

## MINUTES

### Business Improvement Area Board Meeting

May 19, 2015

6:30 pm – 1000 Taylor Court – Town of Bracebridge, Council Chambers

#### 1) CALL TO ORDER

Chair L. Alexander called the meeting to order at 6:40pm and the following members were recorded as being present.

**Attendees:** B. Kelly  
G. Gordon  
L. Alexander  
E. Walker  
C. Rushton  
S. McLellan  
E. Daponte

**Absent:** L. Giaschi-Pacini – District of Muskoka Councillor  
C. Wilson, Town of Bracebridge, Councillor

**Staff:** T. Larkman, BIA Administrative Coordinator  
R. Mattice, Town of Bracebridge – Manager of Economic Development

**Guest** NIL

#### 2) Declaration(s) of Pecuniary Interest

B. Kelly declares a direct pecuniary interest on item # 10 – Office Move and G. Gordon declares an indirect pecuniary interest on item # 10 – Office Move

#### 3) CONFIRMATION OF PREVIOUS MINUTE

##### MOTION

Moved by: G. Gordon

Seconded by: C. Rushton

R. Mattice reviews the proper process for closed sessions.

**Motion:** To approve the meeting minutes from the Board of Management meeting held 28<sup>th</sup>, 2015.

**CARRIED**

#### 4) FINANCIAL/BUDGET REPORT

G. Gordon presents the current 2015 financial report and indicates not much has changed since his last report. Indicates that the BIA Seasonal Flowers will be over budget as tender was confirmed for \$45,950.00 however he indicates that the BIA is showing a savings in Seasonal Light Installation and Removal. Furthermore T. Larkman indicates the GL Code for February Blowout has been updated to show as the new Fire & Ice event and that the new guidebook has gone over budget but will take the difference out of the general marketing account.

**MOTION**

Moved by: G. Gordon

Seconded by: C. Rushton

**Motion:** To approve the current financial report as presented.

**CARRIED**

**5) EVENTS**

- a) S. McLellan would like to remind T. Larkman to send notice to the membership about the upcoming motorcycle ride for Trooper Daryl Caswell Ride on May 30<sup>th</sup>. T. Larkman indicates she had sent it out already but will post one more time.
- b) T. Larkman provides details on upcoming Pan Am Torch relay event that will be happening in the BIA on June 9<sup>th</sup>. No additional updates on events.

**6) SNOW REMOVAL RESERVE**

R. Mattice provides an update to the Board indicating he has had an initial conversation with S. Rettie – Town of Bracebridge – Director of Finance about the snow removal reserves. S. Rettie is currently reviewing past documentation and will have a follow up meeting with District Councillor – L. Giaschi-Pacini and R. Mattice once his review is completed.

**7) PARKING METER REPORT**

T. Larkman indicates that the Town of Bracebridge has distributed a parking meter survey to the membership. S. McLellan indicates he would like to see one more option added to the alternatives which is to remove the meters from Manitoba Street and keep them on the side streets. T. Larkman indicates that she will send a reminder to the membership to make sure they fill out the survey. The final results will be presented to town councillors on May 26<sup>th</sup> at the General Committee meeting

**8) HEALTH AND SAFETY**

NIL

**9) COUNCIL UPDATE**

NIL

**10) BIA OFFICE MOVE**

B. Kelly and G. Gordon leave the room prior to the BIA office move discussion. As per the Board's direction L. Alexander indicates that she has spoken to both landlords about their spaces. She indicates that based on the follow up she was unable to reduce the rental rate at 27 Manitoba Street so if the BIA is interested in that space cost is \$500 for approximately 300 sq. ft. plus common kitchen and indoor storage locker and use of the building's elevator. Furthermore she indicates that she spoke with the landlord at 35 Manitoba Street and discussed the building safety as the unit is located at the back of the building. Based on this follow up the landlord is willing to work with the BIA to ensure their safety needs are met. Cost of this location is \$350 for approximately 400sq. ft. office space with no elevator. BIA Board discusses both spaces and determines that they would like to proceed with the office space located at 35C Manitoba Street with the stipulation that the landlord will need to do some lease hold improvements to the space and its entryway to ensure BIA staff safety.

**MOTION**

Moved by: S. McLellan

Seconded by: E. Daponte

**Motion**

That the BIA provide signing authority to the BIA Chair – L. Alexander and Vice-Chair - C. Rushton and to enter into a 5 year lease at 35C Manitoba Street subject to lease hold improvements being completed.

**CARRIED**

**11) EXTRA BUSINESS**

**a) Loading Zones**

Board would like to make sure T. Larkman does not forget to create a survey regarding loading zones within the BIA. T. Larkman indicates she will work on the survey once the parking meter survey is complete. T. Larkman to follow up.

**12) SCHEDULING OF THE NEXT MEETING**

The meeting was adjourned at 7:30pm. The next Board of Management confirms the next meeting will be on Tuesday June 16, 2015.