

MINUTES of a Meeting of the **Port Stanley BIA Board of Management** held on Tuesday, June 6th, 2017 at 5:30 p.m. at Peppertree Spice Co. in Port Stanley.

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

Staff: D. Wilson, Deputy Clerk

Regrets: T. Halwa

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

C. Gates declared a pecuniary interest with BIA contribution for GT's fireworks.

3. Adoption of Minutes

Moved V. Coughlin; Seconded D. Kussmann

THAT: The minutes of BIA Board of Management meeting dated May 17, 2017 be adopted. CARRIED.

4. Correspondence (Action)

None.

5. Correspondence (Information)

None.

6. Accounts

1. Type "A" Events – Natasha Fraser

Moved D. McNeil; Seconded M. Karda

THAT: The BIA Board of Management approve the payment of \$1,000.00 to Natasha Fraser, Type A Events, for April-May services for 2017 Harbourfest Event Coordinator, as per the attached invoice;

AND FURTHER THAT: Said amount of \$1,000.00 shall be subtracted from the contract fee of \$3,000.00 which is to be paid upon completion of the event. CARRIED.

7. Marketing & Promotion

1. Yellow Signs – rental sign proposal

The Board discussed proposal to advertise events such as Canfest and Harbourfest on a portable yellow rental sign which could be located near Moore Water Gardens. The Board discussed how yellow signs can be viewed as "tacky" and there are far too many that clutter the roadways. It was noted that other options have been considered and approved such as the banner on Sunset Road. The Board agreed that they did not wish to pursue this form of advertising. Carol indicated that she would speak to Mark Hiepleh to advise him of BIA decision on this matter.

2. Port Stanley Map prepared by Lake Erie Beacon – additional reprint

Carol noted that in discussions with the Lake Erie Beacon to reprint the Port Stanley map/brochure, it was suggested that categories mirror the website listing of businesses. The following resolution was passed:

Moved D. Kussmann; Seconded V. Coughlin

THAT: The BIA Board of Management approve in principle to spend up to \$1,000.00 to Lake Erie Beacon for the BIA listing in the Port Stanley map & guide. CARRIED.

8. Events

1. 2017 Canfest

Councillor McNeil was appointed as Co-Chair and assumed the Chair for discussion of this item. It was noted that donations and on-line auction have exceeded goal amount for fireworks. The Board discussed removing BIA portion of \$2,000.00. It was agreed by the Board that \$2,000.00 from BIA remain as a contribution in an effort to have a larger fireworks display in celebration of Canada's 150th birthday. The following resolution was passed:

Moved V. Coughlin; Seconded M. Karda

THAT: The BIA Board of Management accept the following donations towards the Canfest fireworks:

- \$1,000.00 Sysco Food Services
- \$1,000.00 Kanagio Yacht Club and additional sources
- \$5,800.00 On-Line Auction (G.T.'s)
- \$2,000.00 BIA Budget

For a total of \$9,800.00 in total for fireworks display. CARRIED.

2. 2017 Harbourfest

C. Gates assumed the Chair. She advised that 2/3's of vending spots are sold. She explained that boat parade has been changed to daytime instead of evening twilight parade.

At this time, D. Kussmann indicated that she is looking for content for Easy 101 radio advertising for both the Canfest and Harbourfest events.

9. Beautification

The Committee discussed condition of independent signage (boats & anchors) which is located on light standards throughout the Village. It was noted that some signs advertise businesses which no longer operate in Port Stanley. C. Gates inquired if a member could take an inventory and report back to the next meeting. M. Karda indicated he could survey the signs and report results.

10. New Business

1. Glover Park

D. Wilson advised that shade sails approved by Council have now been placed in Glover Park as well as picnic tables for public enjoyment.

2. Weeds

D. Wilson advised "horticultural vinegar" has been purchased and parks staff have been trained on proper use for the destruction of weeds which is a safe product for staff to use for this purpose.

3. William Street

D. Wilson reported that line painting is the only item left to be done to allow for William Street eating area.

4. Dust Control

V. Coughlin referred to Carlow Road construction site and re-routing traffic area which becomes very dusty. She noted on a windy day the dust is blown easterly across the harbour and becomes unpleasant for walkers. D. Wilson indicated that she will advise Physical Services Department of concern.

11. Next Meeting

The Committee agreed to meet in early July and suggested Tuesday night meeting again as Wednesday is a sailing night for Dan and Mike.

12. Unfinished Business

1. Green Team - partnership

Councillor McNeil indicated that Green Team students have begun their seasonal work for the Municipality. He suggested the beautification list be reviewed so that certain tasks could be given to them as per the approved BIA-Municipal partnership that was agreed upon. D. Wilson noted she will place beautification list on July agenda.

2. Minimum/Maximum Calculations for Levy

Councillor McNeil suggested it was time to review the minimum/maximum options again if the Board wanted to pursue changes for 2018. D. Wilson indicated that she would speak with Karen Harris, Treasurer and ask her to attend the July meeting to review levy information.

13. Adjournment

Moved M. Karda; Seconded V. Coughlin

THAT: The BIA Board of Management meeting dated June 6, 2017 be adjourned at 6:50 p.m. and the next meeting be scheduled for Tuesday, July 11th, 2017 @ 5:30 p.m. at Peppertree Spice Co. CARRIED.

The meeting was adjourned at 6:50 p.m.



Dianne Wilson
Secretary



Carol Gates
Chair