

Agenda  
St. Marys Business Improvement Area Meeting

September 13, 2021

6:00 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEl8OG-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 September 13, 2021 St. Marys Business Improvement Area Board agenda be approved.

**4. DELEGATIONS**

- 4.1. Kelly Boudreau, Community Living St. Marys re: National Disability Employment Awareness Month (NDEAM)**
- 4.2. Bim Graham re: St. Marys Legion Veterans Banners**
- 4.3. Marketing & Communications Committee Update**

## **5. ACCEPTANCE OF MINUTES**

4

Moved By:

Seconded By:

### **RECOMMENDATION**

**THAT** the July 12, 2021 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

## **6. MEMBERSHIP INPUT PERIOD**

Members are welcome to submit their questions or comments regarding Board discussions or upcoming agenda items. Submissions will be accepted via email to [info@downtownstmarys.com](mailto:info@downtownstmarys.com) prior to 5:00pm on the day of the meeting.

## **7. BUSINESS ARISING FROM MINUTES**

### **7.1. Request for Increased Surveillance and Patrol in the Downtown Core**

8

Moved By:

Seconded By:

### **RECOMMENDATION**

**THAT** the correspondence from the Town of St. Marys regarding the request for increased surveillance and patrol by police in the downtown be received.

## **8. CORRESPONDENCE**

## **9. REPORTS**

### **9.1. Council Report**

Moved By:

Seconded By:

### **RECOMMENDATION**

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

### **9.2. Treasurer's Report**

9

Moved By:

Seconded By:

**RECOMMENDATION**

**THAT** the July and August 2021 Treasurer's reports be accepted as presented.

**10. OTHER BUSINESS**

**10.1. Board Member Absences**

14

Moved By:

Seconded By:

**RECOMMENDATION**

**THAT** the Board Member Absences report be accepted as information; and

**THAT** the Board acknowledges the previous absences of the Board Member and approves the absences.

**10.2. Town Hall Bench Discussion**

**11. UPCOMING MEETINGS**

Monday, October 18, 2021 at 6:00pm

**12. 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**

July 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 (Council Representative)

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 6:02 pm.

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

None.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

Chair Hoare submitted the amendments of renaming 9.0 "Reports" and removing 7.1 Marketing & Communications Committee Update.

Moved By: Kyle Burnside

Seconded By: Amie Rankin

**THAT** the July 12, 2021 St. Marys Business Improvement Area Board agenda be approved as amended.

**Carried**

**4. ACCEPTANCE OF MINUTES**

Moved By: Amie Rankin

Seconded By: Kyle Burnside

**THAT** the June 14, 2021 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

**Carried**

**5. MEMBERSHIP INPUT PERIOD**

**5.1 Sue Griffiths, Stone Home Creatives**

Sue Griffiths submitted an update on the Stone Town Candle Trail. The trail was created by Stone Home (formerly Village Craft and Candle) to help with name change recognition. Stops on the trail include businesses who have had a candle made in collaboration with Stone Home.

Participants should check into Stone Home before beginning the trail and will use their phones to take pictures of the businesses and/or purchasing items in the community. The trail runs from July 1 to September 30, 2021. Prizes will be awarded October 1, 2021. More information is found on their [website](#).

Moved By: Councillor Tony Winter

Seconded By: Amie Rankin

**THAT** the correspondence from Sue Griffiths be accepted as information.

**Carried**

**5.2 Julie Docker Johnson, The Flower Shop and More**

Julie Docker Johnson submitted a request for the Board to write to the Stratford Police Service asking for more patrolling of the downtown alleys during the night. She also requested that the BIA send out an email to remind business owners to be more diligent about their security.

Moved By: Kyle Burnside

Seconded By: Amie Rankin

**THAT** the correspondence by Julie Docker Johnson be accepted; and

**THAT** the Secretary will draft a letter on behalf of the membership that will be put forward to Council.

**Carried**

**6. BUSINESS ARISING FROM MINUTES**

**6.1 Snapping Turtle Coffee Company Bicycle Racks**

The Chair reached out to Chris Cumming of Snapping Turtle Coffee Company to ask if a formal funding request would be submitted to the BIA for the bicycle racks. There is no request for funding at this time.

**7. DELEGATIONS**

None.

**8. CORRESPONDENCE**

None.

**9. REPORTS**

**9.1 Council Report**

Councillor Winter presented on highlights from Council meetings.

Moved By: Councillor Tony 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

**THAT** the June 2021 Treasurer's report be accepted as presented.

**Carried**

**10. OTHER BUSINESS**

None.

**11. UPCOMING MEETINGS**

The next Board meeting will be held on Monday, September 13, 2021 at 6:00pm and will be live-streamed on the Town of St. Marys' [YouTube page](#).

Agenda items for the upcoming meeting includes:

- Town Hall bench discussion

**12. ADJOURNMENT**

Moved By: Amie Rankin

Seconded By: Kyle Burnside

**THAT** this meeting of the St. Marys Business Improvement Area Board adjourns at 6:20 pm.

**Carried**

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Chair

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Committee Secretary



August 4, 2021

St. Marys Business Improvement Area Committee  
Attn: Amie Rankin, BIA Secretary  
PO Box 3346  
St. Marys, ON N4X 0A6

Dear Amie,

**RE: Request for Increased Surveillance and Patrol in the Downtown Core**

At the regular meeting of Town Council held on July 27, 2021, Council received correspondence from the St. Marys Business Improvement Area Board regarding a request for increased surveillance and patrol in the downtown core.

At the meeting, Council for the Town of St. Marys passed the following resolution:

**THAT the correspondence from St. Marys Business Improvement Area regarding a request for increased surveillance and patrol by police in the downtown be received; and**

**THAT the correspondence be forwarded to the Community Policing Advisory Committee for consideration.**

The correspondence will be shared with the Community Policing Advisory Committee at its regular meeting scheduled for September 15, 2021.

Please do not hesitate to contact me should you need further information or clarification in regards to this resolution of Town Council.

Kind Regards,

Jenna McCartney  
Clerk



## BIA Treasurer's Report – July/August 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: 07/01/2021 20 to: 08/31/2021 20 View ▶  
MM/DD/YYYY MM/DD/YYYY

Filter description:  Filter ▶

Transaction Date ▲	Code	Description	Debit	Credit	Balance
		Balance Forward			\$72,096.17
Jul 8, 2021	CK	NO.546	\$384.80		\$71,711.37
Jul 8, 2021	CK	NO.7	\$364.00		\$71,347.37
Jul 15, 2021	CK	NO.544	\$177.98		\$71,169.39
Jul 15, 2021	CK	NO.543	\$711.90		\$70,457.49
Jul 15, 2021	CK	NO.545	\$711.90		\$69,745.59
Jul 28, 2021	DS	QUADRO COMMUNIC BPY/FAC	\$16.85		\$69,728.74
Aug 30, 2021	DS	QUADRO COMMUNIC BPY/FAC	\$16.85		\$69,711.89

			\$	\$
7/8/2021	546	Emily Taylor - June Hours	384.80	70,109.59
			\$	\$
7/28/2021		Quadro	16.85	70,092.74
			\$	\$
8/30/2021		Quadro	16.85	70,075.89

BIA BUDGET 2021			REMAINING		
	ITEM	BUDGET 2021	ACTUAL 2021	Under Budget (Over Budget)	Details
	Revenues				
	BIA Levy	\$ 45,000.00	\$ 33,732.17	\$ 11,267.83	
	HST Rebate	\$ 2,500.00	\$ -	\$ 2,500.00	
	Miscellaneous	\$ -	\$ -	\$ -	
	SUBTOTAL:	\$ 47,500.00	\$ 33,732.17	\$ 13,767.83	
	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	
			\$ -	\$ -	
			\$ -	\$ -	
	<b>SUBTOTAL Improving Public Space and Beautification:</b>	\$ 8,430.00	\$ -	\$ 8,430.00	
<b>C</b>	<b>BRINGING PEOPLE DOWNTOWN</b>				
	<b>Volunteer Recognition</b>	\$ 500.00	\$ -	\$ 500.00	
	<b>Marketing &amp; Promotion</b>				
	Marketing & Communication Sub Committee	\$ 5,000.00			
	Advertising	\$ 4,500.00	\$ 1,956.00	\$ 2,544.00	
	<b>Events</b>				
	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	
	<b>Partnerships</b>			\$ -	
			\$ -	\$ -	
	<b>SUBTOTAL Bringing People Downtown:</b>	\$ 17,500.00	\$ 1,956.00	\$ 10,544.00	
<b>D</b>	<b>RUNNING THE ST. MARYS BIA</b>				
	<b>Running the BIA</b>				

	Admin Support	\$ 5,200.00	\$ 2,412.80	\$ 2,787.20	
	Annual General Meeting	\$ 500.00	\$ -	\$ 500.00	
	Audit	\$ 1,000.00	\$ -	\$ 1,000.00	
	Email/Quadro	\$ 300.00	\$ 98.00	\$ 202.00	
	Bank Fees	\$ 50.00	\$ -	\$ 50.00	
	Office Supplies	\$ 400.00	\$ -	\$ 400.00	
	Miscellaneous	\$ 1,000.00	\$ -	\$ 1,000.00	
	GST/HST	\$ 2,000.00	\$ 529.53	\$ 1,470.47	
	<b>SUBTOTAL Running the BIA:</b>	\$ 10,450.00	\$ 3,040.33	\$ 7,409.67	
	<b>GRAND TOTALS:</b>	\$ 40,000.00	\$ 5,230.67	\$ 29,769.33	
	<b>Total Levy (Income)</b>	\$ 47,500.00	\$ 33,732.17	\$ 13,767.83	
	<b>Total Expenses</b>	\$ 40,000.00	\$ 5,230.67	\$ 34,769.33	
	Reserve Funds:				
	Remaining in Bank	\$ 69,711.89			
	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	\$ 38,211.89			

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# INFORMATION REPORT

<b>To:</b>	Chair and Members of the St. Marys Business Improvement Area Committee
<b>Prepared by:</b>	Emily Taylor, Administrative Assistant
<b>Date of Meeting:</b>	13 September 2021
<b>Subject:</b>	<b>Board Member Absences</b>

## INFORMATION

Regular attendance at St. Marys Business Improvement Board meetings for Board Members is outlined in the Constitution as follows:

**3.5** The seat of a director shall become vacant if a director is absent from the regular meeting(s) of the Board of Management for any three (3) months within a calendar year without being authorized to do so by a resolution of Council.

**3.6** If a seat of a director becomes vacant for any reason, Council may fill the vacancy for the remainder of the vacant director's term and may seek the Board of Management's recommendation if an election should be held.

These subsections of the Constitution may be reviewed to determine whether the implications are truly the Board's intention.

A Board Member that misses three meetings within a calendar year will be informed about the subsection of the constitution regarding absences and confirm whether they wish to continue holding office with the Board. Two options are available when this occurs:

1. The Board acknowledges the previous absences of the Board Member and approves the absences.
2. The Board accepts the resignation of the Board Member.

If a Board Member does resign due to absences, a nomination period for new Board Members will open.

## BACKGROUND

Vice Chair Gwendolen Boyle has missed three St. Marys Business Improvement Board meetings in the year 2021: January 11, April 12, and July 12. After discussion with the Vice Chair, it was determined that she does not want to resign from the Board and would agree to a resolution acknowledging and accepting her previous absences.

## RECOMMENDATION

**THAT** the Board acknowledges the previous absences of the Board Member and approves the absences.