

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

Date: Monday, June 8th, 2020

Time: 6:00 p.m.

Agenda Link on YouTube: <https://www.youtube.com/channel/UCzuUpFqxcEl8OG-dOYKteFQ>

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 11.0 Other Business)

4.0 Approval of Agenda

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

Motion:

Second:

5.0 Approval of previous meeting minutes:

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

Motion:

Second:

6.0 Correspondence

7.0 Delegations

8.0 Council Report

THAT the Council Report be accepted as presented.

Motion:

Second:

9.0 Treasurer's Report

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

Motion:

Second:

10.0 Projects and Committees

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

THAT the BIA Board accept the documents and discussion proposed by the Treasurer.

Motion:

Second:

10.1 Beautification Committee to be discussed by the Vice-Chair.

11.0 Other Business

11.1 Day Tripper discussion by Kelly Deeks-Johnson

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

13.0 Adjournment

Motion:

Second:

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)

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

For Information: Brent Kittmer (CAO/Clerk)

BIA Committees

Summary

- Intent of sub-committees is to expand and refine engagement of Board, membership and volunteers on projects and initiatives that deliver on the BIA Strategic Plan
- Enable strengths among sub-committee members and provide effective delegation to enhance decision-making at the Board level
- Sub-committees can be determined as short-term in nature, and considered 'agenda-based' should specific resources be required to complete a specialized project on an annual basis. This is derived in planning prior to the AGM, and announced at the AGM, with appointment at the first Board meeting succeeding the AGM

Board Responsibilities

- o Ensure each sub-committee understands and adheres to Terms of Reference
- o Ensure meetings are held under formal structure, agenda is present, and meeting minutes are recorded following agenda template provided

Recommendation

BIA Board approves implementation of the following sub-committees and the proposed communication schedule for the purposes of accepting applications for sub-committee volunteers. BIA Board acknowledges that applications will be reviewed and sub-committee seats will be filled at June 2020 for launch.

Sub-Committee List

Executive Committee

Membership & Business Development Committee

Legal & Compliance Committee

Beautification Committee

Christmas Committee

Communication Schedule

May 2020 Meeting

1. Approval of Terms of Reference for Board Sub-Committees
2. Appointment of BIA Board member as chair for each Sub-Committee
3. Approval of Communication Schedule for BIA Volunteer Sub-Committee Application

May 12, 2020

1. Post on BIA Facebook Page, link to St. Marys BIA Town Page
2. Post on St. Marys BIA Town Page, inclusive of Application Form

Application Window

May 12, 2020 until May 31, 2020

Appointment of Sub-Committee Members: June 2020 BIA Board Meeting

Communication

Facebook/Website

Call for Nominations

Interested in getting involved with the BIA in 2020? Applications are now being accepted for membership of the following sub-committees:

1. Beautification
2. Legal & Compliance
3. Finance
4. Christmas
5. Communications & Marketing
6. Membership & Business Development
7. Other
8. Other

Please visit **ADD URL** to complete your application and submit to **insert e-mail address**.

Sub-Committee Terms of Reference

EXECUTIVE COMMITTEE

Membership and Appointment:

- BIA Board Chair, and;
- BIA Board Vice Chair, and;
- BIA Board Treasurer

Appointment:

- The Management Committee shall at their first meeting following the Annual General Meeting (AGM) in each year, determine the members of the Sub-Committee until the next following AGM.

Chairing:

BIA Board Chair

Frequency of meetings and Quorum:

Minimum of **XX** meetings in a calendar year. Quorum shall be 3 members.

Record of Meetings:

- An agreed written record of each meeting is forwarded to the BIA Board (Management Committee?)

Reporting Mechanism:

- Submission of notes to the Administrative Assistant to the Board not less than 7 days from the proceeding BIA Board meeting for inclusion in the monthly BIA Board Meeting Minutes

Functions and Delegated Authority

- To enable a limited executive committee for the purpose of acting on behalf of the board of directors of the Corporation (the “Board”) on matters of administrative urgency and as expressly set out herein
- The Executive Committee shall keep minutes of its meetings in which shall be recorded all action taken by it, and those actions shall be reported to the Board at the next Board meeting.
- The purpose of the Executive Committee is to help ensure the effective governance by providing effective and timely guidance to on emerging, time-sensitive, significant issues arising between meetings of the Board of Directors.

Sub-Committee Policy & Procedure

MEMBERSHIP & BUSINESS DEVELOPMENT COMMITTEE

Membership and Appointment:

The Membership shall consist of, at minimum, one (1) BIA Board representative and, at minimum, two (2) additional members by appointment, or, at minimum, three (3) members by appointment in lieu of a BIA Board representative.

Appointment:

The Management Committee shall at their first meeting following the Annual General Meeting (AGM) in each year, determine the members of the Sub-Committee until the next following AGM.

Chairing:

BIA Board Member, unless explicitly stated, OR:

A member of the BIA Board or a volunteer

- The Chair is responsible for ensuring management of the approved budget in accordance with the sub-committee's work and ensure that payments are properly authorized

Frequency of meetings and Quorum:

Minimum of 4 meetings in a calendar year. Quorum shall be 3 members.

Record of Meetings:

An agreed written record of each meeting is forwarded to the BIA Board (Management Committee?)

Reporting Mechanism:

- Submission of notes to the Administrative Assistant to the Board not less than 7 days from the proceeding BIA Board meeting for inclusion in the monthly BIA Board Meeting Minutes

Functions and Delegated Authority

- Lead planning and execution of projects as they relate to the strategic initiatives in line with Membership growth and retention, as well as Business Development and marketing/advertising opportunities, and those projects prescribed to the sub-committee from time to time
- Liaise with the Board on objectives and provide regular updates

Sub-Committee Terms of Reference

GOVERNANCE COMMITTEE

Membership and Appointment:

The Membership shall consist of, at minimum one (1) BIA Board representative, at minimum, two (2) additional members by appointment.

Appointment:

- The Management Committee shall at their first meeting following the Annual General Meeting (AGM) in each year, determine the members of the Sub-Committee until the next following AGM.

Chairing:

BIA Board representative

Frequency of meetings and Quorum:

Minimum of 4 meetings in a calendar year. Quorum shall be 3 members.

Record of Meetings:

- An agreed written record of each meeting is forwarded to the BIA Board (Management Committee?)

Reporting Mechanism:

- Submission of notes to the Administrative Assistant to the Board not less than 7 days from the proceeding BIA Board meeting for inclusion in the monthly BIA Board Meeting Minutes

Functions and Delegated Authority

- Review and make recommendations on changes to BIA Board policy and procedures
- Oversee the functions of the nomination process, including development and review of framework outlining the preferred characteristics of potential BIA Board members.
- Review alternatives and implications for consideration of matters pertaining to:
 - o Effectiveness of current regulations or bylaws;

- Proposed new or revised regulations or bylaws
- Liaise with the Board on objectives and provide regular updates

Sub-Committee Terms of Reference

BEAUTIFICATION COMMITTEE

Membership and Appointment:

The Membership shall consist of, at minimum, one (1) BIA Board representative and, at minimum, two (2) additional members by appointment, or, at minimum, three (3) members by appointment in lieu of a BIA Board representative.

Appointment:

The Management Committee shall at their first meeting following the Annual General Meeting (AGM) in each year, determine the members of the Sub-Committee until the next following AGM.

Chairing:

BIA Board Member, unless explicitly stated

A member of the BIA Board or a volunteer

- The Chair is responsible for ensuring management of the approved budget in accordance with the sub-committee's work and ensure that payments are properly authorized

Frequency of meetings and Quorum:

Minimum of 4 meetings in a calendar year. Quorum shall be 3 members.

Record of Meetings:

- An agreed written record of each meeting is forwarded to the BIA Board (Management Committee?)

Reporting Mechanism:

- Submission of notes to the Administrative Assistant to the Board not less than 7 days from the proceeding BIA Board meeting for inclusion in the monthly BIA Board Meeting Minutes

Functions and Delegated Authority

- Lead planning and execution of projects as they relate to the strategic initiatives in line with Beautification of our downtown core, and those projects prescribed to the sub-committee from time to time
- Liaise with the Board on objectives and provide regular updates

Sub-Committee – Terms of Reference

CHRISTMAS COMMITTEE

Membership and Appointment:

The Membership shall consist of, at minimum, one (1) BIA Board representative and, at minimum, two (2) additional members by appointment, or, at minimum, three (3) members by appointment in lieu of a BIA Board representative.

Appointment:

The Management Committee shall at their first meeting following the Annual General Meeting (AGM) in each year, determine the members of the Sub-Committee until the next following AGM.

Chairing:

BIA Board Member, unless explicitly stated, OR:

A member of the BIA Board or a volunteer

- The Chair is responsible for ensuring management of the approved budget in accordance with the sub-committee's work and ensure that payments are properly authorized

Frequency of meetings and Quorum:

Minimum of 4 meetings in a calendar year. Quorum shall be 3 members.

Record of Meetings:

An agreed written record of each meeting is forwarded to the BIA Board (Management Committee?)

Reporting Mechanism:

Submission of notes to the Administrative Assistant to the Board not less than 7 days from the proceeding BIA Board meeting for inclusion in the monthly BIA Board Meeting Minutes

Functions and Delegated Authority

- Lead planning and execution of projects as they relate to the Christmas holiday season, and those prescribed to the sub-committee from time to time
- Liaise with the Board on objectives and provide regular updates

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

+1 647 374 4685 Canada

+1 647 558 0588 Canada

855 703 8985 Canada Toll-free

Meeting ID: 220 835 2512

Agenda Items

2.0 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 6th, 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 7th 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)

BIA Treasurer’s Report – May 2020

Transaction History

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

View:

Select Option

or show from:

05/01/2020

20

to:

05/31/2020

20

View

Filter description:

Filter

Transaction Date ▲	Code	Description	Debit	Credit	Balance
		Balance Forward			\$94,728.27
May 7, 2020	CK	NO.478	\$800.00		\$93,928.27
May 28, 2020	DS	QUADRO COMMUNIC BPY/FAC	\$16.85		\$93,911.42

5/7/2020	478	Lauren Eedy - May 2020	\$ 800.00	\$ 93,928.27
5/28/2020		Quadro	\$ 16.85	\$ 93,911.42

	BIA BUDGET 2020	REMAINING			
	ITEM	BUDGET 2020	ACTUAL 2020	Under Budget (Over Budget)	Details
	Revenues				
	BIA Levy	\$45,000.00	\$11,250.00	\$33,750.00	
	HST Rebate	\$3,268.00	\$502.44	\$2,765.56	
	Miscellaneous	\$0.00	\$0.00	\$0.00	
	SUBTOTAL:	\$48,268.00	\$11,752.44	\$36,515.56	
	Expenses				
A	MEMBER SUPPORT & ENGAGEMENT				
	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				
	Training & Education	\$3,000.00	\$0.00	\$3,000.00	
	Social Media				
	Organizational Capacity				
	OBIAA Conference				
	OBIAA Membership	\$220.00	\$0.00	\$220.00	
	Policies & Procedures				
	Miscellaneous				
	SUBTOTAL Member Support and Engagement:	\$5,220.00	\$0.00	\$5,220.00	
B	IMPROVING PUBLIC SPACE & BEAUTIFICATION (Misc)	\$0.00	\$0.00	\$0.00	
	Flower Baskets	\$4,500.00	\$0.00	\$4,500.00	
	Christmas Lights Maintenance	\$1,000.00	\$0.00	\$1,000.00	
	Lions Club Flag Replacement	\$200.00	\$0.00	\$200.00	
	Public Art Maintenance	\$3,900.00	\$0.00	\$3,900.00	
	Downtown Bench Project	\$5,000.00	\$0.00	\$5,000.00	
	Banner	\$2,500.00	\$0.00	\$2,500.00	
	SUBTOTAL Improving Public Space and Beautification:	\$17,100.00	\$0.00	\$17,100.00	
C	BRINGING PEOPLE DOWNTOWN				
	Ambassador Program	\$500.00	\$0.00	\$500.00	
	Marketing & Promotion				

	Advertising	\$ 4,000.00	\$130.00	\$3,870.00	
	Events				
	Meet Me in St. Marys	\$ -	\$0.00	\$0.00	
	August 2020 Event	\$ 1,865.00	\$0.00	\$0.00	
	Christmas Event	\$6,000.00	\$0.00	\$6,000.00	
	Homecoming 2020/Heritage Festival	\$3,000.00	\$0.00	\$3,000.00	
	Santa Claus Parade - Sponsorship to Kinsman	\$1,000.00	\$0.00	\$1,000.00	
	Partnerships			\$0.00	
	Stratford Tourism Alliance (STA) Membership	\$400.00	\$400.00	\$0.00	
	SUBTOTAL Bringing People Downtown:	\$16,765.00	\$530.00	\$14,370.00	
D	RUNNING THE ST. MARYS BIA				
	Running the BIA				
	Admin Support	\$5,000.00	\$2,180.00	\$2,820.00	
	Annual General Meeting	\$605.00	\$472.00	\$133.00	
	Audit	\$1,000.00	\$0.00	\$1,000.00	
	Email/Quadro	\$300.00	\$70.00	\$230.00	
	Bank Fees	\$50.00	\$0.00	\$50.00	
	Office Supplies	\$400.00	\$0.00	\$400.00	
	Miscellaneous	\$300.00	\$0.00	\$300.00	
	GST/HST	\$3,300.00	\$84.15	\$3,215.85	
	SUBTOTAL Running the BIA:	\$10,955.00	\$2,806.15	\$8,148.85	
	GRAND TOTALS:	\$50,040.00	\$3,336.15	\$44,838.85	
	Total Levy (Income)	\$48,268.00	\$11,752.44	\$36,515.56	
	Total Expenses	\$50,040.00	\$3,336.15	\$46,703.85	
	Reserve Funds:				
	Remaining in Bank	\$93,911.42			
	Streetscape Plan (Assets)	-\$20,000.00			
	Proposed Project (s)	-\$5,000.00			
	COVID-19 Relief Fund	-\$45,000.00			
	Christmas Lights	-\$5,000.00			
	Constitution	-\$1,000.00			
	Remaining	\$17,911.42			

Committee Member Application Form – Beautification Committee

Please print and complete, and drop off to Gwendolen Boyle or copy and paste this template into an e-mail and forward to gwendolen.boyle@gcboyle.ca



Name:	Telephone:
Address:	E-mail:
I am interested in participating as a volunteer on the following Committee(s):	
Please outline details, including roles and responsibilities, of previous volunteer and/or committee experience, if applicable:	
Explain why you would like to serve on each of the Committees identified above. Please include any skills or experience which would be of value to the committee:	
What is your availability to volunteer as a committee member? Please include days, whether you have daytime/evening availability, if you go away for the winter etc.	
Please provide any additional information which may be of assistance in the selection process:	

