



BIA Executive Meeting Minutes - Feb 13, 2019

Call to Order:

An Executive meeting of BIA was held on **Weds Feb 13, 2019, 8am** at the Seniors Centre in Strathroy. It was officially called to order at 8:02am, presided over by Chair Cate O'Neill with Raegan Harding as Secretary.

Attendees:

Voting members in attendance included Cate O'Neill, Dave Brock, Brad Richards, Chris Traczuk, Robin Tiller, and Demetri Makrakos. Municipal staff included Greg McClinchey (CAO), and Staff included Raegan Harding. Regrets were sent by Tina Hawkins and Mohamad Chahroor.

Approval of Minutes:

Motion **1902-01** was made by Brad to approve the minutes of Jan 9th Executive meeting. Robin seconded. All in favour, carried.

Actions/Main Motions:

- Contract proposal for the position of General Manager

Motion **1902-02** was made by Brad to go in-camera to discuss personnel matters. Demetri seconded. All in favour, carried.

Motion **1902-03** was made by Demetri to go out of camera and return to Executive meeting. Brad seconded. All in favour, carried.

Motion **1902-04** was made by Demetri to approve the staff contract proposal at 37% of the levy. Chris seconded. All in favour, carried. It was stated that the Staffing Committee will reconvene.

- Consent Agenda approval

It was noted that a consent agenda is intended to expedite the agenda creation and approval process by grouping routine meeting discussion points into one single agenda item and motion. It's intended to be a time-saving tool as it allows grouped items to be approved in one action, rather than through the filing of multiple motions on several items.

Consent Agendas are intended to streamline routine meeting item approvals, freeing up time for the discussion of matters that require the greatest amount of attention and deliberation, helping to ensure efficient and well-organized meetings.

All documentation associated with consent items must be provided to Secretary in advance, the Monday before the Executive meeting. Members must then review the documentation before the meeting to ensure that they are informed of the issues that are to be passed as part of the consent group.

If any Member wants to discuss any item(s) listed on the consent agenda, they may contact the author of that report. If there is a lot of uncertainty surrounding any particular topic, it must be removed from the consent portion and moved to the agenda so that it can be addressed, or resolved, individually.

Motion **1902-05** was made by Dave to approve and adopt ongoing use of Consent Agenda as general practice for Executive meeting. Robin seconded. All in favour, carried.

- BIA Committee roles & structures

It was noted that the Chair is ex-officio member of all sub-committees, which are required to meet a minimum of 4 times per year. Staff will also take part in all sub-committee proceedings. It was suggested that perhaps the Beautification committee would be a good fit for Tina, while also noting that some members may see it as a conflict of interest as the BIA orders greenery from Nielsen's Flowers (The Country Goose)

Cate made a suggestion that the Beautification committee should reach out to the Strathroy-Caradoc Horticultural Society to see about working together. Demetri stated that he would like to be on the Business Advocacy & Development committee. Robin stated that she would like to be on the Communications committee; Brad also indicated interest in this committee, stating that his affiliation with Middlesex County (i.e., holding a seat at council) and SCOR-EDC might be advantageous. It was stated that the Finance committee will comprise of Cate (Chair), Dave (Treasurer), and there should be one other person, for voting purposes, as suggested by Cate. She added that this third person should also be added as a signing officer. Demetri stated that he will fill this spot. Chris stated that he would be interested in being on the Promotions committee and Dave suggested that he would be interested in working with Raegan on the Safety committee.

Motion **1902-06** was made by Demetri to approve all sub-committee appointment suggestions. Dave seconded. All in favour, carried.

- BIA budget info and review (for new board members)

Once BIA members approve the budget, it is sent to municipal council for approval. Once approved there, funds are raised through a levy that is collected by the town on all commercial and industrial properties within the BIA's boundary. Calculation of this levy is based on the proportionate value of each property's commercial and/or industrial assessment.

Our BIA's tax levy is approximately \$55,138.00 which is usually paid by the municipality in two installments, June and July (it was noted that the BIA's fiscal year is the same as the town's, running Jan - Dec) Traditionally, there have been adjustments to the levy after it has already been paid out. While this usually works in our favour, we did owe a bit of money last year. It was noted that the Vacant Commercial & Industrial Unit Tax Rebate Program ended July 1, 2018, which may allow for a bit of an increase in our levy this year.

Motion **1902-07** was made by Demetri to accept the budget as it has been reviewed. Robin seconded. All in favour, carried.

- Hometown Festival - BIA Sponsorship

Motion **1902-08** was made by Brad to earmark \$500 to sponsor horse & wagon rides at this year's Hometown Festival. Chris seconded. All in favour, carried.

Officers' Reports:

Treasurer's Report - refer to budget info (above)

Business Development & Advocacy – First Aid/CPR courses to be offered, which will be open to everyone, and held within the BIA bounds. This course is being promoted as a Health & Safety piece for our members, as well as a possible revenue-generating item. It was noted that all ads/flyers, payments, and registrations would be handled by Jon Cann of Immediate Response Training.

Municipal Report:

n/a

Next Meeting(s)

Executive Meeting: **March 13th, 2019** 8am at the Seniors' Centre

General Meeting: **March 27th, 2019** 7pm at the Seniors' Centre

Adjournment:

Motion **1902-09** was made by Demetri to adjourn at 9:35am. Dave seconded. All in favour, carried.

Secretary: _____ Date of Approval:
