

AGENDA

St. Marys Business Improvement Area Board of Management

June 12, 2023

6:00 pm

Municipal Operations Centre

408 James Street South, St. Marys

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

Pages

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

3. AMENDMENTS AND APPROVAL OF AGENDA

RECOMMENDATION

THAT the June 12, 2023 St. Marys Business Improvement Area Board agenda be approved.

4. ACCEPTANCE OF MINUTES

3

RECOMMENDATION

THAT the May 8, 2023 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

5. CORRESPONDENCE

5.1 Young Entrepreneurs at the St. Marys Farmers Market

Councillor Aylward

6. COUNCIL REPORT

RECOMMENDATION

THAT the verbal Council report be received.

7. TREASURER'S REPORT

9

RECOMMENDATION

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

8. OTHER BUSINESS

8.1 Beautification Initiative Update

Update from Lisa Fewster

9. UPCOMING MEETINGS

July 10, 2023 - 6:00 pm

10. CLOSED SESSION

RECOMMENDATION

THAT the St. Marys Business Improvement Area Board moved into a session that is closed to the public at _____ 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.

10.1 Minutes - CLOSED SESSION

10.2 Administrative Assistance Position

10.3 Social Media and Community Engagement Position

11. RISE AND REPORT

RECOMMENDATION

THAT the St. Marys Business Improvement Area Board rise from closed session at _____ pm.

12. ADJOURNMENT

RECOMMENDATION

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

Minutes
St. Marys Business Improvement Area Committee
Regular Meeting

May 8, 2023
6:00 pm
Municipal Operations Centre
408 James Street South, St. Marys
YouTube Link - <https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Board Members Present: Megan Feeney (Chair), Lisa Fewster, Sue Griffiths (Treasurer), Alexandra Pritchard O'Shea (Vice-Chair), Jan Scott, Dan Troyer, Councillor Brogan Aylward (Council Representative), Claire Chapple

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)

1. CALL TO ORDER

The Chair called the meeting to order at 6:01 pm.

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Alexandra Pritchard O'Shea

Seconded By Claire Chapple

THAT the May 8, 2023 St. Marys Business Improvement Area Board agenda be amended to add St. Marys Pride Sponsorship as agenda item 7.3 under New Business.

Carried

4. ACCEPTANCE OF MINUTES

Moved By Jan Scott

Seconded By Lisa Fewster

THAT the April 17, 2023 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

Carried

5. DELEGATIONS

5.1 Public Works - Town of St. Marys

Jed Kelly, Director of Public Works for the Town of St. Marys presented the delegation for Downtown Beautification highlighting how the Town and BIA work together.

Moved By Alexandra Pritchard O'Shea

Seconded By Dan Troyer

THAT the Public Works Downtown Beautification delegation be received as information.

Carried

5.2 Amy Cubberley and Alanna Bowes - Doors Open

Amy Cubberley, St. Marys Museum Curatorial Services Manager and Alanna Bowes, Events Coordinator presented their delegation for the Doors Open Event on September 23, 2023.

Moved By Claire Chapple

Seconded By Lisa Fewster

THAT the Doors Open delegation be received as information.

Carried

5.3 Andre Morin and Kelly Deeks-Johnson - Milt Dunnell Field Revitalization Project

Andre Morin, Director of Corporate Services/Treasurer for the Town of St. Marys and Kelly Deeks-Johnson, Tourism and Events Manager presented their delegation on the Town of St. Marys Milt Dunnell Field Revitalization project and provided concepts.

Moved By Claire Chapple
Seconded By Sue Griffiths

THAT the Milt Dunnell Field Revitalization Project delegation be received as information.

Carried

6. CORRESPONDENCE

6.1 C. Lynch - The Winter Season

Chantal Lynch's correspondence was read into the meeting.

Moved By Alexandra Pritchard O'Shea
Seconded By Dan Troyer

THAT correspondence from C. Lynch be received as information.

Carried

7. NEW BUSINESS

7.1 Annual General Meeting Feedback

Board discussed the feedback they got from the 2023 Annual General Meeting noting that the collaboration was positive and saw everyone working together. Board discussed increasing attendance for future years.

Moved By Claire Chapple
Seconded By Jan Scott

THAT the Annual General Meeting Feedback presentation be accepted as information.

Carried

7.2 Heritage Festival Update

Dan Troyer provided an update for the 2023 Heritage Festival update to the Board. Board discussed the promotion for the downtown in this event as attracting visitors to the downtown as a whole. Encouraging the businesses to track their numbers for the weekend as whole.

Board discussed the sidewalk sale and how to engage the membership for ideas.

Save the date cards for the Festival will be drafted for Board approval.

Moved By Claire Chapple

Seconded By Sue Griffiths

THAT the verbal Heritage Festival update be received.

Carried

7.3 Pride Event Sponsorship

The BIA discussed the sponsorship levels for the St. Marys Pride Day Event for 2023.

Moved By Dan Troyer

Seconded By Lisa Fewster

THAT the St. Marys Business Improvement Area sponsor the St. Marys Pride Day 2023 event for the amount of \$500 from the Events budget line.

Carried

8. TREASURER'S REPORT

Treasurer presented financial report as of April 28, 2023.

Moved By Claire Chapple

Seconded By Jan Scott

THAT the May 8 2023 Treasurer's report be accepted as presented.

Carried

9. COUNCIL REPORT

Councillor Aylward provided the Board with an update on the Downtown Service Location Review the Town is conducting. Public Engagement ended this week, and the Town is now working with the information and consultants to determine the best use of the building. Board is encouraged to offer their feedback on this project.

Visitor's Guide 2023 was completed.

Moved By Alexandra Pritchard O'Shea

Seconded By Lisa Fewster

THAT the verbal Council report be received.

Carried

10. UPCOMING MEETINGS

11. CLOSED SESSION

Moved By Claire Chapple

Seconded By Jan Scott

THAT the St. Marys Business Improvement Area Board moved into a session that is closed to the public at 7:42 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

12. RISE AND REPORT

The Chair reported that a closed session was held with two matters relating to the Administrative Assistant and Community Engagement and Social Media Coordinator postings being considered. The Board will now consider resolutions in open session related to those matters.

Moved By Claire Chapple

Seconded By Alexandra Pritchard O'Shea

THAT the St. Marys Business Improvement Area Board rise from closed session.

Carried

12.1 Community Engagement and Social Media Coordinator Hiring Committee

Moved By Claire Chapple

Seconded By Alexandra Pritchard O'Shea

THAT Board members Jan Scott, Lisa Fewster and Alexandra Pritchard O'Shea be appointed as the hiring committee for the purpose of

conducting candidate interviews for the Community Engagement and Social Coordinator position.

Carried

12.2 Administrative Assistance Candidate Selection

Moved By Claire Chapple

Seconded By Lisa Fewster

THAT the Board approve the hiring of Samantha Brown for the role of Administrative Assistance for the St. Marys Business Improvement Area effective May 15, 2023.

Carried

13. ADJOURNMENT

Moved By Dan Troyer

Seconded By Claire Chapple

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 8:18 pm.

Carried

Chair

Committee Secretary

Treasurer's Report as of May 31, 2023

Transaction Date	Code	Description	Debit	Credit	Balance
Balance Forward			\$83,032.88		
May 11, 2023	CK	NO.611 \$500.00		\$82,532.88	
May 16, 2023	CK	NO.610 \$334.15		\$82,198.73	
May 29, 2023	DS	QUADRO COMMUNIC BPY/FAC	\$29.72		\$82,169.01

#610 Alex O'Shea reimbursement for food for BIA AGM – AGM budget

#611 St. Marys Pride \$500 event sponsorship budget

Pending expenses

Sponsorship for Heritage \$2500 Events- sponsorship budget

Heritage Save the Date cards

Beautification reimbursements