

# TOWN OF FORT FRANCES

## AGENDA - December 17, 2012

### MEETING - Council Chambers , Civic Centre

Page

#### **COUNCIL MEETING**

(Session No. 63) 5:55 p.m. to 6:25 p.m.

- 1.1 Call to Order
- 1.2 Prayer
- 1.3 Non-agenda items identified to be considered later in this meeting
- 1.4 Disclosure of pecuniary interest and the general nature thereof.

#### **Delegations/Deputations**

- 2.1 Presentation of Citizen of the Year Ken Christiansen
- 2.2 Mayor Avis appointment to Integrated Community Sustainability Steering Committee.
- 2.3 Public Meeting re: 357/358 Application for Tax Adjustment re: 814 Scott Street (2012). 3 - 7

#### **Consent Agenda**

- 3.1 Summary Report 8
- 3.2 Items Referred from Committee of the Whole
- 3.3 BIA Board of Management - Motion 9

#### **Approval of Council Minutes \***

- 4.1 Session No. 62 dated December 10, 2012.

#### **Approval of Committee of the Whole Minutes \***

- 5.1 Session No. 79 dated December 10, 2012.

#### **Resolutions from tonight's Committee meeting**

#### **By-Laws**

- 7.1 By-Law No. 48/12 - approving the minutes of current Council 10 - 11

#### **Information Correspondence**

- 8.1 Letter of appreciation dated December 3, 2012 from Fort Frances Lakers Junior A Hockey Team. 12
- 8.2 Town of Fort Frances Notice of Passing - Zoning By-Law Amendment 8/98-WW dated December 11, 2012. 13

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<b><u>Minutes</u></b>	
9.1 Operations and Facilities Executive Committee Minutes	14 - 15
9.2 Planning and Development Executive Committee Minutes November 20, 2012 and December 3, 2012	16 - 18
9.3 BIA - Board of Management Minutes November 14, 2012	19 - 21
<b><u>Non-agenda Items: 6:20 p.m.</u></b>	

**\* Previously distributed to Council**



**TOWN OF FORT FRANCES  
ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2012/119**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** December 11, 2012  
**SUBJECT:** 357/358 Applications for Tax Adjustment  
 Re: 814 Scott Street (2012) 5912 030 002 02700 0000

**BACKGROUND**

Attached are the 357/358 Application for reconsideration of assessment and adjustment of 2012 taxes for 814 Scott Street resulting from cessation of bakery operations.

The Municipality may object to the applications for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, council shall hold a meeting at which the applicants may make presentations to council.

Section 357 (5) (b) of the *Municipal Act* states that the Municipality must notify the applicants of the meeting by mail sent 14 days before the meeting. Notice of Hearing to consider these Section 357/358 applications were mailed to the applicants on November 30, 2012 indicating notification that the public hearing is scheduled for Monday, December 17, 2012.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council approve the adjustment of 2012 taxes under Section 357/358 of the *Municipal Act* for 814 Scott Street property located in Fort Frances.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the adjustment of 2012 taxes under Section 357/358 of the *Municipal Act* for 814 Scott Street property located in Fort Frances.

Administration & Finance Division  
Civic Centre

Operations & Facilities Division  
Fifth Street & Wright Avenue  
Phone: 807-274-9893  
Fax: 807-274-7360

Civic Centre  
320 Portage Avenue  
Phone: 807-274-5323  
Fax: 807-274-8479  
email: town@fort-frances.com



Planning & Development Division  
Civic Centre

Community Services Division  
740 Scott Street P9A 1H8  
Phone: 807-274-4561

Mailing Address:  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

www.fort-frances.com

November 30, 2012

Joan Anderson  
Rostes Maple Leaf Bakery Ltd.  
R.R. #2, RMB 218-8  
Fort Frances, ON  
P9A 3M3

Dear Ms. Anderson:

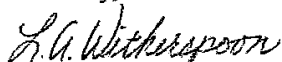
***Re: Hearing to Consider Section 357/358 Applications***

Please be advised that a public hearing has been scheduled for immediately following the Committee of the Whole Meeting of Council on Monday, December 17, 2012 in the Council Chambers located at the Civic Centre, 320 Portage Avenue, Fort Frances. The Committee of the Whole begins at 5:30 p.m.

The Council of the Town of Fort Frances will be conducting the hearing to consider Section 357/358 Applications, including the applications with regard to your property located at 814 Scott Street in Fort Frances.

The hearing will give you the opportunity to speak to the application (copy of applications enclosed) if you should so desire.

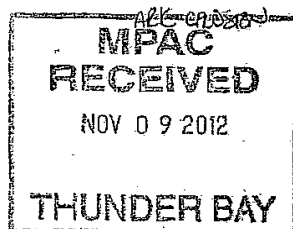
Sincerely,

  
Laurie A. Witherspoon, CMO  
Treasurer

Enc.

## 2012 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	Capping Adjust	Penalty/ Interest	B/A	TOTAL
357/358 Applications (RTC change from IT to CT)	2012	3.2.027	-41,000	IT	0.04572186	0.012600	-1,874.60					-516.60				-2,391.20
		3.2.027	41,000	CT	0.03294747	0.012600	1,350.85	0.00	0.00	0.00	0.00	516.60				1,867.45
							-523.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-523.75



DTS# 5724578  
AC 654 PC 471

## SECTION 357/358 APPLICATION

TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Application/Appeal #

Taxation Year:

2012

Municipality: FORT FRANCES Roll Number: 5912-030-002-027-00  
 Property Address: 814 Scott St Applicant Name: Joan Anderson  
 Owner Name: Restes made loaf Contact Number: 774-9087  
 Mailing Address: Box 2, RMB 218-8 Alternative Num: \_\_\_\_\_  
Fort Frances, ON P9A 3M3

Reason for Application: (Check one box only)

- ☒ Ceases to be liable for tax at rate it was taxed - 357(1)(a) ☐ Sickness or extreme poverty - 357(1)(d.1)  
☐ Became exempt - 357(1)(c) ☐ Mobile unit removed - 357(1)(e)  
☐ Razed by fire, demolition or otherwise - 357(1)(d)(i) ☐ Gross or manifest clerical/factual error - 357(1)(f)  
☐ Damaged and substantially unusable - 357(1)(d)(ii) ☐ Repairs/Reno's preventing normal use (min. 3 months) - 357(1)(g)

Details of Reason: Bakery no longer in operation since 2010. Class change from IT to CT is being requested. Property has been for sale since closed.

Effective from: 01/01/12 to 12/31/12 Applicant Signature: Joan Anderson Date: 11/01/12  
 (MM/DD/YY) (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY				ASSESSOR				
Assessment Roll As Returned		Revised Since Roll Return <input type="checkbox"/>		Assessment Report School Bd: <input type="checkbox"/> Eng <input type="checkbox"/> Fr <input type="checkbox"/> Other				
		Enter Revisions Below		<input type="checkbox"/> No Change in Assessment <input type="checkbox"/> S357 Required for Next Year				
RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
IT								
Reason Original Assessment Revised:				Reason for Change (Assessor Comments):				
Assessor Name:				Signature:		Date: <u>1/1/12</u>		

## TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy
IT	41,000	.05832186	12	(2391.20)	2391.20
CT	41,000	.04554747	12	1867.45	1981.31
RT					981.70
					5341.21

Recommended: ☐ No Adjustment ☒ Adjustment ☐ Cancellation ☐ Refund Total Amount \$523.75

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Application made under Sec 357/358/359 of the Municipal Act, 2001  
MPAC'S RESPONSE**

Mun: **FORT FRANCES**  
 Roll #: **5912 030 002 02700**  
 Address: **814 SCOTT ST**

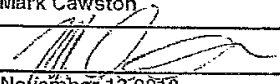
Application #: **5724578**  
 Application Reason: **357(1)(a) ceased to be liable at tax rate**  
 Tax Year: **2012**  
 Claimed Relief Period: **From Jan 1 To Dec 31**

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Property Class	2008 CVA as returned or most recently revised for taxation year noted in application	2012 Assmt as returned or most recently revised	CVA as revised (Sec 40 or Sec 39.1) If applicable OR after the correction of a factual error	Notional CVA of Structure damaged, demolished, razed or removed OR undergoing repairs or renovations	Notional CVA of Property (land and any remaining bldgs.) after damage, demolition, razing or removal OR undergoing repairs or renovations	Assessment		
						2005 CVA (not applicable for 2012 taxation)	2008 CVA*	2012 Assmt (same as 2008 CVA)
COM CT	43,500	43,500				N/A	0	0
IND IT	41,000	41,000				N/A		
RU RT	52,500	52,500				N/A		
TO:						N/A		
COM CT	84,500					N/A	84,500	84,500
RU RT	52,500					N/A	52,500	52,500
						N/A		

\* This is the CVA and classification, that would have been returned for the taxation year of the application in order to reflect the physical circumstances and use set out in the application provided that those circumstances had existed at roll return.

**MPAC's Remarks:**

MPAC has confirmed that the business attributed to the Industrial portion has ceased operations. Industrial portion was removed for 2012 CVA, tax year 2013 - no further application is needed for 2013 tax year.

MPAC Representative Name: **Mark Cawston**  
 MPAC Representative Signature:   
 Date: **November 13, 2012**

THE TOWN OF FORT FRANCES

**REPORT TO:** Mayor and Council  
**FROM:** G. W. Treftlin  
**SUBJECT:** Town of Fort Frances  
Council Meeting – Monday, December 17<sup>th</sup>, 2012  
Consent Agenda Items

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1. Items referred from Committee of the Whole:  
See individual reports.
2. Request dated December 12, 2012 from Downtown Scott Street BIA Board of Management re: to amend downtown Scott Street BIA By-law No. 01/2008 Section .1 (size of the Board)
  - will be referred to Planning and Development Executive Committee for recommendation.



GWT/lp  
13/12/12

**Downtown Scott Street BIA  
Board of Management  
Motion Made**



**Motion #4**  
**Date December 12, 2012**

Moved by: (sign) [Signature]  
Print: POT GONZALEZ

Seconded by: (sign) [Signature]  
Print: (Marietheres Metke)

**To amend downtown Scott Street BIA bylaw No. 01/2008 –  
Section .1 to read as follows:**

The Board of Management is a body corporate and shall consist of 9 members appointed by Council, one(1) of whom shall be a member of the council and the remaining members shall be persons qualified to be elected as members of the Council and qualified as members pursuant to section 3.1 above or nominees of corporations qualified under section 3.1, provided that such nominees are persons qualified to be elected as members of Council.

**MOVED BY:**  
**SECONDED BY:**

**CARRIED** [Signature]

TOWN OF FORT FRANCES

BY-LAW NO. 48/12

(Being a by-law for the purpose of approving the minutes of current Council - the *Municipal Act, 2001*, S.O. 2001, c.25.)

NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:-

1. That all the minutes of meetings of Council for the period December 13, 2011 to December 10, 2012 be and the same are hereby approved.
2. That all actions, deeds and things approved by resolution of Council within such minutes are hereby confirmed and ratified by this by-law.

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 17th day of December 2012.

TOWN OF FORT FRANCES

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READ THREE TIMES and finally passed in open Council this 17th day of December 2012.

\_\_\_\_\_  
R. Avis, Mayor

\_\_\_\_\_  
G. Treftlin, Clerk

# Fort Frances Lakers

## JUNIOR A HOCKEY TEAM

December 3, 2012

Mayor and Council  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9



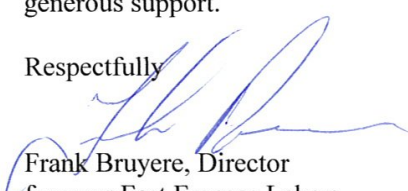
Dear Mayor and Council

On behalf of the players, coaches and community Board of Directors of your Fort Frances Lakers, I would like to express our gratitude to Council for the continued support provided to our local Junior A hockey team. We would also like to offer our thanks to Jason Kabel and all the great staff at the Memorial Sports Centre for the co-operation and assistance provided to us.

As a community owned and operated team we are indebted to our loyal fans, committed volunteers and the many individuals and businesses in the Fort Frances area. The support provided to us has enabled Junior A hockey to remain viable for the enjoyment of area residents. Several local players now have the opportunity to play a sport they love in front of family and friends. Each of our players are grateful for the support from the Town of Fort Frances as these young men know they are obtaining valuable life lessons and the maturity and confidence that will serve them well in life beyond hockey.

We feel it is important to stress that Council is a key part of our success. We are proud to represent Fort Frances and appreciate the opportunity to serve as ambassadors for our community. We are committed to working hard to earn the continued support from the Town of Fort Frances in the future. Again, thank you for your encouragement and generous support.

Respectfully

  
Frank Bruyere, Director  
for your Fort Frances Lakers

cc; Jason Kabel

**FORT FRANCES LAKERS HOCKEY ASSOCIATION**  
P.O. BOX 76  
Fort Frances, Ontario P9A 3M5  
Phone (807) 274-8734 Cell (807) 275-5255



**Believe, Achieve & Succeed**  
**Witness The Power**





**TOWN OF FORT FRANCES**  
**NOTICE OF PASSING**  
**ZONING BY-LAW AMENDMENT 8/98-WW**  
*O' Reg 545/06 of The Planning Act*

**TAKE NOTICE THAT** the Council of the Corporation of the Town of Fort Frances passed Zoning By-Law Amendment No. 8/98-WW on the 10<sup>th</sup> day of December 2012 under authority of Section 34 of the *Planning Act*. The property affected is Part of Block C on Plan SM-112 as illustrated on map below.

The last date for filing a notice of appeal is January 2, 2013. A notice of appeal to the Ontario Municipal Board must be filed with the Clerk of the municipality, set out the reasons for the appeal and be accompanied by the fee required by the Municipal Board. Additional information is available on the OMB website ([www.omb.gov.on.ca](http://www.omb.gov.on.ca)).

Only individuals, corporations and public bodies may appeal a by-law to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf. No person or public body shall be added a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submission at a public meeting or written submission to the council or, in the opinion of the Ontario Municipal Board, there are reasonable grounds to add the person or public body as a party.

**Purpose and Effect of By-Law 8/98-WW:**

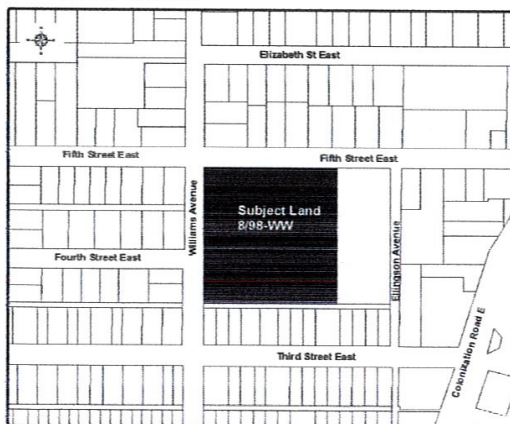
The purpose of the Zoning Amendment is to change the zoning on the subject lands to "Residential Type Two" to permit the creation of a sixteen lot residential subdivision to be deemed surplus for disposition. The By-Law also includes a site-specific provision regarding the minimum ground floor area.

To view the complete By-Law or obtain additional information, contact the undersigned during normal business hours.

DATED at the Town of Fort Frances this  
 11<sup>th</sup> day of December 2012.

N. Faye Flatt, AMCT, ACST, CPT  
 Municipal Planner  
 Town of Fort Frances  
 320 Portage Avenue  
 Fort Frances, Ontario  
 P9A 3P9

**KEY MAP**



# **Operations & Facilities Executive Committee**

## **Minutes of Meeting**

**Date: November 21, 2012    Session No. 45**



A meeting of the Operations & Facilities Executive Committee was held in the Committee Room on Wednesday, November 21<sup>st</sup>, 2012 from 7:36 a.m. to 9:15 a.m.

Committee Members Present: Rick Wiedenhoeft, Chair; Paul Ryan, Ken Perry, Mark McCaig and Doug Brown

Also Present: Roy Avis

1. Call to Order: 7:36 a.m.
2. Disclosure of pecuniary interest as required under the *Municipal Conflict of Interest Act* by Committee Members on agenda items – none.
3. Agenda items considered at this meeting:
  - 1) Approve the minutes of the meeting of this Committee on November 7, 2012 – approved as circulated.
  - 2) October 2012 Drinking Water Systems Monthly Summary Report – the report was reviewed and will be forwarded to Council for approval.
  - 3) Wastewater Treatment Facility October 2012 Monthly Report – the monthly report was reviewed and will be forwarded to Council as information only. No action required.
  - 4) Sewer & Water Data for 2012 as of October 31<sup>st</sup>, 2012 – the spreadsheet was reviewed where chairperson Rick Wiedenhoeft found an error with the total amount of treated water produced in October. The spreadsheet will be revised and forwarded to Council as information only. No action required.

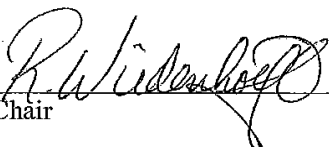
5) Waste Disposal Monthly Inspection – September/October 2012 – the inspection report was reviewed and will be forwarded to Council as information only.

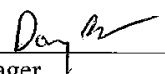
6) First Draft of 2013 Operating & Capital Budget for Operations & Facilities Division, Water & Sewer General Fund – The 2013 operating and capital budget document for the Operations & Facilities Division was reviewed where all members of the executive committee were given an opportunity to ask questions and receive clarification. The budget document will be forwarded to the Treasurer for assembly of the entire budget.

4. Non-Agenda Items: - none.

5. Resolutions: - none.

There being no further matters before this Committee at this time this meeting was closed.

  
Chair

  
Manager

November 21 O&F Exec Minutes.doc

## THE TOWN OF FORT FRANCES

PLANNING & DEVELOPMENT EXECUTIVE COMMITTEE  
MINUTES OF MEETING**Place:** Civic Centre Committee Room**Date:** 2012 November 20<sup>th</sup>**Time:** 0830 hours**Meeting Session No.** 27**Present:****PDEC;** J. Albanese, R. Wiedenhoeft, S. Tibbs, R. Hallam**Delegations;****Others;** R. Avis, M. McCaig, K. Perry, F. Flatt**Disclosure of pecuniary interest;**

- No disclosure of pecuniary interest expressed.

**Items discussed & disposition thereof;**

- Moved & Seconded (Wiedenhoeft/Tibbs) that the minutes of the meeting held 2012 November 5<sup>th</sup> be accepted as amended.
- Request for Refund of Fee re; Minor Variance A11/2012
  - Municipal Planners Report forwarded to Council recommending refund of fee.
- Planning & Development Division 2013 Operational Budget.
  - Budget reviewed by committee and forwarded without changes to Treasurer for inclusion in corporate budget presentation to Council.
- Planning & Development Division 2013 User Fees.
  - Report forwarded to Council recommending various changes to P&D Division User Fees.
  - Treasury Department provided copy of proposed changes.
- Planning & Development Division 2013 Capital Budget.
  - Budget reviewed by committee and forwarded without changes to Treasurer for inclusion in corporate budget presentation to Council.
- Joint Request from SALT & ALAG re; potential building sites for Assisted Living.
  - Recommendation to invite members of SALT/ALAG to attend a future PDEC meeting forwarded to Council

A handwritten signature in cursive script, reading "John Albanese".

Chairperson

A handwritten signature in cursive script, reading "R. O'Keefe".

Committee Administrator

# THE TOWN OF FORT FRANCES

## PLANNING & DEVELOPMENT EXECUTIVE COMMITTEE MINUTES OF MEETING

**Place:** Civic Centre Committee Room

**Date:** 2012 December 3rd

**Time:** 0830 hours

**Meeting Session No. 28**

**Present:**

**PDEC;** J. Albanese, R. Wiedenhoeft, S. Tibbs, R. Hallam

**Delegations;** R. Schulz, I. Simpson, R. Armit, representing SALT/ALAG

**Others;** K. Perry, F. Flatt, R. Gushulak, J. Caul, E. Armit, B. McLeod

### Disclosure of pecuniary interest;

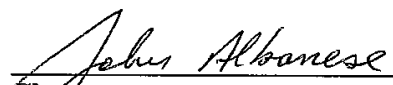
- No disclosure of pecuniary interest expressed.

### Items discussed & disposition thereof;

- Moved & Seconded (Wiedenhoeft/Tibbs) that the minutes of the meeting held 2012 Nov. 20th be accepted as circulated.
- Joint Request from SALT/ALAG re; potential building sites for Assisted Living Facility
  - In addition to a general open discussion regarding the proposed facility during the approximate one hour meeting with the SALT/ALAG group, many questions were put to their representatives by PDEC and staff regarding issues such as the desired location, size and scope of the project, proximity of amenities, retention of consultants/designers, retention or contact with developers, funding..
  - SALT/ALAG were able to provide some preliminary answers to some of the questions asked of them, such as;
    - Desired number of dwelling units – 75 initially but up to 300 in the future.
    - Would like to be “centrally located” near pool, arena, library.
    - Type and of amenities would they require in the building are unknown at this time, still doing research.
    - Funding sources are being researched, looking into LIN funding but for feasibility study at this time.
    - Have names of some developers, have made preliminary contact, looking at other municipalities facilities.
      - *A more comprehensive hand written transcript of the questions and answers session was compiled during the meeting by the committee administrator.*

THE TOWN OF FORT FRANCES

- Zoning By-Law Amendment 8/98-WW
  - Municipal Planners report, as amended, recommending the preparation of a by-law to re-zone the property to be forwarded to Council.

  
Chairperson

  
Committee Administrator



**Downtown BIA – Board of Management Meeting**  
**Wednesday, November 14 2012 @ 8 a.m.**  
**BIA BOARD OFFICE**

**Draft Minutes - motion required to approve**

**Page 1 of 3**

		Chamber of Commerce Representative Annely Armstrong	P.
Ted Debenetti – Co-Chair A Buck or Two	A	RRBDC – Geoff Gilton	A
George Emes IPC Securities	P	John Albanese – Town Councilor Town of Fort Frances	P
Richard Boileau McTaggart	A	Shelley Wepruk Secretary	P
Marie Therese Metko Pharmasave	A		
Pat Gartshore Gartshore's	A		
Doug Anderson Betsy's	A		
Mike Tullio Nirvana Spa	A		

## **1.Call to Order , Call for Conflict of Interest, Call for Agenda Additions**

George Emes – Chaired the meeting and called the meeting to order at 8:00 a.m. The Agenda and minutes were circulated to the members for review. Members were asked for any agenda additions or conflicts of interest, none were noted.

## **2. Approval of Minutes**

### **B.I.A Board of Management Meeting – 10 October , 2012**

Copies of the minutes from the 10 October, 2012 Board of Management Meeting were circulated for review and approval. The following motion was made;

**Motion #1      John Albanese/Richard Boileau**

TO accept the minutes presented of the 10 October, 2012 Regular Board of Management Meeting as presented.  
 Also to ratify all motions made on that date.

**No against or abstentions**

**CARRIED**



**Board of Management Minutes –Nov. 14, 2012**  
**Page 1 of 3**

Downtown BIA – Board of Management Meeting  
 Wednesday, November 14 2012 @ 8 a.m.  
 BIA BOARD OFFICE  
Page 2 of 3

## **Draft Minutes - motion required to approve**

### **3. Accounts Payable & Financial Report**

Accounts payable for November were circulated for review.

**Motion # 2 Richard Boileau/Annely Armstrong**

To accept the total payable dated September for payment in the amount of \$1,022.07

**No against or abstentions**

**All in agreement - CARRIED**

### **4. BUSINESS ARISING FROM THE MINUTES**

**Finance and Administration Committee** – George gave an indepth report on the financial statements to date and explained what our monies have been spent on and how much is left in our budget, including the amount that should be surplus at years end.

**Promotions Committee** – Richard talked to all businesses about the upcoming promotions for Christmas. He gave every business a list of the promotions and hopefully more businesses will participate. He advised that there was a positive feeling towards “Girl’s night Out” amongst those who did participate.

Richard also gave Shelley a list of all upcoming hockey tournaments to be emailed to our general membership so they can plan their promotions accordingly. George suggested having something ready for grab bags at each business so they are ready for visiting groups. It was suggested getting something set up at UPS so they can insert who is participating and UPS can do promo gift certificates. It was decided that we need to concentrate of promotions for the ‘A’ teams and lower as they are the group that shop when on tournaments.

We need to work more closely with the Chamber of Commerce on our promotions.

All promotions are set until Christmas and will start working on new promotions for hockey, etc. in the new year.

Shelley has volunteered to sit on the Promotions Committee.

The Board of Management is working on developing a “MISSION STATEMENT” for the BIA.

**Maintenance Committee** – Bird houses have been bought but will not be put up until next spring. The committee has bought 5 or 6 birdhouses for starters. The idea is to have one on every tree in the BIA blocks. The committee is going to speak to the Senior Centre about having them build the remaining birdhouses as perhaps a contest. We could then advertise that they were built by our local seniors to help

**Board of Management Minutes –Nov. 14, 2012**  
**Page 2 of 3**

Downtown BIA – Board of Management Meeting  
 Wednesday, November 14 2012 @ 8 a.m.  
 BIA BOARD OFFICE  
Page 3 of 3

### **Draft Minutes - motion required to approve**

attract people downtown to view them. It was suggested talking to Henry Miller and perhaps incorporate the Sportsman's Club as we have to know what kind of houses to have built.

Snoflakes are being put up right now, as the meeting is in progress.

Shelley is to take donuts and thank you card over to parks & public utilities thanking them for their Much appreciated work in keeping our flowers beautiful all summer as well as the efficient way they got our snoflakes up this year.

**AGM MEETING** – The next AGM will be held at our December meeting. Letters have been sent out to all building owners as well as merchants 30 days in advance of the meeting. A copy of the newsletter (which Kim set up) accompanied the letter to keep people informed of what the BIA is doing. The main purpose of the AGM is to reduce the number of seats necessary on the board as well as attracting new board members.

**NEW BUSINESS** – Melony Kozik is now open in the Sunset Nutrition location. Cards of welcome will be delivered to both her and "Skynail" the other new business downtown.

## **5. Closing & Setting of Next Board Meeting**

The next meeting date will be 12 December, 2012 @ 8:00 a.m. at the BIA office.

**PLEASE NOTE THAT ALL MEETINGS WILL NOW BE HELD ON THE SECOND WEDNESDAY OF EACH MONTH AT 8:00 A.M. AT THE BOARD ROOM UNLESS OTHERWISE NOTIFIED.**

Meeting closed at 8:55 a.m.

**Motion #4 John Albanese**

**Board of Management Minutes –Nov. 14, 2012**  
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