

**BIA  
EXECUTIVE MEETING  
MONDAY MARCH 7TH, 2016  
5:30 p.m. BIA OFFICE**

**Present:** Riley Hatherall, Shelley Cumberland, Sam Laurin, Kathy Moger,  
Monique Wissink, Councilor Bill Ewing  
BIA Coordinator: Grace McDonough,

**Regrets:** Adeana McQuaig, Cindy Wolfe, Karen Thompson

**Call to order 5:30pm by Chair**

**Declaration of Pecuniary Interest or Conflict of Interest:** None

**Confirmation of the Agenda: Additions Deletions, or Amendments:**

Moved by Sam Laurin

Seconded by Kathy Moger      Carried

**Review and Approval of Last Executive Minutes:**

That the minutes dated January 4th, 2016 be approved as read.

Moved by Bill Ewing

Seconded by Sam Laurin      Carried

**Business arising from the Minutes: None**

**Reports - None**

**Old Business**

- a. Sidewalk Sale and use of Municipal sidewalks. Email form Clerk Brenda Brunt with information regarding the use of Municipal sidewalks at any time which states that any business that wishes to use a portion of the Municipal sidewalk for display and sale purposes will be required to provide of liability insurance to the Municipality. Also the Municipal Insurance Policy will not cover the Annual Sidewalk Sale held on the Saturday of the Victoria Day weekend each year.

Action: Coordinator to inform business owners of the policy requiring proof of insurance if the Municipal sidewalk is to be used in the manner described above. Add the sidewalk sale to the PAL Insurance policy that includes Antiquesfest and Pork Fest.

- b. RFP Morrisburg Plaza – No RFP has been issued as of this meeting for the work needed at the plaza. Councilor Ewing gave information regarding a study to be done by Eastern Engineering.

Action: Coordinator to draft letter of inquiry to Mayor and Council requesting an update of the progress and expected date for RFP.

- c. Window replacement. Cornwall Glass to send estimate to the BIA for replacement of the window and changes to the entrance door to ensure it is accessible.
- d. Antieuefest update. 8 Vendors are registered. Theme is Christmas in July.
- e. Canada Flags on top of canopy. Deferred to April 4<sup>th</sup> meeting for discussion.

**New Business:**

- a. Pork Fest Entertainment.  
Action: Coordinator to bring back prices of groups brought forward and report back at next meeting.
  
- b. E- Waste pickup.  
Action: Coordinator to inform DBIA businesses of the opportunity to register for free e-waste pick up at their businesses.
  
- c. Succession Planning. Opportunity to participate in Job Matching Placement (JMP) through Job Zone to find suitable replacement for the Coordinator’s position.  
Action: Coordinator to send out job description for approval to BOM before next meeting.

**Adjournment**

Motion to adjourn  
Motion by Shelley Cumberland  
Seconded by Monique Wissink                      Carried

**NEXT MEETING: Next meeting will be Monday April 4th 1, 2016, 5:30p.m. DBIA office, 99 Main Street, Morrisburg, everyone is welcome.**