

# **St. Marys Business Improvement Area (BIA) Board Meeting Agenda**

Date: Monday, November 18th, 2019

Location: Town Hall, Council Chambers, 2<sup>nd</sup> floor, 175 Queen Street East, St. Marys, ON

Time: 6:00 p.m.

## **Agenda Items**

**1.0 Call to order and confirmation of Quorum**

**2.0 Declarations of Pecuniary / Conflict of Interest**

**3.0 Additions to the Agenda (to be added in Section 10.0 Other Business)**

**4.0 Approval of Agenda**

**THAT the November 18<sup>th</sup>, 2019 BIA Agenda be approved, as presented.**

Motion:

Second:

**5.0 Approval of Meeting Minutes from the August 12, 2019 Meeting:**

**THAT the Meeting Minutes from the August 12, 2019 BIA Board Meeting are approved by the BIA Board, and signed by the Chairperson and the Recording Secretary.**

Motion:

Second:

**5.1 Approval of Meeting Minutes from the September 16, 2019 Meeting:**

**THAT the Meeting Minutes from the September 16, 2019 BIA Board Meeting are approved by the BIA Board, and signed by the Chairperson and the Recording Secretary.**

Motion:

Second:

**6.0 Public Input Period**

## 7.0 Correspondence

### 7.1 Emily Lagace re: Resignation from BIA Board

**THAT the resignation of Emily Lagace be accepted.**

Motion:

Second:

### 7.2 St. Marys Town Council

**THAT the correspondence from the St. Marys Town Council be received; and THAT the BIA Board acknowledge the interm appointment of Mayor Al Strathee until the election process has concluded.**

Motion:

Second:

### 7.3 St. Marys Town Council

**THAT the correspondence from the St. Marys Town Council be received; and THAT the BIA Board acknowledge the appointment of Kyle Burnside and Gwendolen Boyle to the BIA Board of Management.**

Motion:

Second:

## 8.0 Delegations

### 8.1 Trisha McKibbin and Kelly Deeks-Johnson – Status of 2019 and 2020 budget

## 9.0 Council Report

## 10.0 Other Business

## 11.0 Project & Committees

### 11.1 Treasurer's Report for September 2019 and October 2019 - attached

**THAT the Treasurer's Report for September 2019 and October 2019 be received.**

Motion:

Second:

#### 11.2 BIA Staff Update – Amie Rankin

**THAT the BIA Board approve the hiring of Lauren Eedy as the BIA Administrative Assistant, as per the Employment Contract.**

Motion:

Second:

#### 11.3 Christmas Committee Report – attached

**THAT the Christmas Committee Report be received.**

Motion:

Second:

#### 11.4 Budget Committee

### 12.0 Other Business

### 13.0 Agenda Items for Future Meetings & Date of Next Board Meeting

December 9th, 2019

### 14.0 Adjournment

Motion:

Second:

#### 2019 BIA Board Meeting Dates

|              |             |             |            |
|--------------|-------------|-------------|------------|
| January 14   | February 11 | March 11    | April 8    |
| May 13       | June 10     | July 8      | August 12  |
| September 16 | October 21  | November 18 | December 9 |

**BIA Board:** Lanny Hoare (Chair), Councillor Tony Winter, Amie Rankin (Secretary/Treasurer), Kyle Burnside, Gwendolen Boyle

**BIA Staff:** Lauren Eedy

**Town of St. Marys Staff:** Kelly Deeks, Economic Development Manager

**For Information:** Brent Kittmer (CAO/Clerk)

# **St. Marys Business Improvement Area (BIA) Board Meeting Minutes**

Date: Monday, August 12, 2019

Location: Town Hall, Council Chambers, 2<sup>nd</sup> floor, 175 Queen Street East, St. Marys, ON

Time: 6:00 p.m.

Board members in attendance: Lanny Hoare, Amie Rankin, Chantal Lynch, Mary Van Den Berge, Tony Winter, Emily Lagace

BIA Staff in Attendance: Esther DeYoung, Administrative Assistant

General Members in Attendance: Scott McLauchlan, Angela Patterson, Councillor Lynn Hainer, Kevin Lagace, Bruce Barners, Karen Payton

Staff in Attendance: Kelly Deeks, Economic Development Manager, Trisha McKibbin, Corporate Services Director

## **Agenda Items**

### **1.0 Call to order and confirmation of Quorum**

Called to order at 6:00pm

### **2.0 Declarations of Pecuniary / Conflict of Interest**

None

### **3.0 Additions to the Agenda (to be added in Section 11.0 Other Business)**

### **4.0 Approval of Agenda**

Moved by: T. Winter

Seconded by: M. Van Den Berge

Carried

### **5.0 Approval of Meeting Minutes from the July 8, 2019 Meeting:**

THAT the Meeting Minutes from the July 8, 2019 BIA Board Meeting are approved.

Moved by: A. Rankin

Seconded by: M. Van Den Berge

Carried

## **6.0 Public Input Period**

No feedback

## **7.0 Delegations**

### **7.1 Kevin Lagace– Website Information on behalf of the Marketing Committee**

Kevin presented information on a forthcoming Square Space website to market Downtown St.Marys. There is no cost to businesses to be listed. If anyone in the business community has a question, they can email Kevin who will bring questions back to the board in a committee report.

## **8.0 Council Report**

T. Winter gave an overview of recent council decisions.

## **9.0 New Business**

### **9.1 Mary Van Den Berge Resignation Correspondence – attached**

THAT the resignation of Mary Van Den Berge be accepted

Moved by: E. Lagace

Seconded by: A. Rankin

Carried

### **9.2 Appointment of Treasurer**

THAT the board appoints Amie Rankin to assume the title of Secretary/Treasurer

Moved by: E. Lagace

Seconded by: T. Winter

Carried

### **9.3 Esther DeYoung Resignation Letter – attached**

THAT the board accepts Esther De Young's resignation as Recording Secretary

Moved by: E. Lagace

Seconded by: C. Lynch

Carried

THAT a job description for a Recording Secretary be posted in the St.Marys Independent Newspaper and on the Opportunity Lives Here website.

Moved by: A. Rankin

Seconded by: E. Lagace

Carried

#### 9.4 Election

THAT the board look for nominations to fill up to two seats on the board

Moved by: A. Rankin

Seconded by: E. Lagace

#### 9.5 Constitution Update – attached

At 7:05pm Chair L.Hoare passed the gavel to Vice-Chair, C.Lynch.

THAT the Governance committee review the December 2018 version of the draft Constitution and report back to the board at the September meeting.

Moved by: L. Hoare

Seconded by: T. Winter

E. Lagace and M. Van Den Berge did not vote. Not carried.

L. Hoare resumed role of the chair at 7:10pm

#### 9.6 Murdoch Mysteries

Murdoch Mysteries donated \$250 to the St.Marys Healthcare Foundation on the suggestions of two members of the BIA board.

#### 9.7 Email Direction for Board and [stmarysdowntown@gmail.com](mailto:stmarysdowntown@gmail.com)

C.Lynch will look at the issue so everyone can access the email.

#### 9.8 Storefront Vacancy

Staff clarified the Town works on a complaints basis regarding vacant downtown stores. Any owners should make a formal complaint to the Town.

## 9.9 Quilting Event

C. Lynch and K. Payton spoke about the Quilting Shop-Hop which recently brought 1,200 people to town in July. They spoke about the possibility of creating coupons for future visits. There will also be a quilt show in September.

## 10.0 Project & Committees

### 10.1 Treasurer's Report- attached

THAT the Treasure's Report be accepted

Moved by: E. Lagace

Seconded by: C. Lynch

Carried

### 10.2 Welcoming Committee

There will be a drop-in event at Jennies on Tuesday, September 17 from 7-9 p.m. to welcome the new businesses and honour closed businesses.

### 10.3 Benches and Blossoms

THAT the BIA is in support of increasing their contribution to the budget for flowers to add to the Town's overall budget to enhance the flowers in the future in the downtown.

Moved by: E. Lagace

Seconded by: C. Lynch

Carried

## 11.0 Other Business

### 11.1 Advertising budget

There will be a report at the next meeting

## 12.0 Agenda Items for Future Meetings & Date of Next Board Meeting

September 9, 2019

-Constitution report

-Marketing report will report on advertising

## 13.0 Adjournment

Moved by: C.Lynch

Carried

Adjourned at 7:40pm

### 2019 BIA Board Meeting Dates

|                       |                        |                     |                    |
|-----------------------|------------------------|---------------------|--------------------|
| <del>January 14</del> | <del>February 11</del> | <del>March 11</del> | <del>April 8</del> |
| <del>May 13</del>     | <del>June 10</del>     | <del>July 8</del>   | August 12          |
| September 9           | October 21             | November 11         | December 9         |

**BIA Board:** Lanny Hoare (Chair), Mary Van Den Berge (Treasurer), Councillor Tony Winter, Chantal Lynch (Vice Chair), Emily Lagace (Committee Liaison), Amie Rankin (Secretary)

**BIA Staff:** Esther DeYoung

**Town of St. Marys Staff:** Kelly Deeks, Economic Development Manager

**For Information:** Brent Kittmer (CAO/Clerk)



# **St. Marys Business Improvement Area (BIA) Board Meeting Agenda**

Date: Monday, September 16th, 2019

Location: Town Hall, Council Chambers, 2nd floor, 175 Queen Street East, St. Marys, ON

Time: 6:00 p.m.

Board Present: Landon Hoare (Chair), Tony Winter, Al Strathdee, Emily Lagace, Amie Rankin

General Membership: Maggie Richardson, Kyle Burnside, Sue Hyatt, Karen Payton, Tania Ferosi, Bruce Barnes

Staff in Attendance: Kelly Deeks-Johnson, Economic Development Manager, Amy Cubberley, Andrea Macko

## **1.0 Call to order and confirmation of Quorum**

Called to order at 6:02 PM

## **2.0 Declarations of Pecuniary / Conflict of Interest**

None

## **3.0 Appointment of Interim Recording Secretary**

Motion to accept Kelly Deeks-Johnson as the interim recording secretary until a new hire can be confirmed.

Moved By: A. Strathdee  
Carried

Second: A. Rankin

## **4.0 Additions to the Agenda (to be added in Section 13.0 Other Business)**

The Chair requested the addition of 8.3 nomination of a Vice Chair.

## **5.0 Approval of Agenda**

Motion to approve the September 16<sup>th</sup> agenda as amended.

Moved By: T. Winter  
Carried

Second: A. Strathdee

## **6.0 Approval of Meeting Minutes from the August 12, 2019 Meeting**

The minutes from August 12, 2019 were missed in the agenda package. The Board discussed that approval of the minutes should be deferred until the next meeting to give the membership time to review them.

Motion to defer approval of the Minutes from August 12, 2019 BIA Board to October.

Moved By: T. Winter  
Carried

Second: A. Strathdee

## **7.0 Public Input Period**

No feedback

## **8.0 Correspondence**

### **8.1 Chantal Lynch re: Resignation from BIA Board**

Motion to receive the resignation of Chantal Lynch.

Moved By: A. Rankin

Second: E. Lagace

Carried

### **8.2 St. Marys Town Council**

Motion to receive the correspondence to the BIA Board from St. Marys Town Council.

Moved By: E. Lagace

Second: T. Winter

Carried

### **8.3 Nomination of Vice Chair**

Motion to open the nominations of the Vice Chair.

Motion: T. Winter

Second: E. Lagace

Carried

Motion to appoint Emily Lagace as the Vice Chair of the BIA Board in the interim until new members can be nominated.

Motion: T. Winter

Second: A. Strathdee

Carried

Motion to close the nomination of Vice Chair.

Motion: A. Strathdee

Second: T. Winter

Carried

## **9.0 Delegations**

### **9.1 Amy Cubberley – Doors Open St. Marys – September 28<sup>th</sup>**

Amy Cubberley from the Doors Open committee informed the membership that the event is a day to highlight our community with an emphasis on our heritage buildings. There are 15 sites on the tour. The Heritage Conservation District is on the list this year. She encouraged businesses to welcome visitors. There will be an information tent set up outside at Town Hall.

## **9.2 Andrea Macko & Dave Mahaffy – 2020 Homecoming/Heritage Events**

Dave Mahaffy sent regrets. Andrea Macko informed the membership that homecoming and heritage festival will merge together for 2020 to be one grand event. Macko described it as an “all town reunion”, July 2 – 5, 2020. A rough schedule is in place; Friday evening will be a homecoming parade, this will replace the annual Canada Day parade, a street dance to follow with fireworks, Saturday the firefighters are hosting a breakfast and a reunion will be held at DCVI. The Lions car show is also happening on that weekend at the Flats. Queen Street will remain open other than some minor closures in the evening for the street dance. There will be heritage bus tours, walking tours and all the kid activities previously at heritage festival will be at Cadzow Park. The Apple Land Train will be the link between downtown and Cadzow Park. Darcy John will perform on Saturday evening at the PRC and the closing ceremony will take place on Sunday. Homecoming takes place every 10 years so this will be a unique situation for Heritage Festival, regular planning for the annual festival will resume for 2021. This year’s theme is “Hindsight is 2020”.

## **10.0 Council Report**

T. Winter gave an overview of recent council decisions. The Chair asked if the Police services board discussed the vandalism that has occurred in the downtown. T. Winter explained that it hadn’t been discussed but it will be on the next agenda along with homelessness.

## **11.0 New Business**

None

## **12.0 Project & Committees**

### **12.1 Treasurer’s Report- attached**

Motion to receive the treasurer’s report.

Moved By: E. Lagace  
Carried

Second: A. Strathdee

### **12.2 Welcoming Committee**

A. Rankin provided a brief update on the welcoming committee.

### **12.3 Election Update**

Motion to accept the dates for the election as follows; September 25 call for nominations, October 16 nomination period closes, October 30 election, November 12 council appointment of up to three new members to the board.

Moved By: A. Strathdee  
Carried

Second: E. Lagace

Motion to move the November meeting date to November 18<sup>th</sup>.

Moved By: E. Lagace  
Carried

Second: A. Rankin

#### **12.4 BIA Staff Update**

A. Rankin informed the Board that the job posting is going public this week.

#### **12.5 Governance Committee Report – attached**

The Chair provided a report on behalf of the committee members who sent regrets, minutes were included in the agenda package. The discussion was to take the two current draft constitutions along with the comments from Kaye Matthews of OBIAA and develop a final draft to send to the membership, then present the new draft to the Board for discussion and approval. The Governance committee is Cathie Szmon and Scott McLaughlin. The board discussed if a member of the board needs to sit on the committee to replace C. Lynch. The discussion was to allow the two representatives to continue the edits and report back on their progress.

Motion to accept the governance committee as it stands.

Moved By: T. Winter  
Carried

Second: A. Strathdee

#### **12.6 Arts Project Committee – attached**

Motion to receive the report as presented.

Moved By: E. Lagace  
Carried

Second: A. Rankin

### **13.0 Other Business**

#### **13.1 125 Queen St. – Former Buck or Two**

Deeks-Johnson informed the membership that the price to lease has dropped from \$12 a sqft to \$8. They are open to reviewing any or all proposals for the space, including breaking it up. The agent will do a few things to clean-up the exterior.

### **14.0 Agenda Items for Future Meetings & Date of Next Board Meeting**

October 21, 2019, the 2020 budget will be on the agenda.

### **15.0 Adjournment**

Motion to adjourn at 7:35 PM.

Moved By: E. Lagace  
Carried

Second: A. Rankin

### 2019 BIA Board Meeting Dates

|                         |                        |                     |                      |
|-------------------------|------------------------|---------------------|----------------------|
| <del>January 14</del>   | <del>February 11</del> | <del>March 11</del> | <del>April 8</del>   |
| <del>May 13</del>       | <del>June 10</del>     | <del>July 8</del>   | <del>August 12</del> |
| <del>September 16</del> | <b>October 21</b>      | November 18         | December 9           |

**BIA Board:** Lanny Hoare (Chair), Mayor Al Strathdee, Councillor Tony Winter, Emily Lagace (Vice Chair/Committee Liaison), Amie Rankin (Secretary/Treasurer)

**Town of St. Marys Staff:** Kelly Deeks-Johnson, Economic Development Manager

**For Information:** Brent Kittmer, CAO/Clerk

**From:** [Lyric Flowers](#)  
**To:** [Stacey Wheal](#)  
**Subject:** FW: BIA  
**Date:** November 14, 2019 2:54:25 PM

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[EXTERNAL]

Sent from [Mail](#) for Windows 10

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**From:** [Emily Lagace](#)  
**Sent:** October 21, 2019 3:13 PM  
**To:** [Trisha McKibbin](#); [Amie Rankin](#); [Tony Winter](#); [Landon Hoare \(floralart@lyricflowers.com\)](mailto:floralart@lyricflowers.com); [Kelly Deeks-Johnson](#); [Al Strathdee](#)  
**Subject:** BIA

With my current schedule and health constraints, I no longer feel that it is reasonable or appropriate for me to continue as a member of the BIA board.

Please accept this as my formal resignation, effective immediately.

Thank you for your understanding.

Emily

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**Emily Lagace**  
*co-owner & coffee drinker*

**Snapping Turtle Coffee Roasters**  
145 Queen St E., St. Marys ON  
*t.* [226-661-8000](tel:226-661-8000) *c.* [519-694-3308](tel:519-694-3308)  
[www.snappingturtlecoffee.com](http://www.snappingturtlecoffee.com)  
[twitter.com/SnappingCoffee](https://twitter.com/SnappingCoffee)  
[facebook.com/snappingturtlecoffee/](https://facebook.com/snappingturtlecoffee/)



September 11, 2019

Lanny Hoare, BIA Board Chair  
Business Improvement Area Board  
[floralart@lyricflowers.com](mailto:floralart@lyricflowers.com)

**RE: Council Resolution to Appoint an Interim Member to the BIA Board**

Dear Mr. Hoare,

Council for the Corporation of the Town of St. Marys received the resignation of two members of the Business Improvement Area (BIA) Board, Mary Van Den Berg and Chantal Lynch, at their regular meeting on September 10, 2019 in closed session.

Council rose from the closed session and passed the following resolution:

**THAT Council receive and accept with regrets the resignations of Mary Van Den Berg and Chantal Lynch from the St. Marys BIA Board;**

**THAT Council appoint Mayor Strathdee as an interim member of the BIA Board; and**

**THAT Council direct staff to facilitate an election to fill the three vacant positions on the BIA Board.**

Staff will be in contact shortly to begin preparations for the upcoming election. Should you have any questions about the interim appointment, please do not hesitate to contact me.

Sincerely,

Jenna McCartney  
Deputy Clerk

**TOWN OF ST. MARYS**  
**P.O. Box 998, St. Marys, ON. N4X 1B6**

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**Telephone: 519-284-2340 • Fax: 519-284-3881**



November 13, 2019

Lanny Hoare, BIA Board Chair  
Business Improvement Area Board  
[floralart@lyricflowers.com](mailto:floralart@lyricflowers.com)

**RE: Council Resolution to Appoint Members to the BIA Board**

Dear Mr. Hoare,

Council for the Corporation of the Town of St. Marys deliberated the matter of Board appointments at its regular meeting held on November 12, 2019, Council was informed by staff of the recent resignation of Board Member Emily Lagace in the midst of the call for nominations to replace two previous resignations of Board Members. Council considered the recent nominations and discussed opportunities to ensure business continuity for the Board of Management of the St. Marys Business Improvement Area.

The following resolution was passed by Council:

**THAT Council receive and accept with regrets the resignation of Emily Lagace; and**

**THAT Council appoint Kyle Burnside and Gwendolen Boyle to the 2018-2021 term of the BIA Board; and**

**THAT Council rescind the interim appointment of Mayor Stratthdee; and**

**THAT Council approve By-law 97-2019, amending By-law 94-2018.**

Correspondence to the new appointees has been sent to acknowledge their new position. Would you please follow up with the appointees to brief them on the next steps including the upcoming meeting date?

Should you have any questions about the resolution of Council, please do not hesitate to contact me.

Sincerely,

Jenna McCartney  
Deputy Clerk

**TOWN OF ST. MARYS**  
**P.O. Box 998, St. Marys, ON. N4X 1B6**



## BIA Screenshot- Balance Sheet

October 15, 2019

|            |     |                           |                 |                 |                 |
|------------|-----|---------------------------|-----------------|-----------------|-----------------|
| 2019-08-06 | 456 | Seebach & Company         | \$<br>1,017.00  | \$<br>69,354.70 |                 |
| 2019-08-29 |     | Quadro                    | \$<br>16.85     | \$<br>69,337.85 | \$<br>69,337.85 |
| 2019-10-15 | 457 | Hollynotes Singers        | \$<br>500.00    | \$<br>68,837.85 |                 |
| 2019-10-15 | 458 | CKOT-FM Rogers Media Inc. | \$<br>791.00    | \$<br>68,046.85 |                 |
| 2019-10-15 | 459 | St. Marys Independent     | \$<br>73.45     | \$<br>67,973.40 |                 |
| 2019-10-15 | 460 | Esther DeYoung            | \$<br>50.00     | \$<br>67,923.40 |                 |
| 2019-09-26 |     | STMARYSAP AP /CC          | \$<br>11,250.00 | \$<br>79,173.40 |                 |
| 2019-09-30 |     | Quadro                    | \$<br>16.85     | \$<br>79,156.55 | \$<br>79,156.55 |

## BIA Screen Shot- Bank Statement

October 15, 2019

The screenshot displays the BMO Bank of Montreal Online Banking interface. The browser address bar shows the URL: [www12.bmo.com/onlinebanking/OLB/fin/acc/adt/accountDetailsInit?mode=confirmation](http://www12.bmo.com/onlinebanking/OLB/fin/acc/adt/accountDetailsInit?mode=confirmation). The page header includes navigation links: Apps, Consulado-Geral d..., Facebook, GrowthWheel Online, QuickBooks® Cana..., Kitchen calculator a..., Home, 0 Notifications, BUSINESS CARDS R..., and Other bookmarks.

The main content area is divided into several sections:

- Navigation Links:** Change Statement Options, Download Account Details, Trace a Cheque, Service Charge Inquiry.
- My Shortcuts:** My Payment History, My Security Settings.
- Questions?:** Ask a question, Book or Manage Appointments, Locate an ATM or branch, Send us a message.
- Account Information:** Funds on Hold: \$0.00, Branch Transit No: 03762.
- Transaction History:** View transactions by selecting a time period or date range, or filter your results by entering a description. The view is set to "last 60 days".

The Transaction History table shows the following transactions:

| Transaction Date | Code | Description             | Debit      | Credit      | Balance     |
|------------------|------|-------------------------|------------|-------------|-------------|
|                  |      | Balance Forward         |            |             | \$70,371.70 |
| Aug 22, 2019     | CK   | NO.456                  | \$1,017.00 |             | \$69,354.70 |
| Aug 28, 2019     | DS   | QUADRO COMMUNIC BPY/FAC | \$16.85    |             | \$69,337.85 |
| Sep 26, 2019     | DS   | STMARYSAP AP /CC        |            | \$11,250.00 | \$80,587.85 |
| Sep 30, 2019     | DS   | QUADRO COMMUNIC BPY/FAC | \$16.85    |             | \$80,571.00 |

The footer includes links for Privacy, Legal, Security, and CDIC Member, along with the BMO logo and the text "A part of BMO Financial Group". The system clock at the bottom right shows 8:40 AM on 2019-10-15.

| BIA BUDGET 2019 |  |                    |                    | REMAINING                  |              |
|-----------------|--|--------------------|--------------------|----------------------------|--------------|
|                 | ITEM   | BUDGET 2019        | ACTUAL 2019        | Under Budget (Over Budget) | Details      |
|                 | Revenues   |                    |                    |                            |              |
|                 | BIA Levy   | \$45,000.00        | \$33,750.00        | \$11,250.00                |              |
|                 | HST Rebate   | \$3,268.00         | \$2,832.48         | \$435.52                   |              |
|                 | Miscellaneous  | \$0.00             | \$50.00            | -\$50.00                   | Pewter Sales |
|                 | <b>SUBTOTAL:</b>   | <b>\$48,268.00</b> | <b>\$36,632.48</b> | <b>\$11,635.52</b>         |              |
|                 | Expenses   |                    |                    |                            |              |
| A               | <b>MEMBER SUPPORT &amp; ENGAGEMENT</b>                     |                    |                    |                            |              |
|                 | Membership   |                    |                    |                            |              |
|                 | Member Recognition   | \$500.00           | \$0.00             | \$500.00                   |              |
|                 | Member Welcome   | \$500.00           | \$0.00             | \$500.00                   |              |
|                 | Networking Socials   | \$1,000.00         | \$0.00             | \$1,000.00                 |              |
|                 | Training & Education                                       |                    |                    |                            |              |
|                 | Miscellaneous  | \$3,000.00         | \$0.00             | \$3,000.00                 |              |
|                 | Social Media   |                    |                    |                            |              |
|                 | Organizational Capacity                                    |                    |                    |                            |              |
|                 | OBIAA Conference   |                    |                    |                            |              |
|                 | OBIAA Membership   | \$220.00           | \$220.82           | -\$0.82                    |              |
|                 | Policies & Procedures                                      |                    |                    |                            |              |
|                 | Miscellaneous  |                    |                    |                            |              |
|                 | <b>SUBTOTAL Member Support and Engagement:</b>             | <b>\$5,220.00</b>  | <b>\$220.82</b>    | <b>\$4,999.18</b>          |              |
|                 |  |                    |                    |                            |              |
| B               | <b>IMPROVING PUBLIC SPACE &amp; BEAUTIFICATION (Misc)</b>  | <b>\$10,000.00</b> | <b>\$0.00</b>      | <b>\$10,000.00</b>         |              |
|                 | Flower Baskets & Hardware                                  | \$4,500.00         | \$4,500.00         | \$0.00                     |              |
|                 | Christmas Lights Maintenance                               | \$500.00           | \$0.00             | \$500.00                   |              |
|                 | Lions Club Flag Replacement                                | \$200.00           | \$200.00           | \$0.00                     |              |
|                 | Public Art   |                    | \$0.00             | \$0.00                     |              |
|                 | Benches  | \$2,500.00         | \$0.00             | \$2,500.00                 |              |
|                 | Tree planting strategy                                     |                    | \$0.00             | \$0.00                     |              |
|                 | Miscellaneous  | \$500.00           |                    | \$500.00                   |              |
|                 | Plants & Pots  | \$2,500.00         | \$0.00             | \$2,500.00                 |              |
|                 | <b>SUBTOTAL Improving Public Space and Beautification:</b> | <b>\$20,700.00</b> | <b>\$4,700.00</b>  | <b>\$16,000.00</b>         |              |
|                 |  |                    |                    |                            |              |
| C               | <b>BRINGING PEOPLE DOWNTOWN</b>                            |                    |                    |                            |              |
|                 | Ambassador Program   | \$500.00           | \$0.00             | \$500.00                   |              |
|                 | Marketing & Promotion                                      |                    |                    |                            |              |

|          |  |                    |                    |                    |   |
|----------|--|--------------------|--------------------|--------------------|---|
|          | Miscellaneous  | \$<br>1,200.00     | \$400.00           | \$800.00           | \$400 pictures<br>by Sean Camp<br>for Downtown                          |
|          | <b>Events (Misc)</b>   | \$<br>2,165.00     | \$300.00           | \$1,865.00         | Meet Me in St<br>Marys -<br>Museum<br>Donation \$300                    |
|          |  |                    |                    |                    |   |
|          | Christmas Event  | \$4,180.00         | \$1,200.00         | \$2,980.00         |   |
|          | Heritage Festival  | \$1,600.00         | \$1,600.00         | \$0.00             |   |
|          | Santa Claus Parade - Sponsorship to Kinsman                                | \$1,000.00         | \$0.00             | \$1,000.00         |   |
|          | <b>Partnerships</b>  |                    |                    | \$0.00             |   |
|          | Stratford Tourism Alliance (STA) Membership                                | \$400.00           | \$400.00           | \$0.00             |   |
|          | Canada Blooms  | \$250.00           | \$0.00             | \$250.00           |   |
|          | <b>SUBTOTAL Bringing People Downtown:</b>                                  | <b>\$11,295.00</b> | <b>\$3,900.00</b>  | <b>\$7,395.00</b>  |   |
|          |  |                    |                    |                    |   |
| <b>D</b> | <b>RUNNING THE ST. MARYS BIA</b>   |                    |                    |                    |   |
|          | <b>Running the BIA</b>   |                    |                    |                    |   |
|          | Admin Support  | \$5,000.00         | \$1,185.00         | \$3,815.00         |   |
|          | Annual General Meeting   | \$55.00            | \$55.00            | \$0.00             |   |
|          | Audit  | \$1,000.00         | \$900.00           | \$100.00           |   |
|          | Email/Quadro   | \$600.00           | \$307.77           | \$292.23           |   |
|          | Bank Fees  | \$50.00            | \$4.50             | \$45.50            |   |
|          | Office Supplies  | \$350.00           | \$96.18            | \$253.82           |   |
|          | Miscellaneous  | \$300.00           | \$98.70            | \$201.30           | \$40 Downtown<br>\$ pd to<br>CanTire. //<br>\$58.7 BIA<br>Breakfast mtg |
|          | GST/HST  | \$3,300.00         | \$352.98           | \$2,947.02         |   |
|          | <b>SUBTOTAL Running the BIA:</b>   | <b>\$10,655.00</b> | <b>\$3,000.13</b>  | <b>\$7,654.87</b>  |   |
|          | <b>GRAND TOTALS:</b>   | <b>\$47,870.00</b> | <b>\$11,820.95</b> | <b>\$36,049.05</b> |   |
|          |  |                    |                    |                    |   |
|          | <b>Total Levy (Income)</b>   | <b>\$48,268.00</b> | <b>\$36,632.48</b> | <b>\$11,635.52</b> |   |
|          | <b>Total Expenses</b>  | <b>\$47,870.00</b> | <b>\$11,820.95</b> | <b>\$36,049.05</b> |   |
|          |  |                    |                    |                    |   |
|          | <b>Reserve Funds:</b>  |                    |                    |                    |   |
|          | Remaining in Bank January 2019 - from 2018<br>and previous years not spent | \$54,395.02        |                    |                    |   |
|          | Streetscape Plan ( Assets )  | -\$20,000.00       |                    |                    |   |
|          | Proposed Project (s)   | -\$20,000.00       |                    |                    |   |
|          | Public Art   | -\$10,000.00       |                    |                    |   |
|          | Constitution   | -\$1,000.00        |                    |                    |   |
|          | Remaining  | \$3,395.02         |                    |                    |   |
|          |  |                    |                    |                    |   |

## **BIA Christmas Committee Report**

Hello Fellow BIA Members,

The Christmas Committee has been working on the promotion of the Annual Merchants Open House. We have a great start to making this holiday season a great one for everyone. A few updates so that we are all on the same page and working together for a fabulous day!

- 1) A Facebook page has been created specifically for the Merchants Open House. It is St. Marys Merchants Christmas Open House. It has been live for a while and we are building some nice likes. If you have not liked it, please do. Please also invite your friends to like it. We do post once a week or so, please share the posts and add your own promotions when you share. The posts will be more frequent as we get closer to the event. We will also be boosting posts.
- 2) An Instagram account has also been created, please follow it and like it as well. The hash tag that is being used is #stmarysmerchantsopenhouse.
- 3) We have created an event on the St. Marys Merchants Christmas Open House page. We encourage you to go on the event page and invite your friends and customers to attend. This event has already reached over 10,000 people, numbers can only increase the more you share and invite.
- 4) We have arranged for the window painting again this year if people choose to have it. We will be coming around with the signup sheets for it in the next week or two. If you plan to have your windows done please respond as soon as possible so the window painter can schedule his time accordingly.
- 5) The "save the date" cards are still available if you would like them to give to your customers as a reminder. You can pick them up at The Flower Shop and More. A package of 50 is \$10.00 this is to re-coup some of the cost of the printing. We have also distributed these to the tourist destinations in St. Marys and to Stratford Tourism.
- 6) We would encourage everyone to have consistent hours 12:00 noon to 5:00 pm on Sunday, November 24th if you plan to be open.
- 7) We would encourage services to participate as well. If you sell gift certificates this is a great opportunity to participate in the day. Use the sharing of the Facebook post to promote your gift certificates.
- 8) If you host a customer appreciation event in November please don't use the words "open house", it is confusing to the consumer. This is the only Open House that all Merchants/Downtown Businesses participate in if they choose.
- 9) As in the past radio ads will start the Monday prior to Sunday, November 24th and go throughout the week. There will also be an ad in the St. Marys Independent.
- 10) For those new to the downtown this year, the day is fabulous. Lots of stores have treats for their customers or other special surprises that make the day special. A number of people in the past few years have said it is like being in a Hallmark Christmas movie. This is our day to shine and to generate some wonderful business!
- 11) If we see a video or Christmas specific posts you have made on your Facebook page, or if you make us aware of one (message through the Facebook page) and we can share from The Merchants

Open House page. We are trying to keep our posts fairly generic but would like to post some featured Christmas ones of Merchants as well. This is not to say we can share everything you post about Christmas, but we are happy to feature your business when appropriate.

If you have any questions or comments please do not hesitate to let me know.

Many Thanks  
Julie Docker Johnson  
Christmas Committee Member  
The Flower Shop and More  
519-2841391

## BIA Screenshot- Balance Sheet

October 15, 2019

|            |     |                           |                 |                 |                 |
|------------|-----|---------------------------|-----------------|-----------------|-----------------|
| 2019-08-06 | 456 | Seebach & Company         | \$<br>1,017.00  | \$<br>69,354.70 |                 |
| 2019-08-29 |     | Quadro                    | \$<br>16.85     | \$<br>69,337.85 | \$<br>69,337.85 |
| 2019-10-15 | 457 | Hollynotes Singers        | \$<br>500.00    | \$<br>68,837.85 |                 |
| 2019-10-15 | 458 | CKOT-FM Rogers Media Inc. | \$<br>791.00    | \$<br>68,046.85 |                 |
| 2019-10-15 | 459 | St. Marys Independent     | \$<br>73.45     | \$<br>67,973.40 |                 |
| 2019-10-15 | 460 | Esther DeYoung            | \$<br>50.00     | \$<br>67,923.40 |                 |
| 2019-09-26 |     | STMARYSAP AP /CC          | \$<br>11,250.00 | \$<br>79,173.40 |                 |
| 2019-09-30 |     | Quadro                    | \$<br>16.85     | \$<br>79,156.55 | \$<br>79,156.55 |

## BIA Screen Shot- Bank Statement

October 15, 2019

**BMO Bank of Montreal Online Banking**

www.bmo.com/onlinebanking/OLB/fin/acc/adt/accountDetailsInit?mode=confirmation

**Change Statement Options**  
 Download Account Details  
 Trace a Cheque  
 Service Charge Inquiry

**My Shortcuts**  
 My Payment History  
 My Security Settings

**Questions?**  
 Ask a question  
 Book or Manage Appointments  
 Locate an ATM or branch  
 Send us a message

**Funds on Hold:** \$0.00  
**Branch Transit No:** 03762

**Transaction History**  
 View transactions by selecting a time period or date range, or filter your results by entering a description.

**View:** last 60 days **or show from:** MM/DD/YYYY **to:** MM/DD/YYYY **View**

**Filter description:**  **Filter**

| Transaction Date | Code | Description             | Debit      | Credit      | Balance     |
|------------------|------|-------------------------|------------|-------------|-------------|
|                  |      | Balance Forward         |            |             | \$70,371.70 |
| Aug 22, 2019     | CK   | NO. 456                 | \$1,017.00 |             | \$69,354.70 |
| Aug 28, 2019     | DS   | QUADRO COMMUNIC BPY/FAC | \$16.85    |             | \$69,337.85 |
| Sep 26, 2019     | DS   | STMARYSAP AP /CC        |            | \$11,250.00 | \$80,587.85 |
| Sep 30, 2019     | DS   | QUADRO COMMUNIC BPY/FAC | \$16.85    |             | \$80,571.00 |

Privacy | Legal | Security | CDIC Member

BMO A part of BMO Financial Group

Type here to search

8:40 AM 2019-10-15

| BIA BUDGET 2019 |  |                    |                    | REMAINING                  |              |
|-----------------|--|--------------------|--------------------|----------------------------|--------------|
|                 | ITEM   | BUDGET 2019        | ACTUAL 2019        | Under Budget (Over Budget) | Details      |
|                 | Revenues   |                    |                    |                            |              |
|                 | BIA Levy   | \$45,000.00        | \$33,750.00        | \$11,250.00                |              |
|                 | HST Rebate   | \$3,268.00         | \$2,832.48         | \$435.52                   |              |
|                 | Miscellaneous  | \$0.00             | \$50.00            | -\$50.00                   | Pewter Sales |
|                 | <b>SUBTOTAL:</b>   | <b>\$48,268.00</b> | <b>\$36,632.48</b> | <b>\$11,635.52</b>         |              |
|                 | Expenses   |                    |                    |                            |              |
| A               | <b>MEMBER SUPPORT &amp; ENGAGEMENT</b>                     |                    |                    |                            |              |
|                 | Membership   |                    |                    |                            |              |
|                 | Member Recognition   | \$500.00           | \$0.00             | \$500.00                   |              |
|                 | Member Welcome   | \$500.00           | \$0.00             | \$500.00                   |              |
|                 | Networking Socials   | \$1,000.00         | \$0.00             | \$1,000.00                 |              |
|                 | Training & Education                                       |                    |                    |                            |              |
|                 | Miscellaneous  | \$3,000.00         | \$0.00             | \$3,000.00                 |              |
|                 | Social Media   |                    |                    |                            |              |
|                 | Organizational Capacity                                    |                    |                    |                            |              |
|                 | OBIAA Conference   |                    |                    |                            |              |
|                 | OBIAA Membership   | \$220.00           | \$220.82           | -\$0.82                    |              |
|                 | Policies & Procedures                                      |                    |                    |                            |              |
|                 | Miscellaneous  |                    |                    |                            |              |
|                 | <b>SUBTOTAL Member Support and Engagement:</b>             | <b>\$5,220.00</b>  | <b>\$220.82</b>    | <b>\$4,999.18</b>          |              |
|                 |  |                    |                    |                            |              |
| B               | <b>IMPROVING PUBLIC SPACE &amp; BEAUTIFICATION (Misc)</b>  | <b>\$10,000.00</b> | <b>\$0.00</b>      | <b>\$10,000.00</b>         |              |
|                 | Flower Baskets & Hardware                                  | \$4,500.00         | \$4,500.00         | \$0.00                     |              |
|                 | Christmas Lights Maintenance                               | \$500.00           | \$0.00             | \$500.00                   |              |
|                 | Lions Club Flag Replacement                                | \$200.00           | \$200.00           | \$0.00                     |              |
|                 | Public Art   |                    | \$0.00             | \$0.00                     |              |
|                 | Benches  | \$2,500.00         | \$0.00             | \$2,500.00                 |              |
|                 | Tree planting strategy                                     |                    | \$0.00             | \$0.00                     |              |
|                 | Miscellaneous  | \$500.00           |                    | \$500.00                   |              |
|                 | Plants & Pots  | \$2,500.00         | \$0.00             | \$2,500.00                 |              |
|                 | <b>SUBTOTAL Improving Public Space and Beautification:</b> | <b>\$20,700.00</b> | <b>\$4,700.00</b>  | <b>\$16,000.00</b>         |              |
|                 |  |                    |                    |                            |              |
| C               | <b>BRINGING PEOPLE DOWNTOWN</b>                            |                    |                    |                            |              |
|                 | Ambassador Program   | \$500.00           | \$0.00             | \$500.00                   |              |
|                 | Marketing & Promotion                                      |                    |                    |                            |              |

|          |  |                    |                    |                    |   |
|----------|--|--------------------|--------------------|--------------------|---|
|          | Miscellaneous  | \$<br>1,200.00     | \$400.00           | \$800.00           | \$400 pictures<br>by Sean Camp<br>for Downtown                          |
|          | <b>Events (Misc)</b>   | \$<br>2,165.00     | \$300.00           | \$1,865.00         | Meet Me in St<br>Marys -<br>Museum<br>Donation \$300                    |
|          |  |                    |                    |                    |   |
|          | Christmas Event  | \$4,180.00         | \$1,200.00         | \$2,980.00         |   |
|          | Heritage Festival  | \$1,600.00         | \$1,600.00         | \$0.00             |   |
|          | Santa Claus Parade - Sponsorship to Kinsman                                | \$1,000.00         | \$0.00             | \$1,000.00         |   |
|          | <b>Partnerships</b>  |                    |                    | \$0.00             |   |
|          | Stratford Tourism Alliance (STA) Membership                                | \$400.00           | \$400.00           | \$0.00             |   |
|          | Canada Blooms  | \$250.00           | \$0.00             | \$250.00           |   |
|          | <b>SUBTOTAL Bringing People Downtown:</b>                                  | <b>\$11,295.00</b> | <b>\$3,900.00</b>  | <b>\$7,395.00</b>  |   |
|          |  |                    |                    |                    |   |
| <b>D</b> | <b>RUNNING THE ST. MARYS BIA</b>   |                    |                    |                    |   |
|          | <b>Running the BIA</b>   |                    |                    |                    |   |
|          | Admin Support  | \$5,000.00         | \$1,185.00         | \$3,815.00         |   |
|          | Annual General Meeting   | \$55.00            | \$55.00            | \$0.00             |   |
|          | Audit  | \$1,000.00         | \$900.00           | \$100.00           |   |
|          | Email/Quadro   | \$600.00           | \$307.77           | \$292.23           |   |
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|          | Office Supplies  | \$350.00           | \$96.18            | \$253.82           |   |
|          | Miscellaneous  | \$300.00           | \$98.70            | \$201.30           | \$40 Downtown<br>\$ pd to<br>CanTire. //<br>\$58.7 BIA<br>Breakfast mtg |
|          | GST/HST  | \$3,300.00         | \$352.98           | \$2,947.02         |   |
|          | <b>SUBTOTAL Running the BIA:</b>   | <b>\$10,655.00</b> | <b>\$3,000.13</b>  | <b>\$7,654.87</b>  |   |
|          | <b>GRAND TOTALS:</b>   | <b>\$47,870.00</b> | <b>\$11,820.95</b> | <b>\$36,049.05</b> |   |
|          |  |                    |                    |                    |   |
|          | <b>Total Levy (Income)</b>   | <b>\$48,268.00</b> | <b>\$36,632.48</b> | <b>\$11,635.52</b> |   |
|          | <b>Total Expenses</b>  | <b>\$47,870.00</b> | <b>\$11,820.95</b> | <b>\$36,049.05</b> |   |
|          |  |                    |                    |                    |   |
|          | <b>Reserve Funds:</b>  |                    |                    |                    |   |
|          | Remaining in Bank January 2019 - from 2018<br>and previous years not spent | \$54,395.02        |                    |                    |   |
|          | Streetscape Plan ( Assets )  | -\$20,000.00       |                    |                    |   |
|          | Proposed Project (s)   | -\$20,000.00       |                    |                    |   |
|          | Public Art   | -\$10,000.00       |                    |                    |   |
|          | Constitution   | -\$1,000.00        |                    |                    |   |
|          | Remaining  | \$3,395.02         |                    |                    |   |
|          |  |                    |                    |                    |   |