



## Town of Collingwood

### November 15, 2011 Downtown Collingwood BIA Board of Management Special Meeting Minutes

#### BOARD OF MANAGEMENT

Bob Cook - Chair  
Margot Nicolson  
Joe Saunders - Regrets  
Cameron Trott  
Ed Christie  
Ryan Gardhouse  
Douglas Snider  
Bradley Green - Regrets

#### COUNCIL

Councillor Ian Chadwick - Regrets

#### RESOURCE

Susan Nicholson – BIA General Manager  
Paula Lehr – Downtown Revitalization Coordinator- Regrets  
Monica Gal, Recording Secretary

#### GUESTS:

Kimberley Wingrove, Chief Administrative Officer  
Kay Blakely, Deputy Director of Finance  
Sue Bragg, B.B.A., CA, Partner *Gaviller & Company LLP*

A Special Meeting of the Downtown Collingwood Board of Management Business Improvement Area (BIA) was held on Tuesday, November 15, 2011 at the hour of 6:05 p.m. in the Braniff Room, Town Hall.

#### WELCOME / CALL TO ORDER

The Chair welcomed all in attendance and determined that a quorum was present then called the meeting to order at 6:05 p.m.

**DEPUTATIONS** – there were no depositions.

#### APPROVAL OF OCTOBER 27, 2011 AGENDA

*Moved by Board Member Trott  
Seconded by Board Member Christie*

**THAT** the November 15, 2011 Collingwood Board of Management Business Improvement Area (BIA) Agenda be approved as presented.

**CARRIED**

#### DECLARATIONS OF CONFLICT OF INTEREST OR PECUNIARY INTEREST

There were no declarations of Conflict or Pecuniary Interest

#### NEW BUSINESS

**2009 and 2010 Audited Statements** - the Chair introduced Ms. Kay Blakely, Deputy Director of Finance and the Auditor, Ms. Sue Bragg advised that the purpose of the meeting was to review the 2009 and 2010 audited statements. The Chair invited Ms. Bragg to brief the Board on the audit process.

Ms. Bragg addressed the Board and provided a detailed overview of the audit process.

Ms. Bragg confirmed that she would be in attendance at the November 23<sup>rd</sup> AGM and provide the members with a brief update and is in accord with standard practice.

In responding to the Chair's query whether the BIA could accelerate the down payment of the BIA's debenture commitment, the Deputy Director of Finance advised that it could not be paid down in advance.

The Board having reviewed the 2009 and 2020 Audited Statements accepted them by way of the following Motion:

**Moved by Board Member Nicolson  
Seconded by Board Member Gardhouse**

**THAT** the Collingwood Board of Management Business Improvement Area (BIA) accepts the 2009 and 2010 Financial Audited Statements as presented.

**CARRIED**

**OTHER BUSINESS** – none noted.

**NEXT MEETING**

The next meeting of the Board of Management of the Collingwood Downtown BIA will take place on **November 23, 2011 at 4:00 p.m. in the Temple Building and will be followed by the AGM at 4:00 p.m.**

**ADJOURNMENT**

**Moved by Board Member Nicolson**

**THAT** the Collingwood Board of Management Business Improvement Area (BIA) the meeting adjourns at 6:46 p.m.

**CARRIED**

  

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**Bob Cook, Chair**

BC: mg