

**Minutes**  
**St. Marys Business Improvement Area (BIA) Board**  
**Annual General Meeting**

March 15, 2021

7:00 pm

Video Conference

Click the following link:

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

**1. CALL TO ORDER**

Board Members Present: Lanny Hoare (Chair), Gwendolen Boyle (Vice-Chair), Amie Rankin (Secretary), Kyle Burnside (Treasurer), Councillor Tony Winter (Council Representative)

Staff Present: Emily Taylor (Administrative Assistant)

Staff Liaisons Present: Kelly Deeks-Johnson (Tourism and Economic Development Manager), André Morin (Director of Corporate Services/Treasurer)

Members Present: Scott McLauchlan (Kitchen Smidgen Bakery), Bruce Barnes (Eclectic Treasures)

The Chair called the meeting to order at 7:01 pm.

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

None.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

Moved By: Amie Rankin

Seconded By: Gwendolen Boyle

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

**Carried**

**4. ACCEPTANCE OF MINUTES**

Moved By: Councillor Tony Winter

Seconded By: Gwendolen Boyle

**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.

**Carried**

**5. PUBLIC INPUT PERIOD**

No questions were presented during this time.

**6. ANNUAL ACTIVITY REVIEW**

Chair Hoare gave a summary of the activities undertaken by the BIA during the previous year. This included; starting a COVID-19 relief fund, hiring of a new Administrative Assistant, painting of downtown garbage cans, and the Christmas events put on by the BIA Christmas Committee.

Moved By: Amie Rankin

Second: Gwendolen Boyle

**THAT** the verbal Annual Activity Review be accepted.

**Carried**

**7. 2021 BUDGET APPROVAL**

Kyle Burnside, BIA Treasurer, presented on the 2021 Draft Budget. Scott McLauchlan noted that he is concerned about potential reserve fund allocation but recognizes that the budget has some flexibility.

Moved By: Amie Rankin

Seconded By: Gwendolen Boyle

**THAT** the 2021 BIA Budget be approved as presented.

**Carried**

## **8. OTHER BUSINESS**

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

The Rotary Club of St. Marys clarified that they would like the BIA to assist with bringing attention to the reusable bag campaign using social media. Businesses could carry the bags for Rotary, which would cost \$4 plus tax and be sold for \$5.

Moved By: Councillor Tony Winter

Seconded By: Gwendolen Boyle

**THAT** the verbal presentation relating to the Rotary Club Reusable Bag Initiative be accepted.

**Carried**

### **8.2 Zoom Account for BIA Board**

The Board discussed getting a designated BIA Zoom account to use for their own meetings or for subcommittee meetings instead of relying on a Town of St. Marys Zoom account. Amie Rankin noted that she has a Zoom account that the Board could use to see how often it is utilized.

### **8.3 Business Grant Program**

Kelly Deeks-Johnson presented on the Town of St. Marys Business Grant Program. Town Council has approved a second round of funding with for businesses with assistance from the Business Economic Support & Recovery Task Force. Businesses can apply for up to \$3000 of funding. The deadline to apply is March 22, 2021. More information can be found at: <https://www.townofstmarys.com/en/living-here/business-resources.aspx>

### **8.4 BIA Subcommittees**

The Board presented on the subcommittees that will be available for the membership to join. These include:

- Christmas Committee

- Marketing and Communications Committee
- Governance Committee
- Beautification Committee

**9. UPCOMING MEETINGS**

The next regular meeting will occur on Monday, April 12, 2021 at 6:00pm via Zoom.

**10. ADJOURNMENT**

Moved By: Councillor Tony Winter

Seconded By: Gwendolen Boyle

**Moved By**

**THAT** this Annual General Meeting of the St. Marys Business Improvement Area Board adjourns at 7:49 pm.

**Carried**

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Chair

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Committee Secretary