



BIA EXECUTIVE COMMITTEE MEETING MINUTES

**Thursday November 15, 2023, 8:00 AM
Insight Advantage
92 Talbot E Leamington**

This meeting will be in-person only. If a person wishes to address an item listed on the agenda, a person may send an electronic submission to the BIA Coordinator at coordinator@leamingtonbia.com prior to the start of the meeting

1. **Call to Order** (Chad Robinson) 8:05 am
Attendance: Members of B.I.A. Board Executive: Chad Robinson (Chair), Chad Riley (Vice Chair), Renee Daudlin-Iacobelli (Treasurer), Michelle Fortier (Secretary)
Absent: Coordinator Jill Nicholson
2. **Disclosures of Pecuniary Interest** (All)
None
3. **Approval of Minutes**
Approved by all
4. **Items for Discussion**
 - a. **Temporary Employment Contract**
With discussion, it was decided that a letter of intent would be given to the Current Coordinator, Jill Nicholson, accepting her resignation and requesting that she stay on until a new Coordinator is hired with overlap for onboarding, along with Michelle Fortier.
Further to discussion, the Temporary Employment Contract provided by Chad Riley, is to be sent to the Municipality's legal department for review and recommendation. Upon completion and revision of the contract, and upon hiring the new Coordinator, the new Coordinator would then sign the employment contract.
 - b. **Coordinator Job Posting – Job Description**
Following discussion of the Coordinator Job Posting – Job Description, Michelle Fortier will revise and forward by email to the Executive for any further revisions and or confirmation of the Job Posting/Job Description. The posting is to be made public by Friday November 17 and run until December 1, 2023 at 4 pm with interviews the week of December 11-15 with 2 Executive in attendance for the interview. Upon hiring a candidate, the start date of employment will be in January, 2024. Applications will be sent to hr@leamingtonbia.com. Michelle Fortier to contact Cowlick to implement the temporary email and have the email forwarded to Michelle to curate the incoming applications to be shared with the Executive for choosing candidates for interview. Coordinator Jill Nicholson, will be asked to post the job posting/description to the various sites as previously mentioned including

but not limited to the Municipality, BIA website, SECC, OBIAA website, Leamington Chamber for newsletter, and other appropriate sites with the exception of not posting to INDEED.

Discussion about rate of pay is that it will remain \$20-25 per hour with a possible stipend for phone/data of \$20 and up per month. To be further negotiated with selected candidate.

c. **Annual Work Plan**

It was determined following discussion that we would work with the new Coordinator on an annual work plan, some of which will come from the Onboarding Document for the Coordinator.

It was further determined that Michelle will curate with Jill any additional items to be added to the Onboarding document provided to Jill when she was hired. This document contained passwords, a breakdown of promotions throughout the year and so on.

Further, Chad Riley will assist with a template for job duties and links to various apps such as time station for clocking in and out, and to do list. These apps will help with budgeting time, hours spent on tasks and assisting with accomplishing tasks in a reasonable amount of time. The above items will be forwarded to Executive for review.

d. **Council Presentation/Representation Numbers**

As Jill was not present we could not confirm this agenda item. However we discussed and agreed by all that the BIA only requires one council representative at meetings should the municipality deem that as so.

The other item we thought this may be about is presentation to council for the Budget. Chad shared that Jill would be joining him on December 13 at 9 am for budget consideration. Further discussion determined the Executive would like to have the Treasurer and or the Bookkeeper in attendance for any questions that may arise from Council.

5. **Adjournment** at 8:59 am

Next meeting – Thursday, December 14, 2023 at Insight Advantage