

Meeting Minutes

**Bolton Community Improvement Task Force
Monday, October 29, 2007
Caledon Chamber of Commerce Offices, 12598 Hwy. 50, Bolton**

Present: Don Robb, Councillor Annette Groves, Kelly Darnley, Kim Seipt, Victoria Kaye, Verona Teskey, Shirley Hoppler, Mary Hall, Norm Lingard, Magda Walaszczyk, Sandra Dolson

Regrets: Mayor Morrison, Jason Payne, Lisa Scale

Guest: Sam Jones, Acting CAO and Treasurer, Town of Caledon, Councillor (Acting Mayor) Allan Thompson

1. Welcome
2. Approval of minutes from the August 13, 2007 meeting.
3. Review Duty List

Don to make arrangements with the Economic Development Officer from Huntsville to come to a BCITF meeting in September/October to discuss/present their CIP, how they developed it and how it was implemented. The meeting is to be held in the evening and an invitation to be extended to the Boards of all groups which participate on the BCITF. ***It was decided that there are enough examples/resources available and this meeting was not necessary.***

Don to write a brief communication to be used by all groups in their newsletters with regards to the make up and purpose of the Task Force. ***Media release to be written by Town staff when the budget is approved for the CIP.***

Norm to compile and forward information with regards to Bill 130, changes to the Municipal Act, which affect the responsibilities of the BIA. ***Information was forwarded in August.***

4. CIP Terms of Reference

Mary gave an overview of the Official Plan Amendment process

- policy to be changed to reflect a broader opportunity for a CIP area, not just the boundary of the BIA
- Magda preparing the OPA
- Public meeting in December, to Council in January

Magda reviewed the draft request for proposal (attached)

- RFP to retain a consultant to do the work for the CIP
- As part of their work the consultant will do a survey of businesses
- Based on other municipality's, expecting cost to be approximately \$90,000
- Sam suggested setting up an expense line of \$90,000 and a revenue line for \$45,000 (dollars expected from OMAFRA)
- Sam stated that Council is usually receptive to requests for additional dollars in circumstances such as this one (if the money does not come through from OMAFRA)
- Once the budget is approved, hopefully on December 18 the RFP will be advertised
- Magda requested that the task force decide if the consultant should create the specific boundary with the task force's suggestion of the general area or if the task force preferred to set the boundary.

Motion

Consultant to define the specific boundary (and map) for the CIP area, with the suggestion of the general area by the task force being the Hwy 50 corridor from Mayfield Road to Columbia Way.

Moved by: Kelly Darnley

Seconded by: Kim Seipt

Passed

Motion

Bolton Community Improvement Task Force to review, meet and discuss consultant proposals for the purpose of retention of consulting services.

Moved by: Kelly Darnley

Seconded by: Shirley Hoppler

Passed

Mary explained that the purpose and boundary of a CIP is for revitalization of existing development areas not to be expanded to cover areas for future development.

Councillor Groves asked that this move ahead as quickly as possible to take advantage of any DC exemptions which may be available. (Town and Region).

Mary/Magda will inform the group of budget approval.

RFP to be finalized. Task force to review and forward any comments to Magda by the end of November. Upon receipt of comments Magda will decide if a meeting is necessary to review.

5. Budget

Don requested that \$500 be available in the budget for any Task Force incidentals. Sam agreed.

6. Other business

Verona Teskey announced that she is now the Chair of the BIA.

Discussion of another BIA forming south of the core area. Sam reminded that legislation, particularly Bill 130 must be adhered to i.e. regular open meetings, minutes and budget provided, policy in place for the hiring & firing of executive(s) (if applicable)

7. Next meeting – TBD

8. Adjourned: 5:25 pm

Duty List

Task Force to review RFP and forward any comments to Magda by the end of November.