

Agenda
St. Marys Business Improvement Area Meeting

July 20, 2020

6:00 pm

Video Conference

Click the following link:

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

Resolutions

St. Marys Business Improvement Area Meeting

Pages

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

THAT the July 20, 2020 St. Marys Business Improvement Area Board agenda be approved.

4. **ACCEPTANCE OF MINUTES**

3

RECOMMENDATION

THAT the June 8, 2020 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

5. **BUSINESS ARISING FROM MINUTES**

6. DELEGATIONS

6.1 Ciaran Brennan re: Pay It Forward Campaign

7

Pay It Forward Campaign by United Way Perth-Huron

RECOMMENDATION

THAT the St. Marys Business Improvement Area adopt the Pay It Forward Campaign in St. Marys and promote accordingly.

7. CORRESPONDENCE

8. REPORTS

8.1 Council Report

2021 Municipal Budget

Church Street Bridge

RECOMMENDATION

THAT the verbal Council report be received.

8.2 Treasurer's Report

9

RECOMMENDATION

THAT the Month 2020 Treasurer's report be accepted as presented.

8.3 Town Recovery Task Force Report by Sue Griffiths-Hyatt

9. OTHER BUSINESS

9.1 Donation to Lion's Club for Flags in Downtown

9.2 Huron Perth Public Health Instructions on Masks

13

10. UPCOMING MEETINGS

August 10, 2020 6:00pm - Location TBD

11. ADJOURNMENT

RECOMMENDATION

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at _____ pm.

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/UCzuUpFqxcEI80G-dOYKteFQ>

1.0 Call to order and confirmation of Quorum

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

2.0 Declarations of Pecuniary / Conflict of Interest

None

3.0 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.

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)

St Marys Pay it Forward Program

Purpose: The purpose of this plan is to outline the Town of St. Marys and United Way Committee Pay it Forward program.

Background: On May 12th the St. Marys United Way Committee met and discussed how to offer help in the community to those in needs while in this new economic environment. Businesses are in an unknown reality so the program could not ask them to finically support it or put them in jeopardy in anyway. It was decided to look at a Pay it Forward program.

Definitions:

PIT item: Pay it Forward food or drink item that has been pre-purchased.

EOI: An Expression of Interest

Someone in need: Anyone who cannot pay for the food or drink item. There is no means testing. If someone says they want a PIT item, then they are entitled to it providing there is enough credit in the establishment at the time.

Means testing: To identify someone you perceive to be “In need”

Report: This program would start by initially enrolling two to three businesses located in the downtown of St. Marys. An initial startup fund will be provided to each establishment. This money would come from a grant that the St. Marys Community Wellness program received through the United Way. When purchasing any items, the customer can elect to make an advanced purchase for someone in need. This payment would be kept by the store and they would add an item to the PIT program for someone to redeem at a later date. There would be no means testing and anyone who asks for a PIT item could redeem one providing the store still had a balance available.

The goal is for this program to become fully self-sufficient with enough donations being made to cover all redeem requests. If an establishment does not have enough PIT funds to supply an item they are not required too. The long-term goal is for the St. Marys BIA to take over the program and carry it on.

The benefit for the business is twofold. They are contributing to the wellbeing of the community through being a caring and inclusive establishment. Someone wanting to give back may choose a store who is running this program, so the store receives a normal order and an additional PIT item. During this hard-economic time this could help business grow their revenue with no risk involved. Businesses will also benefit from the publicity that will come with the program. Both the Municipality and United Way will be promoting the programs and the stores enrolled in it.



For the municipality to stay independent and at arms-length from the program, the Town can meet with all businesses initially and get them to submit an EOI about enrolling in the program. The EOI's can then be selected by the St. Marys United Way Committee members and the St. Marys BIA.

To help promote the program at the street level, notifying stickers can be placed in shop fronts to identify themselves as a participating site in the PIT program. The municipality will also work with local agencies to help advertise the program as will OMARFA.

BIA Treasurer's Report – June 2020

Transaction History

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

View: or show from: to:

MM/DD/YYYY

MM/DD/YYYY

Filter description:

| Transaction Date ▲ | Code | Description | Debit | Credit | Balance |
|--------------------|------|-------------------------|----------|--------|-------------|
| | | Balance Forward | | | \$93,911.42 |
| Jun 10, 2020 | CK | NO.479 | \$520.00 | | \$93,391.42 |
| Jun 29, 2020 | DS | QUADRO COMMUNIC BPY/FAC | \$16.85 | | \$93,374.57 |

| | | | | |
|-----------|----|-------------------------|--------|-----------|
| 6/10/2020 | 47 | | \$ | \$ |
| 6/10/2020 | 9 | Lauren Eedy - June 2020 | 520.00 | 93,391.42 |
| 6/29/2020 | | Quadro | \$ | \$ |
| 6/29/2020 | | | 16.85 | 93,374.57 |

| 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 | \$2,700.00 | \$2,300.00 | |
| | Annual General Meeting | \$605.00 | \$472.00 | \$133.00 | |
| | Audit | \$1,000.00 | \$0.00 | \$1,000.00 | |
| | Email/Quadro | \$300.00 | \$84.00 | \$216.00 | |
| | 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 | \$87.00 | \$3,213.00 | |
| | SUBTOTAL Running the BIA: | \$10,955.00 | \$3,343.00 | \$7,612.00 | |
| | GRAND TOTALS: | \$50,040.00 | \$3,873.00 | \$44,302.00 | |
| | | | | | |
| | Total Levy (Income) | \$48,268.00 | \$11,752.44 | \$36,515.56 | |
| | Total Expenses | \$50,040.00 | \$3,873.00 | \$46,167.00 | |
| | | | | | |
| | 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 | | | |
| | | | | | |
| | | | | | |

July 13, 2020

To Employers, Businesses and Organizations in Huron and Perth counties:

Re: Huron Perth Public Health Instructions to Persons Responsible for a Business or Organization Permitted to be open under the *Emergency Management and Civil Protection Act*, R.S.O. 1990 (“EMCPA”) and related Regulations, or otherwise.

This letter outlines public health expectations for businesses and organizations that are permitted to be open per EMCPA O. Reg 263/20 – Stage 2 Closures or other such legislation, or that are otherwise open. The purpose of this letter is to highlight your responsibilities. Huron Perth Public Health is committed to supporting businesses to be successful and will provide supplementary advice and resources as possible.

As the Medical Officer of Health, the following are my Instructions, pursuant to O. Reg 263/20 s.4(2) (or any other legislation such as the *Reopening Ontario (A Flexible Response to COVID-19) Act*, 2020), to all employers and persons responsible for businesses or organizations permitted to be open within the Huron Perth Public Health service area.

For Your Employees you should require that:

1. Employees who are ill with symptoms consistent with COVID-19 should stay home and seek medical advice.
2. Employees who have travelled out of the country or have been in contact with a known case of COVID-19 should stay home and follow public health direction.
3. Screening practices for employees be implemented. Screening is best completed prior to commencing work.
4. Excellent hygiene practices including hand hygiene, and cough and sneeze etiquette are promoted.
5. Effective measures are in place to maintain 2 metre physical distancing amongst all employees and customer, to the fullest extent possible.
6. Ensure, to the fullest extent possible, that all individuals wear a mask (for example, a homemade cloth mask or face covering) where a physical distance of 2 metres cannot be maintained (or when employees work in the public space of the business without a suitable barrier), unless the nature of the work requires the use of a medical mask.

Further, the following are my additional Instructions to owners or operators of all Indoor Commercial and Indoor Public Spaces ⁱ and to all public transit services in the Huron Perth Public Health service area, effective 12:01 a.m. July 17, 2020:

For Your Customers you should require that:

1. Screening practices for all Personsⁱⁱ are implemented including, at minimum, posting clear signage about not entering the premises if ill or if contact has been had with someone diagnosed with COVID-19 and/or who has been instructed to self-isolate by Public Health or a healthcare provider.
2. Alcohol-based hand rub is available at all entrances and exits for the use of all Persons entering or exiting the premises if a sink is not available.
3. Best effortsⁱⁱⁱ are made to create physical spaces that ensure a 2 metre distance between all people.
4. Best efforts are made to require Persons to wear a face covering^{iv} and that the face covering is worn inside the premises at all times, unless it is reasonably required to temporarily remove the face covering for services provided by the establishment. Some people cannot wear a mask for various reasons and are exempt from wearing a face covering (see Who is Exempt?). Proof of exemption is not required and should never be asked for by an owner/operator or other visitor.

To achieve this you should:

- a. Have a policy in place to request all Persons entering the premises of the Indoor Commercial and/or Indoor Public Space or remaining in the premises to wear a face covering.
- b. Enact and enforce the policy in “good faith” and use it as a means to educate people on face covering use in indoor spaces.
- c. Encourage Persons to wear their own cloth face covering. If a business is supplying masks, we encourage that medical masks be preserved for health care environments; please consider other options for face coverings.
- d. Post appropriate visible signage indicating that face coverings are required inside the premises.
- e. Ensure that employees also wear masks if their job requires them to enter the public space of the business unless protected by plexiglass or other barrier.
- f. Ensure that all employees are aware of the policy and are trained on your establishment’s expectations.

The following people shall be exempt from wearing a face covering:

- Children under the age of two years
- Children who cannot understand the need for a mask, refuse to wear a face covering and cannot be persuaded to do so by their caregiver
- A person who is unable to put on or remove their face covering without assistance
- A person whose breathing would be inhibited in any way by wearing a face covering
- A person who, for any other physical or mental health medical reason, cannot safely wear a face covering. This includes, but is not limited to people with respiratory disease, cognitive difficulties, difficulties in hearing or sensory processing disorders, mental health concerns.
- A person for whom a religious reason prevents them from wearing a face covering that is compliant with the definition of face covering in these Instructions.

Huron Perth Public Health will be taking a progressive enforcement approach to ensure compliance, with enforcement measures focusing on education. However, pursuant to the EMCPA, people and businesses who do not comply with the above-noted requirements may be fined where there are significant non-compliance concerns.

Please be reminded of your responsibilities for general compliance per provincial legislation per EMCPA Ontario Regulation 263/20 – Stage 2 Closures or equivalent legislation such as the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020:

(1) The person responsible for a business or organization that is open shall ensure that the business or organization operates in accordance with all applicable laws, including the Occupational Health and Safety Act and the regulations made under it.

(2) The person responsible for a business or organization that is open shall operate the business or organization in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.

(3) The person responsible for a business that is open to the public, or an organization responsible for a facility that is open to the public, shall ensure that the place of business or facility is operated to enable members of the public in the place of business or facility to, to the fullest extent possible, maintain a physical distance of at least two metres from other persons. (Ontario Regulation 263/20)

Accumulating epidemiological evidence indicates that the widespread use of face coverings by all persons decreases spread of respiratory droplets, and expert opinion supports the widespread use of face coverings to decrease transmission of COVID-19.

The above instructions, in addition to fundamental public health measures, will:

- encourage and support the use of masks among the public
- help reduce the risk of COVID-19 transmission
- serve to keep you, your customers and your business safe
- allow us all to prepare for the increased interactions that will result from Stage 3 re-openings

Workplace guidance and resources related to these instructions are available on our website at hpph.ca/masks. For further information call the HPPH Health Line at 1-888-221-2133 ext. 3267.

I want to thank you for your efforts so far to reduce the spread of COVID-19 and to reinforce with you that it is essential to keep up your vigilance and diligence. This is key to ensuring continued safe operation of your business as well as contributing to a successful community reopening and to safeguard against novel coronavirus (COVID-19) circulation now and into the fall and beyond.

Sincerely,



Miriam Klassen, MD, MPH
Medical Officer of Health and CEO
Huron Perth Public Health

Definitions

ⁱ Indoor Commercial and Indoor Public Space means those indoor portions of any premises that are openly accessible to members of the public and that are used for the purposes of offering goods or services to members of the public.

The areas of the Indoor Establishment and Indoor Public Spaces that are subject to the face covering requirements of these Instructions are:

- Any areas in which members of the public interact with one another or with staff members, OR
- Any areas that are open or accessible to members of the public

Face coverings are required in these premises:

- Arcades and other indoor amusement facilities
- Buses, bus shelters,
- Hotels and motels, with the exception of rented rooms
- Indoor areas of restaurants and bars, with the exception of patrons consuming food/drink
- Indoor areas of fitness centres, gyms and recreational and sports facilities
- Indoor concert venues, theatres and cinemas
- Laundromats
- Lobby areas of commercial buildings
- Municipal buildings
- Museums, galleries, historic sites, etc.
- Personal Service Settings
- Places of worship
- Professional services such as counselling, personal care, funeral homes, repair and rental services
- Stores and shopping malls
- Taxis, limousines, ride-share vehicles

Exemptions (Note that some groups may have existing legislation guiding their premises)

- Day cares, schools, post-secondary institutions and other facilities used solely for educational purposes
- School transportation vehicles
- Hospitals and portions of buildings used by regulated health professionals
- Buildings and services owned or operated by the Province of Ontario or the Federal Government of Canada
- Portions of community centres, arenas or other buildings that are being used for the purpose of providing day camps for children or for the training of amateur or professional athletes
- Portions of community centres, arenas or other buildings owned or operated by the Municipality used for the purposes of providing community services or programs for which registration or prebooking for a group is required.

ⁱⁱ A Person means any customer, patron, employee or visitor, who enters the premises.

ⁱⁱⁱ Best Efforts when restricting entry to Persons wearing Face coverings are defined as follows:

- Where an establishment has someone restricting occupancy into the premises, a verbal reminder that the person should be wearing a face covering as a result of these instructions shall be given to any person entering the premises without one. For greater

clarity, there is not a need for a business to require proof of a medical exemption or turn away a person to achieve the best effort standard.

- For persons in a premises seen removing their face covering for extended periods of time, a verbal reminder to that Person of the requirement to wear face coverings under these instructions.
- An Establishment may choose to make face coverings available and offer a face covering to the person, provided that in the event a reusable face covering is given to a customer, that reusable face covering then becomes the property of the customer and cannot be returned for use by any other person.
- An Establishment may request that a person wear a face covering during their next visit.

^{iv} A face covering means a medical mask or a non-medical mask or other face coverings such as a bandana, a scarf or cloth (including hijab and niqab) that covers the mouth, and nose ensuring a barrier that limits the community transmission. Face shields are not acceptable forms of a face covering for the purpose of these instructions because they do not provide source protection (source protection means that the person wearing the mask is less likely to transmit infection to others). However, they may be used in situations where an individual is unable to use any other type of face covering.