

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

Date: Monday, April 6th, 2020

Time: 6:00 p.m.

Join Zoom Meeting:

Dial by your location

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Meeting ID: 522 937 179

Agenda Items

1.0 Call to order and confirmation of Quorum

Called to order at 6:08pm

2.0 Declarations of Pecuniary / Conflict of Interest

None

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

Motion of nomination to Vice Chair to Board

Motion: K Burnside

Second: G Boyle

Carried

Motion to nominate G Boyle to vice chair by Amie Rankin

Second: K Burnside

Accepted by G Boyle

Motion to close nominations: K Burnside

Second: A Rankin

Carried

4.0 Approval of Agenda

THAT the April 6th, 2020 BIA Agenda be approved, as presented.

Motion: K Burnside

Second: G Boyle

Carried

5.0 Approval of previous meeting minutes:

THAT the Meeting Minutes from the March 9th, 2020 Annual General Meeting are approved by the BIA Board.

Motion: K Burnside

Second: G Boyle

Carried

6.0 Public Input Period

Heather Parkinson re: the removal of Christmas Lights downtown

Motion that the Christmas decorations in stores be taken down.
A Rankin will submit a list of who to contact.

Motion: A Rankin

Second: G Boyle

Carried

7.0 Correspondence

None

8.0 Delegations

None

9.0 Council Report

Councilor Winter sends his regrets.

10.0 Treasurer's Report

THAT the March 2020 Treasurer's Report be accepted as presented.

Motion: G Boyle

Second: A Rankin

Carried

11.0 New Business

11.1 BIA Board Response to COVID-19 Pandemic

In response to the current state of emergency in our community and the temporary forced closure of our businesses and service providers the board will discuss measures to adjust the 2020 BIA budget.

Speaker: Andre Morin, Director of Finance, Town of St. Marys

Options for discussion:

1. The board does not collect the 2020 BIA Levy. The board will determine what is needed to operate in 2020 and still achieve some of the approved expenditures and funds will be utilized from reserves.
2. That the BIA board direct X amount of funds from reserves to the financial program that the Town is working to establish.
3. Gift Certificate Program* changed to collecting 2020 levy and reimburse 2019 levy. Send out a survey to membership and give further consideration for future grants to support business owners.

Motion to take a 5-minute break.

Motion: G Boyle

Second: A Rankin

THAT the BIA Board supports option 3 and the Treasurer will work with Town of St. Marys staff to implement the approved option(s).

Motion: A Rankin

Second: G Boyle

Carried

11.2 BIA 2020 Budget Expenditures from reserves.

THAT the BIA Board approve \$X to be pulled from reserves for 2020 expenditures.

Motion: G Boyle

Second: K Burnside

8:00pm Chair, Lanny Hoare passes gavel.

Motion to take public art and \$10,000 of proposed projects off the reserve funds.

Motion: L Hoare

Second: A Rankin

Carried

12.0 Project & Committees

Proposed committee structure and governance documents included in the agenda package for discussion by the Treasurer.

Motion to defer BIA committee discussion to next meeting, May 11th.

Motion: K Burnside

Second: A Rankin

Carried

13.0 Other Business

None

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

May 11th, 2020

15.0 Adjournment

Meeting adjourned at 8:13pm

Motion: A Rankin

Second: G Boyle

2020 BIA Board Meeting Dates

January 20	February 10	March 9	April 6
May 11	June 8	July 13	August 10
September 14	October 5	November 9	December 14

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

BIA Staff: Lauren Eedy

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

For Information: Brent Kittmer (CAO/Clerk)