

Agenda
St. Marys Business Improvement Area Meeting

March 15, 2021

7:00 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

1. CALL TO ORDER

St. Marys Business Improvement Area Board: Lanny Hoare (Chair), Gwendolen Boyle (Vice-Chair), Amie Rankin (Secretary), Kyle Burnside (Treasurer), Councillor Tony Winter (Council Representative)
The Chair called the Annual General Meeting to order at _____ pm.

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By:

Second:

RECOMMENDATION

THAT the March 15, 2021 St. Marys Business Improvement Area Annual General Meeting agenda be approved.

4. ACCEPTANCE OF MINUTES

4

Moved By:

Second:

RECOMMENDATION

THAT the March 9, 2020 St. Marys Business Improvement Area Annual General Meeting minutes be approved by the Board and signed by the Chair and the Secretary.

5. PUBLIC INPUT PERIOD

Register for the virtual Zoom meeting by clicking the following link:

https://zoom.us/webinar/register/WN_KhyioDLbTn6l5J59ARBVrA

After registering, the webinar information will be sent to your email to allow you to observe or participate in the meeting.

To participate, you can send questions via email or ask them during the meeting by using the chat box, Q&A function, or by raising your hand to be unmuted. Submissions will be accepted via email to info@downtownstmarys.com prior to 5:00pm on the day of the meeting.

6. ANNUAL ACTIVITY REVIEW

Presented by Chair Lanny Hoare.

7. 2021 BUDGET APPROVAL

9

Presented by Kyle Burnside, Treasurer.

Moved By:

Second:

RECOMMENDATION

THAT the 2021 BIA Budget be approved as presented.

8. OTHER BUSINESS

8.1. Rotary Club of St. Marys Reusable Bag Initiative Update

Presented by Kyle Burnside, Treasurer.

8.2. Zoom Account for BIA Board

8.3. Business Grant Program

Presented by Kelly Deeks-Johnson.

8.4. BIA Subcommittees

Presented by the BIA Board:

- Christmas Committee
- Beautification Committee
- Governance Committee
- Marketing & Communication Committee

9. UPCOMING MEETINGS

The next regular meeting will occur on April 12, 2021 6:00pm - Virtual Meeting

10. ADJOURNMENT

Moved By:

Second:

RECOMMENDATION

THAT this Annual General Meeting of the St. Marys Business Improvement Area Board adjourns at _____ pm.

St. Marys Business Improvement Area (BIA) Board Meeting

Minutes

Date: Monday, Monday March 9th 2020

Location: Stonetown Coffee, 5 Water Street South, St. Marys, ON

Time: 6:00 p.m.

BIA Board: Lanny Hoare (Chair), Councillor Tony Winter, Amie Rankin (Secretary), Kyle Burnside (Treasurer), Gwendolen Boyle

BIA Staff: Lauren Eedy

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

For information: Brent Kittmer (CAO/Clerk)

Agenda Items

1.0 Call to order and confirmation of Quorum

Meeting called to order at 6:09 by the Chair

2.0 Declaration of Pecuniary/Conflict of Interest

None

3.0 Additions to the Agenda (to be added in Section 12.0 Other Business)

12.1 Addition of discussion around sub committees for 2020

4.0 Approval of Agenda

THAT the March 9th, 2020 BIA Board Meeting be approved, as presented.

Motion: J. Docker-Johnson Seconded: A. Rankin

Carried

5.0 Approval of Meeting Minutes from the February 10, 2020 Meeting

THAT the Meeting Minutes from the February 10, 2020 BIA Board Meeting are approved by the BIA Board and signed by the Chairperson and Recording Secretary.

Motion: J. Docker-Johnson Seconded: K. Burnside

Carried

6.0 Approval of AGM Minutes from April 15, 2019 Meeting

THAT the Meeting Minutes from April 15, 2019 BIA AGM are approved by the Board.

Motion: J. Docker-Johnson Seconded: K. Burnside

Carried

7.0 Public Input Period

7.1 Chantal Lynch motioned to add conversation about closing main street for events to be included in Homecoming in New Business under 12.2

THAT the Board accept motion to add to the agenda.

Motion: K. Payton Seconded: K. Burnside

Carried

8.0 Delegations

8.1 Andrea Macko, Events Coordinator: Hindsight is 2020 Homecoming/Heritage Event

Homecoming will run July 3-5th 2020: parade leaving Pyramid Centre at 6:00pm on Friday July 3, 2020. After parade is the street dance, followed by fireworks and another band downtown.

Stage is to be built at the intersection of Queen & Water Streets, thereafter, surrounding streets need to be closed.

Tentatively 10am, closing parking on Water to Jones, Queen to Green Bridge (the latter closed to divert traffic). At 2pm the remainder of Queen Street to be closed from Wellington to Peel Streets.

Along with closures, will come media, posters and a card campaign so the public is aware.

THAT we approve Andrea Macko's discussion regarding Homecoming/Heritage.

Motion: A. Rankin Seconded: K. Burnside

Carried

9.0 New Business

THAT we have a motion to have Andrea Macko present Highlight St. Marys

Motion: C. Lynch Seconded: T. Winter

Carried

Over 1200 people attended Nuit Blanche in 2019, keeping with Council's directive in creating events to bring people to town. This year's theme is 'Highlight St. Marys' happening Saturday, August 15, 2020 from 8-11pm. The event will be held downtown with same light installations, buskers, etc. Proposing downtown stores remain open or decorate with lights to add to the spectacle. Decision to move downtown based on better access and safety for patrons. Looking at street closures downtown for 5pm to set up. Also, working in conjunction with a group to do an organ masterclass with a concert at the United Church. The goal is to have 2400 people attend this year.

THAT we accept Andrea Macko's presentation.

Motion: G. Boyle

Seconded: J. Docker-Johnson

Carried

9.1 Homecoming/Heritage 2020 – Request for funding for BIA-led initiative

THAT the Board accepts and approves the request for funding submitted by Julie Docker-Johnson for the Homecoming/Heritage downtown initiative.

Motion: C. Lynch

Seconded: G. Boyle

Carried

9.2 Christmas Committee funding request for 2020 – included in agenda package

THAT the Board accepts and approves the request for funding for the 2020 Christmas Open House

Motion: M. Richardson

Seconded: C. Szmon

Carried

9.3 2020 Budget Approval

THAT the 2020 BIA budget be approved as presented.

Motion: M. Richardson

Seconded: J. Docker-Johnson

Passed

10.0 Council Report

THAT the Board accept the council report as presented by Tony Winter.

Motion: L. Pache

Seconded: B. Barnes

Carried

11.0 Projects and Committees

11.1 Christmas Committee, Christmas Open House 2019 report included in the agenda package.

THAT the Board accepts the report for 2019 Christmas Open House.

Motion: C. Taylor

Seconded: K. Burnside

Carried

12.0 Other Business

12.1 Addition of discussion around sub committees for 2020, Kyle Burnside

Establishing/Re-establishing sub committees will include a recommended list, draft communication schedule for membership application, deadline for submissions and potential formal training. To be added as an agenda item for future meeting.

THAT the board accepts a motion to accept presentation by Kyle Burnside regarding sub committees.

Motion: G. Boyle

Seconded: A. Rankin

Carried

12.2 Chantal Lynch would like include a discussion about the closure of parking on main streets as well as street closures during upcoming events to the April 6, 2020 agenda.

13.0 Agenda Items for Future Meetings and Date of Next Board Meeting

At 7:03pm, Chair Lanny Hoare passed the gavel to Secretary Amie Rankin. Lanny Hoare motioned to approve \$300.00 for Julie Docker-Johnson for Heritage/Homecoming Event.

Motion: L. Hoare

Seconded: G. Boyle

Carried

The next BIA meeting is April 6, 2020 in the Town Hall Council Chambers, 6:00pm

14.0 Meeting Adjournment

THAT the meeting be adjourned at 7:07pm

Motion: M. Richardson

Seconded: G. Boyle

Passed

Members Present

Liz Pache
Julie Docker-Johnson
Cindy Taylor
Scott McLauchlan
Brian Dundas
Angela Patterson
Alexandra O'Shea
Tracey Pritchard
Tony Winter
Karen Payton
Chantal Lynch
Dick MacPherson
Dan Troyer
Gwendolen Boyle
Kyle Burnside
Cathie Szmon
Jay Harrison
Andrea Macko
Kelly Deeks-Johnson
Lanny Hoare
Bruce Barnes
Lauren Eedy
Lucas Fisher

BIA BUDGET 2021			REMAINING		
	ITEM	BUDGET 2021	ACTUAL 2021	Under Budget (Over Budget)	Details
	Revenues				
	BIA Levy	\$ 45,000.00	\$ -	\$ 45,000.00	
	HST Rebate	\$ 2,500.00	\$ -	\$ 2,500.00	
	Miscellaneous	\$ -	\$ -	\$ -	
	SUBTOTAL:	\$ 47,500.00	\$ -	\$ 47,500.00	
	Expenses				
A	MEMBER SUPPORT & ENGAGEMENT				
	Membership				
	Member Recognition	\$ 500.00	\$ -	\$ 500.00	
	Member Welcome	\$ 500.00	\$ -	\$ 500.00	
	Networking Socials	\$ 1,000.00	\$ -	\$ 1,000.00	
	Training & Education				
	Training & Education	\$ 1,400.00	\$ -	\$ 1,400.00	
		\$ -			
	Organizational Capacity				
	OBIAA Conference				
	OBIAA Membership	\$ 220.00	\$ -	\$ 220.00	
	Policies & Procedures			\$ -	
				\$ -	
	SUBTOTAL Member Support and Engagement:	\$ 3,620.00	\$ -	\$ 3,620.00	
B	IMPROVING PUBLIC SPACE & BEAUTIFICATION (Misc)		\$ -	\$ -	
	Flower Baskets	\$ 4,500.00	\$ -	\$ 4,500.00	
	Christmas Lights Maintenance	\$ 1,000.00	\$ -	\$ 1,000.00	
	Lions Club Flag Replacement	\$ 200.00	\$ -	\$ 200.00	
	Beautification 2021 Initiatives	\$ 2,730.00	\$ -	\$ 2,730.00	
			\$ -	\$ -	
			\$ -	\$ -	
	SUBTOTAL Improving Public Space and Beautification:	\$ 8,430.00	\$ -	\$ 8,430.00	
C	BRINGING PEOPLE DOWNTOWN				
	Volunteer Recognition	\$ 500.00	\$ -	\$ 500.00	
	Marketing & Promotion				
	Marketing & Communication Sub Committee	\$ 5,000.00			
	Advertising	\$ 4,500.00	\$ -	\$ 4,500.00	
	Events				
	Meet Me in St. Marys	\$ -	\$ -	\$ -	
	Event	\$ -	\$ -	\$ -	
	Christmas Sub Committee	\$ 4,500.00	\$ -	\$ 4,500.00	

	ITEM	BUDGET 2021	ACTUAL 2021	Under Budget (Over Budget)	Details
	Santa Claus Parade - Sponsorship to Kinsman	\$ 1,000.00	\$ -	\$ 1,000.00	
	Partnerships			\$ -	
			\$ -	\$ -	
	SUBTOTAL Bringing People Downtown:	\$ 17,500.00	\$ -	\$ 12,500.00	
D	RUNNING THE ST. MARYS BIA				
	Running the BIA				
	Admin Support	\$ 5,200.00	\$ -	\$ 5,200.00	
	Annual General Meeting	\$ 500.00	\$ -	\$ 500.00	
	Audit	\$ 1,000.00	\$ -	\$ 1,000.00	
	Email/Quadro	\$ 300.00	\$ -	\$ 300.00	
	Bank Fees	\$ 50.00	\$ -	\$ 50.00	
	Office Supplies	\$ 400.00	\$ -	\$ 400.00	
	Miscellaneous	\$ 1,000.00	\$ -	\$ 1,000.00	
	GST/HST	\$ 2,000.00	\$ -	\$ 2,000.00	
	SUBTOTAL Running the BIA:	\$ 10,450.00	\$ -	\$ 10,450.00	
	GRAND TOTALS:	\$ 40,000.00	\$ -	\$ 35,000.00	
	Total Levy (Income)	\$ 47,500.00	\$ -	\$ 47,500.00	
	Total Expenses	\$ 40,000.00	\$ -	\$ 40,000.00	
	Reserve Funds:				
	Remaining in Bank	\$ 47,244.42			
	Downtown Bench Project	\$ 2,500.00			
	BIA Loyalty Card Project	\$ (25,000.00)			
	Bus Wrap	\$ (2,500.00)			
	Christmas Lights	\$ (5,000.00)			
	Constitution	\$ (1,500.00)			
	Remaining	\$ 15,744.42			