

**Minutes: Thornbury Business Improvement Area**



**MEETING DATE:** January 29, 2013  
**MEETING TIME:** 9:30 a.m.  
**LOCATION:** Town Hall  
**PREPARED BY:** Interim Recording Secretary,  
 Corrina Giles

**A. Call to Order**

- BIA Chair Ellen Anderson called the meeting to order with Vice-Chair Gail Ardiel and Board Member Duncan McKinlay present
- Also present, CAO Troy Speck, Director of Finance and IT Services Robert Cummings, Director of Recreation Shawn Everitt, Communications and Economic Development Coordinator Lisa Kidd

▪ **Approval of Agenda**

Moved by: Gail Ardiel   Seconded by: Ellen Anderson

THAT the Agenda of January 29, 2013 be approved as circulated, including any items added to the Agenda, Carried.

- Declaration of Pecuniary Interest, none

Moved by: Gail Ardiel   Seconded by: Ellen Anderson

THAT the Minutes of September 6, 2012, October 3, 2012, November 6, 2012 and November 19, 2012 be approved as circulated, Carried.

**B. Business**

**B.1 Review of Draft Procedural By-law**

Interim Recording Secretary Corrina Giles then reviewed the draft procedural by-law. Chair Ellen Anderson confirmed that the BIA Board will receive comments on the draft procedural by-law at the February 14 Public Meeting.

Moved by: Gail Ardiel   Seconded by: D. R. McKinlay

THAT the BIA Board directs that a Public Meeting to receive comments on the draft BIA Procedural By-law, as revised, will be scheduled on February 14, 2013 at 3:00 p.m. in accordance with the timeline presented, Carried.

## **B.2 Review of draft 2013 BIA Budget**

Director of Finance and IT Services Robert Cummings reviewed the draft BIA Budget and provided information on the BIA levy. Robert noted that moving forward, he will attend BIA meetings to bring budget updates to the BIA Board.

Robert noted that the BIA has a surplus from last year, being \$34,000, and confirmed that reserves cannot be used to reduce the levy.

Duncan then spoke noting the BIA could take funds from the levy to fund a special project.

Moved by: D.R. McKinlay                      Seconded by: Gail Ardiel

THAT the BIA Board direct that a Public Meeting to receive comments on the draft BIA Budget, will be scheduled for February 14, 2013 at 3:00 p.m. in accordance with the timeline presented, Carried.

## **B.3 BIA Board Selection – next steps**

Moved by: Gail Ardiel                      Seconded by: D.R. McKinlay

THAT the Interim Thornbury BIA Board of Directors directs that notice will be given to the BIA Membership that selection of the BIA Board of Management will take place at the Thornbury BIA Annual General Meeting on March 27, 2013, in accordance with the timeline presented, Carried.

## **C. Adjournment**

Moved by: D.R. McKinlay                      Seconded by: Gail Ardiel

THAT this meeting does now adjourn at 10:30 a.m. Carried.