

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

Date: Monday, February 10, 2020

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

Time: 6:00 p.m.

## Agenda Items

### 1.0 Call to order and confirmation of Quorum

6:02

The Chair noted that the BIA Administrative Assistant sent regrets and the minutes will be taken by Kelly Deeks-Johnson, Tourism and Economic Development Manager.

### 2.0 Declarations of Pecuniary / Conflict of Interest

None

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

The Chair outlined several changes to the agenda including moving the Council Report to its own point 8.0, move the presentation by Jed Kelly to a New Business section 9.0, merge the discussion around snow removal to Jed Kelly's presentation, add the approval of the previous minutes to its own section, 4.0 and add Social Media Guidelines under other business.

### 4.0 Approval of Agenda

**THAT** the February 10, 2020 BIA Agenda be approved, as amended.

Motion: T. Winter  
Carried

Second: A. Rankin

### 5.0 Approval of Meeting Minutes from the January 20, 2020 Meeting:

**THAT** the Meeting Minutes from the January 20, 2020 BIA Board Meeting are approved by the BIA Board.

Motion: G. Boyle  
Carried

Second: K. Burnside

### 6.0 Public Input Period

Nothing raised

### 7.0 Delegations

None

## 8.0 Council Report

**THAT** the board accept the report as presented by Tony Winter.

Motion: A. Rankin  
Carried

Second: G. Boyle

## 9.0 New Business

### 9.1 Jed Kelly – Festive lights, snow removal and Homecoming/Heritage street closure

Jed Kelly, Director of Public Works presented the report 'Queen Street Downtown Core Holiday Light Displays'. The board and membership were receptive to recommendation option #7 - Create a Quick Mount System for SSD and Utilize contractor for installation. Staff will work with RDJ Bailey Metal Works to commission a prototype of the new Quick Mount System and install it on one lamp post prior to the fall. The BIA can gain feedback from its membership and discuss any changes that need to be made.

**THAT** the report Queen Street Downtown Core Holiday Light Displays be accepted and proceed with the recommendation option #7 outlined in the report.

Motion: K. Burnside  
Carried

Second: G. Boyle

The membership also asked J. Kelly to provide a refresh about the responsibilities of snow removal. J. Kelly noted that the ByLaw needs to be updated to reflect the provincial standards and he will send out a reminder to the BIA membership about snow and salt responsibilities.

J. Kelly asked the BIA for their feedback on a street closer the Friday of the Homecoming and Heritage weekend to prepare for the evening street dance. Public Works would begin closing the road at 1:00PM. The membership voiced concern over this closure and overwhelmingly feel that the Friday afternoon street closures hurt their businesses. They have requested that the Town and committee push back the street closure to a later time.

The street closure for the Kinsmen Parade was also raised by the membership. The parade date is being reviewed with the Kinsmen to potentially fall on the Sunday. The street closure timing is still being discussed and options will be reviewed.

### 9.2 Julie Docker - Homecoming / Heritage

Proposal for a joint event for the merchant's downtown during the Homecoming/Heritage weekend.

**THAT** the board accept Julie Docker's proposal and will grant funding in the budget for the proposal.

Motion: T. Winter  
Carried

Second: A. Rankin

## **10.0 Project & Committees**

### **10.1 Christmas Committee**

Report was submitted at the meeting, the committee has requested that it be included in the agenda package for the next meeting.

**THAT** the Christmas Committee report be received for information.

Motion: A. Rankin  
Carried

Second: G. Boyle

## **11.0 Other Business**

### **11.1 Social Media Guidelines**

The membership provided feedback that it would be prudent to implement social media guidelines for the BIA.

**THAT** the board accept the feedback from the membership and work to create social media guidelines for the BIA.

Motion: K. Burnside  
Carried

Second: G. Boyle

## **12.0 Budget Discussion**

Kyle reviewed the budget for 2020.

**THAT** the board approve the updated draft 2020 BIA budget to be presented at the AGM.

Motion: T. Winter  
Carried

Second: G. Boyle

## **13.0 Agenda items for future meetings & date of next meeting.**

The 2020 AGM will be held on March 9<sup>th</sup> at Stonetown Coffee 6 PM. Please RSVP no later than March 1<sup>st</sup> Amie Rankin [secretary@downtownstmarys.com](mailto:secretary@downtownstmarys.com).

## **14.0 Adjournment**

**THAT** the board motion to adjourn at 8:35 PM.

Motion: T. Winter

Second: A. Rankin

Carried

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

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

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