

## **Minutes**

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

**Date:** July 20, 2020

**Time:** 6:00 pm

**Live Stream:**

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

#### **1. CALL TO ORDER**

Chair Hoare called the meeting to order at 6:16 pm.

#### **2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST**

Gwendolen Boyle declared a conflict of interest for agenda item 9.1 Donation to Lion's Club for Flags in Downtown as she is a member of the St. Marys Lions Club.

#### **3. AMENDMENTS AND APPROVAL OF AGENDA**

Moved By: Kyle Burnside

Seconded: Amie Rankin

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

**Carried**

#### **4. ACCEPTANCE OF MINUTES**

Moved By: Amie Rankin

Seconded: Kyle Burnside

**THAT** the Meeting Minutes from the June 8, 2020 meeting are approved by the BIA Board.

**Carried**

## **5. BUSINESS ARISING FROM MINUTES**

None.

## **6. DELEGATIONS**

### **6.1 Ciaran Brennan re: Pay It Forward Campaign**

Ciaran Brennan from the St. Marys United Way Committee presented on the Pay It Forward program. This program seeks to give \$300-500 to two to three participating businesses so they can offer a set product(s) to a community member in need at no cost. Customers can also elect to make an advanced purchase for a person in need which would be added to the program for someone to redeem at a later date.

This would be a collaborative campaign between the St. Marys United Way Committee and the St. Marys BIA. The long-term goal is for the St. Marys BIA to take over the program and carry it on.

Moved By: Kyle Burnside

Seconded: Gwendolen Boyle

**THAT** the St. Marys BIA accept the Pay It Forward Campaign as information.

**Carried**

## **7. CORRESPONDENCE**

None.

## **8. REPORTS**

### **8.1 Council Report**

Councillor Winter provided the Board with highlights from Council discussions. These included; 2021 budget timeline which may include additional COVID-19 relief funds, and construction on the Church Street bridge repairs that will begin in late July.

Moved By: Gwendolen Boyle

Seconded: Kyle Burnside

**THAT** the verbal Council Report be received.

**Carried**

## **8.2 Treasurer's Report**

Moved by: Councillor Tony Winter

Seconded: Gwendolen Boyle

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

**Carried**

## **8.3 Town Recovery Task Force Report by Sue Griffiths-Hyatt**

Sue Griffiths-Hyatt, liaison for the St. Marys BIA, presented information from the Business Economic Support and Recovery Task Force. The committee looked at government programs for recovery funding and implemented a survey to determine the needs of businesses during the COVID-19 pandemic.

Recommendations included: source for PPE to create a stockpile, hand-washing stations at Town Hall and near river, beautification and signage promoting local shopping, and incentive programs (such as coupon books and gift cards).

Moved By: Amie Rankin

Seconded: Councillor Tony Winter

**THAT** the Business Economic Support and Recovery Task Force verbal report by Sue Griffiths-Hyatt be accepted as information.

**Carried**

## **9. OTHER BUSINESS**

### **9.1 Donation to Lion's Club for Flags in Downtown**

Gwendolen Boyle recused herself from this discussion due to a conflict of interest.

The St. Marys Lion's Club traditionally collects a fee from businesses to hang Canadian flags in the downtown for Canada Day. This year, the

Lion's Club did not collect the fee as a goodwill gesture to local businesses during the COVID-19 pandemic. The Lion's Club did not approach the St. Marys BIA on this topic, and it was brought forward by a community member. A donation will be made to the St. Marys Lion's Club to assist with the cost of the flags to show appreciation. An advertisement would also be put in the newspaper that recognizes all other service clubs in St. Marys.

Moved By: Kyle Burnside

Seconded: Amie Rankin

**THAT** the BIA provides a donation to the St. Marys Lion's Club as it related to Canada flag program in the amount of \$1000 (\$200 of which has already been allocated and the additional \$800 will come from BIA reserve fund) and that the BIA Board puts an ad in a newspaper in support of our local service clubs.

**Carried**

## **9.2 Huron Perth Public Health Instructions on Masks**

Moved By: Gwendolen Boyle

Seconded: Amie Rankin

**THAT** the Huron Perth Public Health Instructions on Masks document be accepted as information by the BIA Board.

**Carried**

## **10. AGENDA ITEMS FOR FUTURE MEETINGS & DATE OF NEXT BOARD MEETING**

The next Board meeting will be held on Monday August 10, 2020 at 6pm – location TBD.

Agenda items for future meetings include:

- A survey will be sent out to BIA members to gain feedback on signage (floor stickers, posters, etc.) relating to social distancing measures during the COVID-19 pandemic. The topic of signage will be explored further at the next meeting.

- Through an email sent by Mayor Al Strathdee to Kelly Deeks-Johnson, a potential source of PPE (masks and face shields) to buy in bulk for BIA members was found. This topic will be explored further at the next meeting.

## 11. ADJOURNMENT

Moved By: Kyle Burnside

Seconded: Gwendolen Boyle

**THAT** this meeting of the St. Marys Business Improvement Area Board adjourns at 7:54 pm.

**Carried**

### 2020 BIA Board Meeting Dates

January 20	<del>February 10</del>	<del>March 9</del>	<del>April 6</del>
May 11	<del>June 8</del>	<del>July 20</del>	August 17
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)