1. **CALL TO ORDER**

The meeting was called to order at 6:40 p.m. by C. deGorter, Director of Administration/Town Clerk

2. **APPROVAL OF AGENDA**

Moved by R. Mezzapelli

That the Agenda for the May 11, 2015 meeting be approved. Carried.

3. **DISCLOSURE OF PECUNIARY INTEREST** – None Stated.

4. **DELEGATIONS/PRESENTATIONS**

1. Diane Ploss, Municipal Advisor, Ministry of Municipal Affairs and Housing re: role, function, mandate and procedural matters related to the operation of the Business Improvement Area Board of Management (Presentation attached)

D. Ploss, Municipal Advisor for the Ministry of Municipal Affairs and Housing provided a presentation on overview of the role, function and procedural matters related to the operation of the Business Improvement Area as outlined in the Municipal Act and other governing legislation.

2. Carey deGorter, Director of Administration / Town Clerk re: Governance Overview

C. deGorter, Director of Administration/Town Clerk provided an overview of the Town's current role with the Bolton Board of Management, training requirements applicable to the Board and the current Procedural By-law and Constitution that set out the provisions of the Board.
Members of the Board asked a number of questions concerning the information and received responses from Ms. deGorter.


P. Tollett provided an overview of the 2014 Financial Statements for the BIA and outlined suggested provisions for financial record keeping and future budget planning for the BIA.

The Board recessed at 7:51 p.m. and resumed at 8:05 p.m.

5. REGULAR BUSINESS

1. Selection of Chair, Vice Chair, Treasurer and Secretary

   The floor was open to take nominations for Chair.

   Jean Carberry was nominated for Chair. Jean Carberry accepted the nomination for Chair.

   **Moved by V. Teskey – Seconded by T. Viola**

   That Jean Carberry be appointed as Chair of the BIA Board of Management for the 2014-2018 term.

   Carried.

   The floor was open for nominations for Vice Chair.

   Tony Viola was nominated for Vice Chair. Tony Viola accepted the nomination for Vice Chair.

   **Moved by R. Teskey – Seconded by V. Teskey**

   That Tony Viola be appointed as Vice Chair of the BIA Board of Management for the 2014-2018 term.

   Carried.

   The floor was open for nominations for Treasurer.

   Verona Teskey was nominated for Treasurer. Verona Teskey accepted the nomination for Treasurer.

   **Moved by T. Viola – Seconded by J. Pountney**

   That Verona Teskey be appointed as Treasurer of the BIA Board of Management for the 2014-2018 term.

   Carried.

   The floor was open for nominations for Secretary.

   Oleg Rudnitsky was nominated for Secretary. Oleg Rudnitsky accepted the nomination for Secretary.

   **Moved by J. Carberry – Seconded by J. Pountney**

   That Oleg Rudnitsky be appointed as Secretary of the BIA Board of Management for the 2014-2018 term.

   Carried.
J. Carberry assumed the role of Chair at 8:09 p.m.

2. Meeting Schedule and Meeting Location for 2015

Moved by J. Pountney – Seconded by L. Verdile

That the meeting schedule be amended to schedule BIA Board meetings on the second Monday of each month starting in June.

That the meeting start time be amended from 6:30 p.m. to 10:00 a.m.

Carried.

Moved by T. Viola – Seconded by J. Pountney

That the Meeting scheduled for June 8, 2015 be held at the Albion Bolton Union Community Centre in Room D, subject to availability.

Carried.

3. Upcoming Events

a) Farmers Market

J. Pountney provided an overview of the plans and the budget that has been confirmed for the Farmers Market in 2015. He noted that the first day of the Market is scheduled for June 13, 2015 to be held on Mill Street. Following June 13, the Market will be held in the Municipal Parking Lot on Sterne Street. Mr. Pountney stated that further information concerning the Market is posted on the Bolton Farmers Market website - http://www.boltonfarmersmarket.ca/

J. Pountney discussed that the previous BIA Board of Management established a Farmers Market Working Group to coordinate the operations of the Market.

The Board discussed a number of items concerning the Farmers Market including. The Board directed the Coordinator to notify business owners within the BIA are of the change of location.

Moved by J. Pountney – Seconded by A. Groves

That the Farmers Market Working Group be reaffirmed comprised of the following members: Jimmy Pountney, Councillor Mezzapelli and Jeffrey Enns; and

That the 2015 budget amount of $6,000 for the operation of the Farmer’s Market be confirmed.

Carried.

b) Midnight Madness

Moved by J. Pountney – Seconded by O. Rudnitsky

That discussions regarding Midnight Madness be deferred to the next meeting.

Carried.
4. BIA Area Flower Pots

Jimmy Pountney explained that the flower pots for the BIA are to be planted either on May 31st or June 7th. He noted that once the flowers are planted the current contractor has agreed to continue with the general maintenance and watering of the flower pots. The Board discussed the various options for the watering and maintenance of the plants.

Moved by T. Viola – Seconded by O. Rudnitsky

That the BIA Board request that the Town of Caledon provide watering services for the upkeep of the flower pots. Lost.

5. Administrative Support Staff Contract

With the permission of the Board the agenda was altered to defer the item concerning the Administrative Support Staff Contract to the last item on the agenda.

6. Proposed Heritage Conservation District

The Board discussed the Town’s proposed Heritage Conservation District project. A number of BIA Board Members raised concerns regarding the potential impact of the Heritage Conservation District and questioned whether the majority of the business owners within the BIA area supported the project.

Moved by T. Viola – Seconded by O. Rudnitsky

That a questionnaire be prepared to determine the level of support for the Proposed Heritage Conservation District to the next Board meeting for consideration. Carried.

6. RECEIPT OF MINUTES - none

7. COMMUNICATIONS/ANNOUNCEMENTS

8. CLOSED SESSION MATTERS

Administrative Support Staff Contract

The Board adopted the required procedural motion and resumed in Closed Meeting at 9:17 p.m.

Moved by V. Teskey – Seconded by A. Groves

That the Board of Management move into closed session for this matter under Section 239 of the Municipal Act for the purpose of:

- Personal matters about an identifiable individual – Administrative Support Staff Contract

Carried.
Chair: J. Carberry, J. Pountney, O. Rudnitsky, R. Teskey, V. Teskey, L. Verdile, T. Viola, C. deGorter, Director of Administration/Town Clerk and L. Hall, Accessibility, Election and Special Projects Manager were present for this portion of the meeting.

The Board adopted the required procedural motion at 9:37 p.m. and resumed in Open Session.

9. MATTERS ARISING FROM CLOSED MEETING

Administrative Support Staff Contract re: Personal matters about an identifiable individual

Moved by J. Pountney – Seconded by L. Verdile

That the contract for the BIA Administrative Support Staff be extended until June 8, 2015; and

That the contract terms and job description be reviewed; and

That this matter be added to the June 8th Meeting Agenda.

Carried.

10. ADJOURNMENT

On verbal motion moved by Councillor Mezzapelli, the Board adjourned at 9:38 p.m.