

**Pickering Village BIA
Board Meeting – February 5, 2013
Minutes**



Board Members Present: Brenton Alleyne, Margaret Campbell, Joanne Dies, Marsha Dooley, Eugene Dupuis, Khari Gaynor, Jutta Genova, Warren Hurren

Town Representative: Judy Wight

- **Call to order: 7:10 p.m.**
- **Disclosure of Pecuniary Interest: None**
- **Minutes**

Approval of the minutes of January 8, 2013, moved by Jutta Genova, seconded by Warren Hurren – motion carried

- **Treasurer's report**

Jutta reported that we have \$276.00 in the bank, there is an outstanding invoice for website maintenance of \$144.60, and then we finish the year with an used surplus of \$5,000.00. The balance owing to the Town for Streetscape is \$37,500.00.

We were advised that an unaudited financial statement would be available for the AGM.

Jutta advised that she had been in contact with the Masonic Lodge to consider hosting a Farmer's Market. The lodge required additional information including a business plan, rent payment, insurance, property maintenance and portable toilet facilities. Upon receiving the data they would consider our request. A meeting with Geoff Romanowski from the Planning Department of the Town of Ajax is scheduled for February 7, 2013.

We discussed the possibility of hiring a consultant to draft a business plan for the Farmer's Market.

- **2013 Budget**

After much discussion the attached budget was approved, moved by Margaret Campbell, seconded by Khari Gaynor – motion carried.

- **Board Position for 2013**

Chair	- Eugene Dupuis
Vice Chair	- Khari Gaynor
Past Chair	- Marsha Dooley
Events	- Margaret Campbell
Marketing Advertising	- Brenton Alleyne
Website	- Brenton Alleyne



A motion to approve the board positions by Marsha Dooley, seconded by Jutta Genova – motion carried.

As no member was prepared to act as Secretary, it is proposed that we consider hiring a person to carry on the duties. Eugene will find a minute secretary.

- **AGM**

The AGM is to be held March 5, 2013 at our normal meeting location. Coffee to be served.

Marsha to prepare the notice of meeting subject to approval by the Town Clerk. Marsha Dooley to chair the meeting.

Judy Wight advised that Lisa Warth from the Economic Development department was planning to attend the AGM. She would be providing an update on the Tourism Strategy of the Town and the promotion of Pickering Village within the initiative. A co-op marketing student was being utilized by the Town to develop a business map of the village and assist in the marketing strategies. The costs of the printing of any marketing materials to be absorbed by the BIA.

- **Changes to Business**

Isle of Avalon has been for sale for 2 years. The mail is returned. No new business is on the premises. A new “Kitchen Design” business “Square Footage” should be opening soon.

- **Other matters**

Ajax Heritage Week is February 15 to 22, 2013.

Motion to adjourn at 8:35 by Eugene Dupuis, seconded by Margaret Campbell – motion carried.

		<u>Budget Detail</u>	<u>Budget Column</u>
		<u>Expense Detail</u>	<u>Expense Total</u>
Pickering Village BIA 2013 Budget			
Admin			\$ 6,100.00
	Miscellaneous	\$ 1,500.00	
	Mailbox	100.00	
	Audit	2,300.00	
	Hired help	2,200.00	
Website			1,000.00
	H1 (Maintenance & Hosting)	1,000.00	
OBIAA Conference			1,000.00
	Conference fees	450.00	
	Expenses	550.00	
Events			
	Community Events Support		3,000.00
PVCE	JAM	3,000.00	
	BIA Events		
Easter	Easter Egg Hunt	2,000.00	2,000.00
Summer/Fall	Farmer's Market		2,000.00
	Port-A-Potty	1,200.00	
	Business plan	400.00	
	Donation to Mason's ??	400.00	
Christmas	Hot chocolate/candy apples	1,500.00	6,050.00
1st _____	Carollers	200.00	
in December	Entertainment	700.00	
	Horse drawn wagon	550.00	
	Advertisement/Marketing	3,000.00	
	Port-a-potie	100.00	
Village Days	Village days		7,500.00
	Prize moneys	2,000.00	
	Advertisement/Marketing	4,000.00	
	Admin. (printing etc.)	1,500.00	
	Hired help		
Marketing			
	Advertising Pickering Village	2,600.00	2,600.00
Town of Ajax			18,750.00
	Construction/Streetscape	18,750.00	
		<u>\$ 50,000.00</u>	<u>\$ 50,000.00</u>

THE CORPORATION OF THE TOWN OF AJAX

BY-LAW NUMBER 3-2013

A By-law to appoint a Board of Management for the Village of Pickering Business Improvement Area.

WHEREAS the Council of the Corporation of the Town of Ajax has passed By-law Number 155-90, as amended, which provides for the establishment of a Business Improvement Area in an area of the former Village of Pickering and the appointment of a Board of Management thereof; and,

WHEREAS the *Municipal Act, 2001*, S. 204 (2), as amended, states that a Board of Management is a corporation consisting of the number of directors established by the municipality;

NOW THEREFORE, the Council of the Corporation of the Town of Ajax enacts as follows:


1. The following members - or designates of members - of the Village of Pickering Business Improvement Area are appointed to the Board of Management for a term expiring November 30, 2014, or until such time as their successors are appointed.

Marsha Dooley
Jutta Genova
Warren Hurren
Brenton Alleyne
Eugene Dupuis
Margaret Campbell
Khari Gaynor
Marilyn Crawford (Council Representative)
Joanne Dies (Council Representative)

2. By-law 42-2012 is hereby repealed.

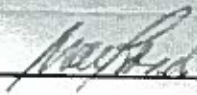
READ a first and second time this
Twenty-eighth day of January, 2013.

READ a third time and passed this
Twenty-eighth day of January, 2013.



Mayor





B-Clerk

Agenda for Board Meeting, Tuesday, February 5, 2013 - 7:00 - 9:00 p.m. McEachnie Meeting Centre - 20 Church St. Village

Our Mandate - Municipal Act, 2001 - BIA - Page 17 of BIA Operating Reference Binder;

Designation of improvement area - 204. (1)

A local municipality may designate an area as an improvement area and may establish a board of management, of the municipality generally; and

(a) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense

Agenda Item	Leading Time	Comments
Welcome Guests	5	<ul style="list-style-type: none"> > BIA members are welcomed spectators to our board meetings. > It is the duty of board members to discuss, make decisions and vote as a cohesive unit. Guests are not to interfere during the process. > The Chair reserves the right to seek comments/questions at the end of a board discussion or at the end of the meeting.
Welcome New Board Members	10	<ul style="list-style-type: none"> > Branton Alleyne > Margaret Campbell > Eugene Dupuis > Khari Gaynor
Disclosure of Pecuniary Interest	2	> ANY CONFLICTS OF INTEREST?
Approve Minutes	10	<ul style="list-style-type: none"> ✓ January Minutes
Treasurer Report	5	<ul style="list-style-type: none"> ✓ Invoices received, payments made
Pickering Village Tourism	5	<ul style="list-style-type: none"> ✓ Comments on meeting with Town Staff in January
Open board positions to be appointed and accepted	45	<ul style="list-style-type: none"> > Secretary - MOST NEEDED > Chair - EUGENE. > Vice Chair - KHARI > Events - M. AKOYAT. > Marketing and Advertising - BRONAN > WebSite Facilitator - MARSHIA - PAST CHAIR. > Treasurer - Jutta Genova > Communications - Jutta Genova > Board Procedural Administrator - Warren Hurren
AGM March 5	15	<ul style="list-style-type: none"> > Notices of AGM to membership to be sent to Membership first week of February.
Any Changes to BIA businesses	5	<ul style="list-style-type: none"> > Any Additions or Deletions to list of Businesses in the Village
BIA Members	5	<ul style="list-style-type: none"> > Comments
Adjournment		<ul style="list-style-type: none"> > Next Meet Tuesday March 5, 2013- McEachnie Family Centre - 7pm > 20 Church St N.

FINANCE MARKET.