

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

**Date:** Monday, May 11th, 2020

**Time:** 6:00 p.m.

**Join Zoom Meeting:**

Dial by your location

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Meeting ID: 220 835 2512

## Agenda Items

### 1.0 Call to order and confirmation of Quorum

Called order at 6:03 p.m.

### 2.0 Emergent amendment to procedural BY-LAW

THAT the BIA Board adopt the Town of St. Marys By-Law 36-2020 in regards to electronic meetings during emergencies.

Motion: K. Burnside

Second: G Boyle

Carried

### 3.0 Declarations of Pecuniary / Conflict of Interest

None

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

### 5.0 Approval of Agenda

THAT the May 11th, 2020 BIA Agenda be approved, as amended.

Motion: G Boyle

Second: A Rankin

Carried

### 6.0 Approval of previous meeting minutes:

THAT the Meeting Minutes from the April 6<sup>th</sup>, 2020 meeting are approved by the BIA Board.

Motion: G Boyle  
Carried

Second: K Burnside

## **7.0 Public Input Period**

Chantal Lynch- concern was first come first serve people signing up for free ad space in the Independent. Suggests a lottery.  
Kelly Deeks Johnson will pass along to the Independent

## **8.0 Correspondence**

### **8.1 Correspondence from Lauren Eedy**

THAT the correspondence from Lauren Eedy be accepted as presented.

Motion: K Burnside

Second: G Boyle

Carried

THAT the BIA Board have Amie Rankin post an ad, looking for a BIA Staff Member, in accordance with any and all governance policies and By-Laws.

Motion: G Boyle

Second: K Burnside

Carried

THAT Lauren Eedy continues assistance with social media for the BIA until June 7<sup>th</sup> 2020.

Motion: A Rankin

Second: K Burnside

Carried

THAT we implement a 3-week deadline on applications on the administrative assistant.

Motion: K Burnside

Second: A Rankin

Carried

THAT A. Rankin, K. Burnside, G. Boyle, and L. Hoare be present for interview.

Motion: G Boyle

Second: K Burnside

Carried

## **9.0 Delegations**

### **10.0 Council Report**

Council Winter sends his regrets he could not attend Zoom meeting.

### **11.0 Treasurer's Report**

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

Motion: G Boyle

Second: A Rankin

Carried

## **12.0 Projects & Committees**

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

THAT the Board approve implementation of sub committees to be followed by an application process as outlined in the attached communication schedule, for each subcommittee, for appointment at the June 2020 BIA meeting.

Sub-committees will support many of our initiatives. Recommendations and support for each committee included. Would like to get up and running as soon as possible. 5 sub-committees for recognition put for this evening. Outside of Christmas committee, others are aligned to support strategy and initiatives of BIA.

L Hoare suggests relaxing number of meetings for sub-committees.

Future item\* 14.0

Goal for June meeting to have committees finalized and in place for June meeting. Revisit the definition of Quorum for sub-committee gatherings. Leave a discussion and vote for next month on sub-committees after further research to make an informed decision.

C Lynch- wants to discuss Beautification and Christmas Committee

K Burnside wants to defer so that an example works the same for each sub-committee.

L Hoare would like to continue discussion.

G Boyle- yes unless we can change Executive for committees after the fact. Christmas seems far away.

A Rankin-we could go ahead with Beautification committee

Motion:

Second:

No motion.

Motion to for the Beautification committee as a subcommittee be able to get started and be open to revisions from the Board in the future, but not for other committees at this time.

Maggie, Bruce, John, Chantal interested in Beautification Committee. G Boyle will represent the BIA Board.

Motion: G Boyle

Second: A Rankin

Carried.

### **13.0 Other Business**

Reimbursement for cheques for local merchants.

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

Sub-committee moving to June meeting discussion for other 4 committees.

### **15.0 Adjournment**

Meeting adjourned at 6:57

Motion: G Boyle

Second: A Rankin

### **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 (Vice Chair)

**BIA Staff:** Lauren Eedy

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

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