

MINUTES of a meeting of the **Port Stanley BIA Board of Management** held on Tuesday, August 15th, 2017 at 5:30 p.m. at the G.T.'s on the Beach, 350 Edith Cavell Blvd., Port Stanley.

Present: C. Gates, Chair; Councillor D. McNeil, V. Coughlin; T. Halwa and M. Karda

Staff: D. Wilson, Deputy Clerk, L. Perrin, Director of Physical Services and K. Harris, Director of Finance/Treasurer

Regrets: D. Kussmann

1. Call to Order

C. Gates took the Chair and called the meeting to order at 5:30 p.m.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

3. Minutes

Moved D. McNeil; Seconded V. Coughlin

THAT: The BIA Board of Management approve the BIA Board of Management minutes dated July 13, 2017. CARRIED.

4. Correspondence (Action)

None.

5. Correspondence (Information)

None.

6. Events

C. Gates noted that L. Perrin was in attendance to discuss items from the Harbourfest events which is scheduled later on the BIA agenda. She suggested bringing that item forward now so Mr. Perrin could leave for the balance of the meeting items. The board members agreed and thanked L. Perrin for attending to provide comments and debriefing. L. Perrin referred to an email from Fire Chief Chris McDonough that outlined the need for more volunteers to assist with parking and securing the berm area where the fireworks were being detonated. He suggested at least 15 volunteers would be needed in 2018. Councillor McNeil felt event was successful and he was pleased that event was more family focused. V. Coughlin noted need to have more merchant engagement. She felt there was some lack in getting information to them prior to the event, such as road closure of Main Street. L. Perrin suggested that OPP should be contacted to direct traffic. T. Halwa advised that Heritage Port tours were extremely popular. C. Gates noted that busker shows in Glover Park were well attended. K. Harris referred to some money flow concerns and suggested a follow up meeting with Natasha. C. Gates agreed to arrange a meeting with Karen, Natasha and herself.

7. Accounts

1. McBain Signs

Moved D. McNeil; Seconded V. Coughlin

THAT: The BIA Board of Management approve the payment of \$221.48 to McBain Signs for DOC Expo signage. CARRIED.

2. DOC Rental

Moved V. Coughlin; Seconded T. Halwa
THAT: The BIA Board of Management approve the payment of \$904.00 to Municipality of Central Elgin for 4 day rental of DOC building for 2017 Harbourfest. CARRIED.

3. myFM

Moved M. Karda; Seconded D. McNeil
THAT: The BIA Board of Management approve the payment of \$904.00 to myFM for radio advertising of 2017 Harbourfest as per attached invoice. CARRIED.

4. Busker – Thom Barnett

Moved V. Coughlin; Seconded D. McNeil
THAT: The BIA Board of Management approve the payment of \$500.00 to Thom Barnett for busking performances at the 2017 Harbourfest as per attached invoice. CARRIED.

8. Marketing & Promotion
None.

9. Beautification
None.

10. New Business

1. BIA Fall Planning Meeting and Full BIA Membership AGM

C. Gates noted the need to have the Planning Meeting and AGM earlier so that planning of 2018 expenditures can be firmed up earlier for the next year. The dates suggested were Wednesday, September 20 @ 5:30 p.m. at the Port Stanley Arena for Fall Planning meeting and Wednesday, November 22 @ 5:30 p.m. at the Port Stanley Arena for the BIA Membership AGM. D. Wilson noted that she would confirm availability of the Port Stanley Arena and then prepare notices for mailing.

11. Unfinished Business

1. Minimum/Maximum Calculations

K. Harris reviewed the three (3) options available as per the Municipal Act:
a) percentages of the assessed value of rateable property in the improvement area;
b) specific dollar amounts; or
c) percentage of the board of management's annual budget

The board members discussed and agreed that the preference would be option b) – and increase minimum and maximum amounts from existing \$180.00 to \$200.00 and existing \$1,000.00 to \$2,000.00. They will advise of this change at the Planning Meeting and then notice will be given and objections can be submitted within a 60 day period of the mailing of the notice.

2. Sailboat/Anchor Lights

M. Karda reported that approximately 50% of these fixtures are lit and approximately 50% of fixtures are not operating. The board members discussed the removal of all fixtures. It was suggested that discussions occur with Lloyd Perrin to clarify process and procedure with EARTH Corporation.

Another suggestion was removal of fixtures when Canada flags are taken off poles.
D. Wilson was asked to speak to Lloyd and report back at the next meeting.


12. Next Meeting

The board members agreed that another meeting was needed prior to the Planning Meeting. It was agreed to meet on Tuesday, September 12 @ 5:30 p.m.

13. Adjournment

Moved M. Karda; Seconded V. Coughlin

THAT: The BIA Board of Management meeting dated Tuesday, August 15, 2017 be adjourned at 6:57 p.m. and the next BIA Board of Management meeting be scheduled for Tuesday, September 12th, 2017 @ 5:30 p.m. at G.T.'s on the Beach. CARRIED.



Dianne Wilson
Secretary



Carol Gates
Chair