

Minutes
St. Marys Business Improvement Area Committee
Regular Meeting

April 17, 2023

6:00 pm

Municipal Operations Centre

408 James Street South, St. Marys

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

Member Present Councillor Aylward, Claire Chapple, Megan Feeney, Lisa
Fewster, Sue Griffiths, Alexandra Pritchard O'Shea, Jan Scott,
Dan Troyer

1. CALL TO ORDER

The Chair called the meeting to order at 6:03 pm.

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Lisa Fewster

Seconded By Jan Scott

THAT the April 17, 2023 St. Marys Business Improvement Area Board agenda be approved.

Carried

4. ACCEPTANCE OF MINUTES

Moved By Claire Chapple

Seconded By Alexandra Pritchard O'Shea

THAT the March 13, 2023 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 Rotary All Wheels Park - Julie Johnson

Julie Johnson presented for the Rotary All Wheels Park expansion project. The sponsorship process was explained with a request for financial support from the St. Marys BIA Board.

Board discussed potential for any financial contributions to go to beautification. Possibility for local businesses to collaborate.

Moved By Alexandra Pritchard O'Shea

Seconded By Claire Chapple

THAT the Rotary All Wheels Park delegation be received; and

THAT the St. Marys Business Improvement Area distribute material to the membership on behalf of the Rotary All Wheels Park Committee.

Carried

6. CORRESPONDENCE

6.1 Kinsmen Parade - Wayne Barber

Staff liaison, Kelly Deeks-Johnson gave brief history on the Merchant's Open House and Kinsmen Parade events in previous years.

Board discussed the attendance history of previous years for the Merchant's Open House weekend, and its changes during COVID.

Moved By Alexandra Pritchard O'Shea

Seconded By Sue Griffiths

THAT the Kinsmen Parade Correspondence be received; and

THAT the St. Marys BIA Board reach out to the Kinsmen to support their decision to have the parade on Saturday, November 18, 2023; and

THAT the Merchant's Open House weekend occur beginning on Friday, November 24, 2023.

Carried

Moved By Lisa Fewster

Seconded By Jan Scott

THAT the St. Mays BIA Board receive Chantal Lynch's suggestion for a beautification program; and

THAT a plan be created to present the program to the membership at the Annual General Meeting.

Carried

Moved By Lisa Fewster

Seconded By Alexandra Pritchard O'Shea

THAT a Beautification Working Group be developed to create a plan consisting of Jan Scott, Lisa Fewster, Claire Chapple and Chantal Lynch.

Carried

7. NEW BUSINESS

7.1 Heritage Festival Update

Dan Troyer provided an update on the Heritage Festival 2023, and the plan support the event.

Moved By Dan Troyer

Seconded By Alexandra Pritchard O'Shea

THAT the Heritage Festival update be received; and

THAT the St. Marys BIA Board supports the Heritage Festival by a sponsorship of \$2500.00 from the Heritage Festival budget line; and

THAT the purchase of the event tents and signage come from the Reserves budget line for the amount of \$1000.00; and

THAT the purchase of the save the date event cards for the Heritage Festival come from the Events or Advertising budget lines.

Carried

7.2 Community Engagement and Social Media Coordinator Job Description

Jan Scott presented the draft Community Engagement and Social Media Coordinator job description.

Board discussed that the draft job description meets their needs and provides clear expectations of the role by increasing the hours to 30-40 hours/month.

Moved By Claire Chapple

Seconded By Sue Griffiths

THAT the Community Engagement and Social Media Coordinator job description be received; and

THAT the St. Marys Business Improvement Area Board amends the job description; and

THAT the director Jan Scott make the final edits to the job description and send to the Administration Assistant to begin the hiring process.

Carried

8. TREASURER'S REPORT

Treasurer, Sue Griffiths gave report and overview of financials up until April 4, 2023. An invoice for tents and the 2023 Visitor's Guide were received.

Moved By Dan Troyer

Seconded By Jan Scott

THAT the April 2023 Treasurer's report be accepted as presented.

Carried

9. COUNCIL REPORT

Councillor Aylward discussed the potential for the Adult Learning Centre requesting to be a delegation in the future as there are hoping to provide information to the businesses on the services they offer.

Moved By Alexandra Pritchard O'Shea

Seconded By Sue Griffiths

THAT the verbal Council report be received.

Carried

10. UPCOMING MEETINGS

Annual General Meeting - April 24 - Riverwalk Commons @ 6:00 PM

Regular Meeting - May 8 @ 6:00 PM

11. CLOSED SESSION

Moved By Dan Troyer

Seconded By Alexandra Pritchard O'Shea

THAT the St. Marys Business Improvement Area Board moved into a session that is closed to the public at 7:23 pm as authorized under the Municipal Act, Section 239(2)(b) personal matters about an identifiable individual, including Municipal or local Board employees, and (d) labor relations or employee negotiations.

Carried

11.1 Minutes - CLOSED SESSION

11.2 CONFIDENTIAL - Administrative Assistant Resumes

12. RISE AND REPORT

The Board held a closed session to discuss the Administrative Assistant resumes with a resolution being provided. There is nothing further to report at this time.

Moved By Claire Chapple

Seconded By Jan Scott

THAT the St. Marys Business Improvement Area Board rise from closed session at 8:04 pm.

Carried

13. ADJOURNMENT

Moved By Lisa Fewster

Seconded By Dan Troyer

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 8:05 pm.

Carried

Chair

Committee Secretary