantha, L. Haines, T. McGibbon, J. Didier

Regrets: D. Thompson, S. O'Keefe

Guest: Mayor Jenkins

1. Call to Order The meeting was called to order at 7:06

2. Additions to the agenda

3. Approval of Agenda

Motion to approve the agenda as presented MB: FY SB: TMcG carried

4. Disclosure of Pecuniary Interest none noted

5. Adoption of Previous Minutes

Motion to approve the minutes of the March 8, 2018 minutes as presented. MB: FY SB: LH carried

6. E.O.'s Report & Communications

Motion to approve the E.O.s report.

MB: FY SB: TMcG carried

7. Treasurer's Report

Current bank balance and year to date expenditures were discussed- noting that the BBIA has not yet received any levy funds for 2018.

Treasurer has not yet had meeting with the Town Treasurer to go over processes and procedures and answers the questions arising from receipt of the BBIA excel spreadsheets but especially the questions around HST, however, BBIA records have been submitted for the annual audit.

Motion to approve the Treasurer's Report.

MB: LH SB: T McG carried

Motion to approve monies paid to BBIA from Homeniuk Rides for WWW 2016 (\$3609) and 2017 (\$3690) to be utilized, along with \$3000 estimated for 2018, in the 2018 Festival Budget, in order to satisfy grant requirements should they be approved.

MB: FY SB: LH carried

Motion to authorize the EO to move forward booking with the Wheels, Water & Wings Festival as per the updated budget outline and to begin working on the RALLY project as outlined in the business plan. The board agrees to officially contract Jody Didier as Rally Director, effective at midnight this evening. The Rally Director will be paid under contract at \$25 per hour to carry out the Rally development: assessing regional assets, creating routes/route maps/ad copy & other collateral materials and conducting focused promotion as outlined. The Rally Director will invoice the BBIA by June 1st for the bulk of activities outlined in the plan (Assessing Assets, Creating Routes, and Developing Collateral Materials & Creating Rally-specific Promotional Materials.) The Rally Director must adhere to the budget plan as approved by the BBIA Board of Management and all rally development expenses are to be reported as required by the appropriate authorities (once grant funding has been officially announced) and the BBIA board of Management.

MB: LH SB: FY carried

Note: Invoices for Focused Promotions due no later than July 8, 2018

Invoices for Evaluation due no later than September 1, 2018

For reporting purposes

8. Committees

Banners/Signage: Jody Banners are in progress. Town Staff advised that the downtown banner hangers will only accommodate small banners but LogieBear Signs is going to liaise to see if we can go to the larger size.

Landscaping, Gateway Gardens, Flowers: Lynn Haines

Works department advises that the 6 large potted trees at Millennium Park are in the way and the pots are damaged. They advise that the trees have become pot-bound and are about twelve years old. Hort. Members advise that the trees are not in the best health and it

has been suggested that it is time to permanently plant them. The committee will meet and inspect the trees to decide how to best place them, before the next board meeting.

WWW: J Didier/F Yantha

McDougall Insurance wanting a hyperlink to their website along with their sponsorship. I see no issue with this once the BBIA website is updated.

Phillipe Regamey is the OPP liaison for Kids In Need and is pleased that we will be including a charitable component to the poker run that will benefit this local initiative.

Christmas: B Kellar et al- NO official report (they are at work!)

Décor other than Christmas Committee: T. McGibbon No report

Christmas in November: Lynn Newman is no longer interested in coordinating this event

MOTION: To discontinue the Christmas in November shopping event and to move funds from that line item in the BBIA Budget to contingency.

MB: LH SB: TMcG carried

Bylaws:

1. Funds To Be Raised

208. (1) *The municipality shall annually raise the amount required for the purposes of a board of management, including any interest payable by the municipality on money borrowed by it for the purposes of the board of management. 2001, c. 25, s. 208 (1).*

The board of management will direct any inquiries with regard to the BIA levy to the Clerk of the Town of Bancroft. Any and all funding and support applications are to be approved by Council prior to submission and further, all funding applications and agreements must be signed by the Mayor and Clerk. Operating agreements within the approved BBIA budget may be signed by the board executive, as appropriate.

2. Special Charge

208. (2) *The municipality may establish a special charge for the amount referred to in subsection (1),*

(a) by levy upon rateable property in the improvement area that is in a prescribed business property class; or

(b) by levy upon rateable property in the improvement area that is in a prescribed business property class and that, in council's opinion, derives special benefit from the improvement area, which levy may be calculated using different percentages of the assessment for one or more separately assessed properties or categories of separately assessed properties in the prescribed class if the resulting levy is equitable in accordance with the benefits that, in council's opinion, accrue to the properties from the activities related to the improvement area. 2001, c. 25, s. 208 (2).

Question for town: Does "Business Property Class" include income producing properties like apartment buildings and B & Bs?

9. Other Business

Motion to accept Bowes & Cocks letter requesting Donna Thompson be appointed to the BBIA Board of Directors. MB: FY SB: LH carried

Motion to send Shannon O'Keefe thanks for serving the BBIA Board of Directors and ask the Town to remove her name from the BBIA roster. MB: LH SB: FY carried

Motion: EO to send a letter to Town requesting \$2500 for street-scaping out of the provincial fund for revitalization, for the purpose of enhancing year round lighting. MB: LH SB: T McG carried

10. New Business

* Museum has asked if we would like to share cost of a container.

EO to thank them but BBIA would like their own container. EO to follow up on request for approval for sea can or container to be located accessibly for us, at Town works

11. Next Meeting Date & Adjournment

May 31st, 7 p.m Royal LePage Offices

Motion to adjourn: MB: FY SB: T McG carried

Outstanding Items for follow up:

-Follow up with Town: Status of Celebrate Ontario Grant

Follow up with Town Treasurer:

-HST reporting/returns

- is our method of bookkeeping okay?

- a schedule of levy fund injections to BBIA account
--

-Follow up with Mayor regarding Sandwich Sign Regulations
-Follow up with Mayor regarding Rules for Pop Up & Seasonal Business – send formal request for review
-Follow up with Town Treasurer: How are we charged for students? How much & when?
-Follow up for WWW Festival: permission to use Mr. Hawley’s Lot, use of old BBIA office at 68, road closures, parks/parking lots reserved, financial support, Hydration Station, Ensure that outlets on hydro poles and water taps in parking lot at 68 block to be live for July 2 nd , Homeniuk setting up midway. Check to see if Town has been made aware that hydro on poles in parking lot tie to meter in the building and that campers park overnight and plug into those poles?
- Follow up with Town about request for use of space to meet at train station/town offices
- Follow up with town for permission to place a storage container at town works dept. Advise museum about storage. -
-Inquire with Town as to whether B&Bs & Income producing apartment buildings included in the “business class” that pays BBIA levy
- Send letter to Town that BBIA hopes to get white lights on trees in town, all year round, send letter to Town to request financial contribution toward this initiative.
- Advise Town Clerk that BBIA board accepted application from Bowes & Cocks (Donna Thompson) and that Shannon O’Keefe should be removed from Board of Directors. Send letter to Shannon.

- Request that Town Treasurer note change of Budget to reflect Christmas in November line item to be transferred to contingency.
- Request information from OBIAA about electronic voting/AGM- answer is send out email with proposed budget and allow opportunity for discussion, state clearly that no show at the AGM is assumed a vote that is affirmative. This change should be mentioned in the email sent out for vote on the matter, as well.