

Minutes
St. Marys Business Improvement Area Committee
Annual General Meeting

April 24, 2023
6:00 pm
Riverwalk Commons
84 Water Street South, St. Marys

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

Staff Present: Stacey Frayne (Administrative Assistant)

Staff Liaisons Present: Kelly Deeks-Johnson (Tourism and Economic Development Manager), Andre Morin (Director of Corporate Services/Treasurer), Jenna McCartney (Clerk), Ellyse Hodgson (Finance Clerk)

1. CALL TO ORDER

The Chair called the meeting to order at 6:08 pm.

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Lisa Fewster

Seconded By Dan Troyer

THAT the April 24, 2023 St. Marys Business Improvement Area Board Annual General Meeting agenda be approved.

Carried

4. ACCEPTANCE OF MINUTES

Moved By Claire Chapple

Seconded By Councillor Aylward

THAT the March 21, 2022 St. Marys Business Improvement Area Board Annual General Meeting minutes be approved by the Board and signed by the Chair and the Secretary.

Carried

5. WELCOME / BOARD INTRODUCTION

Chair welcomed the attending membership and introduced the Board.

6. ANNUAL ACTIVITY REVIEW

Chair briefed the membership on the achievements thus far into the year with the Board just starting this term and the importance of planning ahead for their term.

Moved By Alexandra Pritchard O'Shea

Seconded By Sue Griffiths

THAT the verbal Annual Activity Review be accepted.

Carried

7. TREASURER'S REPORT

7.1 2023 Proposed Budget Presentation

Treasurer presented the draft 2023 Budget brought forward by the Board.

7.2 C. Lynch Correspondence - 2023 Alternate Budget Ideas

Chantal Lynch presented correspondence 2023 Alternate Budget Ideas to the Board.

Moved By Alexandra Pritchard O'Shea

Seconded By Jan Scott

THAT correspondence from C. Lynch be received as information.

Carried

7.3 Membership Input on Proposed 2023 Budget

Membership provided their input and asked questions regarding the 2023 Draft Budget that was presented by the Treasurer.

Moved By Claire Chapple

Seconded By Dan Troyer

THAT membership input on the proposed 2023 Budget be received as information.

Carried

7.4 Board Consideration and 2023 Budget Approval

Moved By Dan Troyer

Seconded By Councillor Aylward

THAT the 2023 BIA Budget be accepted as presented; and

THAT the 2023 BIA Budget be amended to reduce the Admin Support budget line from \$25,000 to \$13,000; and

THAT the St. Marys Business Improvement Area Board of Management recommends to Town Council; and

THAT Council approve the St. Marys Business Improvement Area 2023 Levy as presented.

Carried

8. NEW BUSINESS

8.1 ADMIN 23-2023 Business Improvement Area Constitution Draft

Town of St, Marys Clerk, Jenna McCartney presented the Admin-23-2023 Business Improvement Area Constitution Draft.

Moved By Lisa Fewster

Seconded By Alexandra Pritchard O'Shea

THAT ADMIN 23-2023 Business Improvement Area Constitution Draft report be received; and

THAT the St. Marys Business Improvement Area Board of Management recommends to Council:

THAT Council approve the St. Marys Business Improvement Area Constitution.

Carried

8.2 Beautification Program Presentation

Beautification Working Group presented a program with a request for financial contribution from the St. Marys Business Improvement Area Board.

Moved By Claire Chapple

Seconded By Jan Scott

THAT the Beautification Program presentation be received as information; and

THAT the St. Marys BIA Board support the beautification program; and

THAT The St. Marys BIA Board designate \$5000 from the budget in the Beautification budget line for the program.

Carried

8.3 Working Group Discussion

The Board wants to invite and engage members to participate in Working Groups with the BIA

Moved By Dan Troyer

Seconded By Claire Chapple

THAT the Working Group Discussion be received as information.

Carried

9. UPCOMING MEETINGS

The next regular meeting will occur on May 8, 2023 at 6:00 pm.

10. ADJOURNMENT

Moved By Lisa Fewster

Seconded By Claire Chapple

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 7:49 pm.

Carried

Chair

Committee Secretary