



LEAMINGTON BIA Board Meeting *AGENDA*

Thursday, July 21, 2016 8:45am

Gabriele's Furniture Board Room, 55 Talbot St W, Leamington ON

- 1) CALL TO ORDER**
- 2) AMENDMENTS TO THE AGENDA**
- 3) REVIEW & APPROVAL OF PREVIOUS MEETING MINUTES**
- 4) REPORT FROM COUNCIL REPRESENTATION**
- 5) TREASURER'S REPORT**
- 6) UPTOWN BLOCK PARTY**
 - a) Night Market
 - b) LAC Market
 - c) Street Sales
 - d) Volunteers
 - e) Poker Run
 - f) Gift Cards
 - g) Coupon Book/Map
 - h) Promotion
 - i) Donations
- 7) BYLAW REVIEW REQUEST *refer to attached doc**
- 8) PROJECT UPDATES**
 - a) Annual Business Guide
 - i) Final proof and photos
 - b) Website Updates
- 9) NEW BUSINESS**
- 10) ADJOURNMENT**

Next Board Meeting Date AUGUST 18 2016

VIA email only: kelly@leamingtonbia.com

July 18, 2016

Leamington Business Improvement Area (BIA)
P.O. Box 666
Leamington, Ontario N8H 1X1

Attn: BIA Coordinator, Kelly Baillargeon

Dear Sirs/Madames:

Re: By-law 3022 being a By-law to Establish a Board of Management for the Downtown Business Improvement Area – Outstanding Documentation

Municipality of Leamington By-law 3022 establishes a Board of Management for the Downtown Business Improvement Area. By-law 3268 amends By-law 3022 with regard to Section 3.

As part of my role of Clerk, and my review of all Committees and Boards, I have reviewed both By-laws and would request the following items to be submitted to my attention at your earliest convenience:

1. In accordance with Section 3 of By-law 3022, as amended, the Board shall consist of nine (9) members appointed by Council, two of whom shall be members of the Council of the Corporation of the Town of Leamington. From the BIA website, I note the following members:

Lisa Bradt	Shelly Gabriele Gale
Wendy Parson	Shawn Bodel
Jacqui Galy-Settington	Gerard Rood
Pat Vance	Ursuala Tiessen
Stephen Viseilli	

Bill Dunn (Council Representative)
Hilda MacDonald (Council Representative)

Although I am able to locate the Council appointment of Board members Bill Dunn and Hilda MacDonald in 2014, I am unable to locate any information on the appointment of the other Board members. Further, I am unable to locate an amendment to the By-law or a Council resolution authorizing the increase to the number of Board members from 9 in total to 11 in total. I am also unable to locate any information as to when the members became members of the Board. Please provide details, including dates that the current members were appointed to the Board, together with copies of any resolutions increasing the membership.

2. According to Section 4 of By-law 3022, as amended, each member shall hold office until the expiration of the Council term that appointed them. Please could you confirm when those members began term of office?
3. Section 6 of By-law 3022, as amended notes that each year a Chairman and ViceChairman shall be elected and a secretary and treasurer shall be appointed to conduct the business of the Board during that year. Would you kindly confirm who sits in those positions and when the elections and appointments occurred? Copies of any minutes of the Board reflecting these details would be of help.
4. Section 8 of By-law 3022, as amended requires that the Board shall keep proper minutes of every meeting of the Board and shall forward true copies of those minutes and records to the Clerk of the Town as soon as possible. I am unable to locate any minutes received in that regard. We will require that minutes are forwarded to my attention.
5. Section 15 of By-law 3022, as amended requires that the Board shall deposit with the Treasurer of the Town of Leamington, insurance policies indemnifying the Corporation against any public liability or property damage in respect to the activities of the Board. I am unable to locate a copy of any insurance policies indemnifying the Corporation. Please forward copies of policies as noted to my attention.

I look forward to receipt of the above noted documentation. If you have any questions, please feel free to contact me directly at 519-325-5943.

Sincerely,

Brenda M. Percy, CMO
Manager of Legislative Services/Clerk

Encls. Copy of By-law 3022 and By-law 3268