St. Marys Business Improvement Area (BIA) Board Meeting

Minutes

**Date**: Monday, June 8th, 2020

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

**Live Stream:** <https://www.youtube.com/channel/UCzuUpFqxcEl8OG-dOYKteFQ>

1. **Call to order and confirmation of Quorum**

Chair Hoare called the meeting to order at 6:02 p.m.

1. **Declarations of Pecuniary / Conflict of Interest**

None

1. **Amendments and approval of the Agenda**

Chair Hoare noted that the BIA Board will hold a closed session under 10.1 as they will be discussing identifiable individuals.

Moved By: Amie Rankin

Second: Winter Carried

**THAT** the June 8th, 2020 BIA Agenda be approved, as amended.

**5.0 Approval of previous meeting minutes:**

Moved By: Kyle Burnside

Second: Gwendolen Boyle

Carried

**THAT** the Meeting Minutes from the May 11, 2020 meeting are approved by the BIA Board.

**6.0 Correspondence**

None

**7.0 Delegations**

None

**8.0 Council Report**

Councillor Winter provided the board with highlights from Council discussions. These included; construction on the fire hall is moving ahead, Egan Avenue reconstruction is progressing well, the Church Street bridge repairs have been awarded to McLean Taylor, Yard waste pick up is scheduled and the business task force is well under way.

Moved By: Amie Rankin

Second: Gwendolen Boyle

Carried

**THAT** the Council Report be accepted as presented.

**9.0 Treasurer’s Report**

Moved By: Gwendolen Boyle

Second: Amie Rankin

Carried

**THAT** the May 2020 Treasurer’s Report be accepted as presented.

**10.0 Projects and Committees**

Proposed committee structure and governance documents included in the agenda

package for discussion by the Treasurer.

* Each committee will appoint members based on a submitted application form.
* Approved committees:
  + Executive Committee,
  + Membership & Business Development Committee,
  + Legal & Compliance Committee,
  + Beautification Committee,
  + Christmas Committee
* A call for applications can go out to the membership for all but the Beautification committee

Moved By: Gwendolen Boyle

Second: Amie Rankin

Carried

**THAT** the BIA Board accept the structure and governance documents as amended.

10.1 **CLOSED SESSION**

Beautification Committee to be discussed by the Vice-Chair.

Moved By: Kyle Burnside

Second: Tony Winter

Carried

**THAT** the board move into a session which is closed to the public at 6:43 p.m.

10.2 **RISE AND REPORT**

Moved By: Kyle Burnside

Second: Gwendolen Boyle

Carried

**THAT** an amendment to the motion in 10.0 projects and committees adding the language to a term of a member’s seat to be set for 1 year with renewal at the AGM.

Moved By: Gwendolen Boyle

Second: Kyle Burnside

Carried

**THAT** the board accept the appointments of Maggie Richardson, Bruce Barnes, Chantal Lynch, Jacob Harrush, Siobhan Brogan, one more member to be added at the next meeting.

**11.0 Other Business**

11.1 Day Tripper discussion by Kelly Deeks-Johnson

The Day Tripper publication has been a popular publication to promote the downtown as a shopping destination. The publication breaks it down by area so this would be a St. Marys dedicated page.

The BIA would have a banner ad and the Day Tripper would approach local businesses to advertise within the page.

Moved By: Amie Rankin

Second: Kyle Burnside

Carried

**THAT** the board supplement the ad in the day tripper publication at a cost of $1771.84 to offset the advertising costs of businesses who participate.

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

Board committee appointments will be put forth at the next meeting.

**13.0 Adjournment 7:12**

Moved By: Kyle Burnside

Second: Amie Rankin

Carried

**THAT** this meeting of the BIA adjourns at 7:12 p.m.

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| **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:** Emily Taylor

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

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