

Agenda
St. Marys Business Improvement Area Meeting

May 10, 2021

6:00 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 meeting to order at _____ pm.

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By:

Seconded By:

RECOMMENDATION

THAT the May 10, 2020 St. Marys Business Improvement Area Board agenda be approved.

4. ACCEPTANCE OF MINUTES

4

Moved By:

Seconded By:

RECOMMENDATION

THAT the April 12, 2020 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

5. DELEGATIONS

5.1. Len Hawkins re: Rotary Club of St. Marys Keepsake Totes

9

6. BUSINESS ARISING FROM MINUTES

7. CORRESPONDENCE

8. COUNCIL REPORT

8.1. Council Report

Moved By:

Seconded By:

RECOMMENDATION

THAT the verbal Council report be received.

8.2. Treasurer's Report

10

Moved By:

Seconded By:

RECOMMENDATION

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

9. OTHER BUSINESS

9.1. Ontario By Bike Network

Discussion by Kelly Deeks-Johnson.

9.2. Town of St. Marys Tourism Website

Discussion by Kelly Deeks-Johnson.

9.3. St. Marys Money

Discussion by Kelly Deeks-Johnson.

10. UPCOMING MEETINGS

Monday, June 14, 2021 6:00pm

11. ADJOURNMENT

Moved By:

Seconded By:

RECOMMENDATION

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

Minutes
St. Marys Business Improvement Area Committee
Regular Meeting

April 12, 2021

6:00 pm

Video Conference

Click the following link:

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

1. CALL TO ORDER

Members Present: Lanny Hoare (Chair), Amie Rankin (Secretary), Kyle Burnside (Treasurer), Councillor Tony Winter

Members Absent: Gwendolen Boyle (Vice-Chair)

Staff Present: Emily Taylor (Administrative Assistant)

Staff Liaisons Present: Kelly Deeks-Johnson (Tourism and Economic Development Manager)

The Chair called the meeting to order at 6:10 pm.

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By: Amie Rankin

Seconded By: Kyle Burnside

THAT the April 12, 2021 St. Marys Business Improvement Area Board agenda be approved.

Carried

5. ACCEPTANCE OF MINUTES

Moved By: Councillor Tony Winter

Seconded By: Kyle Burnside

THAT the February 8, 2021 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

Carried

6. BUSINESS ARISING FROM MINUTES

None.

7. DELEGATIONS

7.1 Cody Cunningham re: St. Marys Community Development and Support

Cody Cunningham presented information about his role as the Community Developer and Support Worker for the Town of St. Marys. Melissa Stevens, BSW, MSW Candidate observed the meeting as a social work placement student.

The Community Developer and Support Worker role was created as a response to the needs of the Town to help individuals navigate the mental health and addiction system. Cody Cunningham will serve as a point of connection for resources and meet with the community for supportive or referral conversations. Meetings can be held virtually or in-person and can be hosted at some Town facilities or in public outdoor spaces.

Cody Cunningham works out of Stratford at Family Services Perth-Huron and can be reached at 519-273-1020 ext. 110 for more information.

Moved By: Kyle Burnside

Seconded By: Amie Rankin

THAT the presentation by Cody Cunningham be accepted as information.

Carried

7.2 Andrea Macko re: Strong as Stone Sculpture Contest

Andrea Macko, Events Coordinator for the Town of St. Marys, presented on upcoming Town events. Due to COVID-19, no large events such as Heritage Festival or Homecoming will be happening this year. Outdoor gatherings will need contact tracing and will likely have a maximum of up to 100 participants.

Canada Day will have a virtual flag raising and may have a home and business decorating contest, along with a Canada Day parade. A sculpture and rock painting exhibit related to the Strong as Stone slogan may be hosted when restrictions lift. Local businesses may be invited to display submissions in their windows.

Kelly Deeks-Johnson added that the St. Marys Farmers Market will be relocating to Milt Dunnell Field. They will open for the season on May 22, 2021 and will operate on Saturday mornings until the last weekend of October 2021. This will help bring people into the downtown over the summer months.

Moved By: Amie Rankin

Seconded By: Kyle Burnside

THAT the presentation by Andrea Macko be accepted as information.

Carried

8. CORRESPONDENCE

None.

9. REPORTS

9.1 Council Report

Councillor Winter presented on highlights from Council meetings. This included an update on the allocation of funds from the Town of St. Marys Business Grant program.

Moved By: Councillor Winter

Seconded By: Amie Rankin

THAT the verbal Council Report be received.

Carried

9.2 Treasurer's Report

Moved By: Amie Rankin

Seconded By: Councillor Tony Winter

Moved By

THAT the February and March 2021 Treasurer's report be accepted as presented.

Carried

10. OTHER BUSINESS

10.1 Call for Nominations - Subcommittee Volunteers and Board Members

An official call for submissions for subcommittees will be put out to the membership in the near future. The information and application forms will be shared via email and reminders will be posted on social media.

11. UPCOMING MEETINGS

The next Board meeting will be held on Monday, May 10, 2021 at 6:00pm and will be livestreamed on the Town of St. Marys' YouTube page.

Agenda items for the upcoming meeting will include:

- Downtown Dollars program

12. ADJOURNMENT

Moved By: Amie Rankin

Seconded By: Kyle Burnside

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 7:01 pm.

Carried

Chair

Committee Secretary

PICK UP YOUR NEW ST. MARYS KEEPSAKE TOTE



The Rotary Club of St. Marys is proud to introduce a newly designed tote bag to help promote the town that's "Strong As Stone". Get yours while supplies last at participating business retailers!

The totes will become a keepsake memory for tourists and residents. They meet new standards for environmental responsibility by reducing use of plastic, and they feature scenic views depicting the beauty of the town worth living in.

Thank you to our sponsors!

12-20 Huron Street North, St. Marys, Ontario N4X 1C5
<https://rotarystmarys.ca>
stmarysrotary@hotmail.com

BIA Treasurer's Report – April 2021

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: 04/01/2021 20 to: 04/30/2021 20 View ▶
MM/DD/YYYY MM/DD/YYYY

Filter description: Filter ▶

| Transaction Date ▲ | Code | Description | Debit | Credit | Balance |
|--------------------|------|-------------------------|----------|-------------|-------------|
| | | Balance Forward | | | \$53,103.36 |
| Apr 14, 2021 | DS | STMARYSAP AP /CC | | \$11,250.00 | \$64,353.36 |
| Apr 14, 2021 | CK | NO.537 | \$405.60 | | \$63,947.76 |
| Apr 28, 2021 | DS | QUADRO COMMUNIC BPY/FAC | \$16.85 | | \$63,930.91 |

| | | | | | |
|-----------|-----|----------------------------|--------|-----------|-----------|
| | | | | \$ | \$ |
| 4/14/2021 | | St. Marys AP/CC | | 11,250.00 | 64,353.36 |
| | | | | \$ | \$ |
| 4/14/2021 | 537 | Emily Taylor - March Hours | 405.60 | | 63,947.76 |
| | | | | \$ | \$ |
| 4/28/2021 | | Quadro | 16.85 | | 63,930.91 |

| BIA BUDGET 2021 | | | REMAINING | | |
|-----------------|---|-----------------|-----------------|----------------------------------|---------|
| | ITEM | BUDGET 2021 | ACTUAL 2021 | Under Budget (Over Budget) | Details |
| | Revenues | | | | |
| | BIA Levy | \$ 45,000.00 | \$ 11,232.17 | \$ 33,767.83 | |
| | HST Rebate | \$ 2,500.00 | \$ - | \$ 2,500.00 | |
| | Miscellaneous | \$ - | \$ - | \$ - | |
| | SUBTOTAL: | \$ 47,500.00 | \$ 11,232.17 | \$ 36,267.83 | |
| | 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 | \$ 234.34 | \$ (14.34) | |
| | Policies & Procedures | | | \$ - | |
| | | | | \$ - | |
| | SUBTOTAL Member Support and Engagement: | \$ 3,620.00 | \$ 234.34 | \$ 3,385.66 | |
| | | | | | |
| 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 | \$ 1,483.50 | \$ 3,016.50 | |
| | Events | | | | |
| | Meet Me in St. Marys | \$ - | \$ - | \$ - | |
| | Event | \$ - | \$ - | \$ - | |
| | Christmas Sub Committee | \$ 4,500.00 | \$ - | \$ 4,500.00 | |
| | Heritage Festival | \$ 2,000.00 | \$ - | \$ 2,000.00 | |
| | Santa Claus Parade - Sponsorship to Kinsman | \$ 1,000.00 | \$ - | \$ 1,000.00 | |
| | Partnerships | | | \$ - | |
| | | | \$ - | \$ - | |
| | SUBTOTAL Bringing People Downtown: | \$ 17,500.00 | \$ 1,483.50 | \$ 11,016.50 | |
| | | | | | |
| D | RUNNING THE ST. MARYS BIA | | | | |
| | Running the BIA | | | | |

| | | | | | |
|--|----------------------------------|-------------------|-----------------|-----------------|--|
| | Admin Support | \$ 5,200.00 | \$ 2,028.00 | \$ 3,172.00 | |
| | Annual General Meeting | \$ 500.00 | \$ - | \$ 500.00 | |
| | Audit | \$ 1,000.00 | \$ - | \$ 1,000.00 | |
| | Email/Quadro | \$ 300.00 | \$ 42.00 | \$ 258.00 | |
| | Bank Fees | \$ 50.00 | \$ - | \$ 50.00 | |
| | Office Supplies | \$ 400.00 | \$ - | \$ 400.00 | |
| | Miscellaneous | \$ 1,000.00 | \$ - | \$ 1,000.00 | |
| | GST/HST | \$ 2,000.00 | \$ 231.87 | \$ 1,768.13 | |
| | SUBTOTAL Running the BIA: | \$ 10,450.00 | \$ 2,301.87 | \$ 8,148.13 | |
| | GRAND TOTALS: | \$ 40,000.00 | \$ 4,019.71 | \$ 30,980.29 | |
| | | | | | |
| | Total Levy (Income) | \$ 47,500.00 | \$ 11,232.17 | \$ 36,267.83 | |
| | Total Expenses | \$ 40,000.00 | \$ 4,019.71 | \$ 35,980.29 | |
| | | | | | |
| | Reserve Funds: | | | | |
| | Remaining in Bank | \$ 63,930.91 | | | |
| | 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 | \$ 32,430.91 | | | |
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