

Agenda
St. Marys Business Improvement Area Meeting

August 14, 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 August 14, 2023 St. Marys Business Improvement Area Board agenda be approved.

4. ACCEPTANCE OF MINUTES

3

RECOMMENDATION

THAT the July 10, 2023 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

5. BUSINESS ARISING FROM MINUTES

6. CORRESPONDENCE

7. COUNCIL REPORT

RECOMMENDATION

THAT the verbal Council report be received.

8. TREASURER'S REPORT

6

RECOMMENDATION

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

8.1 Beautification Financial Update

7

9. SOCIAL MEDIA REPORT

10. OTHER BUSINESS

10.1 Update on Merchants Open House

Merchants Open House Committee to present

10.2 Grant Writing Option

Megan to present

10.3 Discussion on Strategic Plan Development

Andre Morin and Kelly Deeks-Johnson

10.4 BIA-Supported Children's Event

Jan to present

10.5 Beautification Committee Update

Lisa

8

11. UPCOMING MEETINGS

September 11, 2023 - 6:00 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

July 10, 2023
6:00 pm
Video Conference

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

Staff Present: Kelly Deeks-Johnson, Tourism and Economic
Development Manger
Jenna McCartney, Clerk
Andre Morin, Director of Corporate Services
/Treasurer

1. CALL TO ORDER

The Chair called the meeting to order at 6:00 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 July 10, 2023 St. Marys Business Improvement Area Board agenda be approved.

Carried

4. ACCEPTANCE OF MINUTES

4.1 Minutes - May 8, 2023

Moved By Sue Griffiths

Seconded By Claire Chapple

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.

Carried

4.2 Minutes - June 12, 2023

Moved By Sue Griffiths

Seconded By Alexandra Pritchard O'Shea

THAT the June 12, 2023 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and Secretary.

Carried

5. BUSINESS ARISING FROM MINUTES

None.

6. COUNCIL REPORT

Councillor Aylward provided a verbal update from Council.

Moved By Claire Chapple

Seconded By Lisa Fewster

THAT the verbal Council report be received.

Carried

7. TREASURER'S REPORT

Sue Griffiths presented the June 2023 treasurer's report.

Ms. Griffiths confirmed that all invoices are approved by the treasurer and the Town issues the payment for the invoice.

Moved By Jan Scott

Seconded By Claire Chapple

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

Carried

7.1 Draft Auditor's Report

Ms. Griffiths presented the draft 2022 auditor's report.

Moved By Dan Troyer

Seconded By Claire Chapple

THAT the draft 2022 Auditor's Report be received by the Board of Management.

Carried

8. OTHER BUSINESS

8.1 Heritage Festival Logistics

Dan Troyer provided an overview of the Heritage Festival logistics for this upcoming weekend. A tent will be set up for the young entrepreneur early in the morning. Social media has been provided to ensure the event is communicated.

For set up logistics, please reach out to Town staff Alanna Bowes.

Kelly asked for all business owners who have not communicated their operational status for Saturday to reach out to Alanna as soon as possible.

Councillor Aylward will provide coverage at the BIA tent throughout the day.

9. UPCOMING MEETINGS

August 14, 2023 - 6:00 pm

The Board will be looking forward to an update from the Christmas working group.

In the future, the Board Chair will provide the agenda to the membership.

10. ADJOURNMENT

Moved By Lisa Fewster

Seconded By Claire Chapple

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 6:30 pm.

Carried

Chair

Committee Secretary

Treasurer's Report as of July 31, 2023

Jul 20, 2023	CK	NO.613 (weights for tents)	\$162.36	\$93,226.93
Jul 21, 2023	CK	NO.615 (beautification)	\$41.25	\$93,185.68
Jul 25, 2023	CK	NO.617 (beautification)	\$35.00	\$93,150.68
Jul 25, 2023	CK	NO.624 (beautification)	\$43.50	\$93,107.18
Jul 25, 2023	CK	NO.616 (beautification)	\$54.98	\$93,052.20
Jul 28, 2023	DS	QUADRO COMMUNIC BPY/FAC	\$29.72	\$93,022.48
Jul 31, 2023	CK	NO.623 (beautification)	\$33.49	\$92,988.99
Jul 31, 2023	CK	NO.620 (beautification)	\$42.38	\$92,946.61
Jul 31, 2023	CK	NO.622 (beautification)	\$36.99	\$92,909.62

Pending expenses

Sponsorship for Heritage \$2500 Events- sponsorship budget

Beautification reimbursements – partially complete, need more cheques printed

StrongArm designs – banner with grommets \$90.40

St. Marys Insurance	165	41.25
Lyric	219.9	54.98
Stone Home Creatives	139.98	35.00
Snapping turtle	334	83.50
Freedom footcare	141.94	35.49
Zenfire	169.5	42.38
Bettys Bookshelf under \$100	60.2	0.00
Flower Shoppe and more	147.95	36.99
Cris Campbell	133.97	33.49
cascades	174	43.50
Yoga chapple	121.96	30.49
flour mill	115.61	28.90
Peak realty under \$100	70	0.00
oGradys	100	25.00
Opera House	209.84	52.46
Wine lab	105	26.25
Chiro	123.5	30.88
Hyggilit	419.96	104.99
		705.53

Beautification Committee

The Working Group has been coming up with several ideas for the downtown core to keep colour/interest on the street year round.

- using the banner holders on the lamp post year round. Winter theme from Nov 12 to March. Spring theme from March to May 31st. (quote for changing the banners would be @\$850 for 30 poles from Forman Electric. Banner cost @\$75 each plus whatever graphic design fee TBD)

- keeping existing large black planters on the street year round. adding rocket cedars to the pots, and adding seasonal flowers/greenery to to keep the street full of colour and interest from January to December. Bids can be put out for costs.