

Minutes: Thornbury Business Improvement Area



MEETING DATE: April 10, 2013
MEETING TIME: 8:00 a.m.
LOCATION: Town Hall, Council Chamber
PREPARED BY: Interim Recording Secretary,
Corrina Giles

A. Call to Order

- Interim Recording Secretary, Corrina Giles, called the meeting to order with BIA Board of Management present, including Gail Ardiel George Matamoros, Leslie Lewis, Meredith Brown, Casey Thomson, Sean Brady

- Also present, CAO Troy Speck, Director of Recreation Shawn Everitt and Director of Finance and IT Robert Cummings

- Selection of Chair and Handing Over of Meeting to the Chair
Moved by: Meredith Brown Seconded by: Casey Thomson

THAT George Matamoros be appointed as the Chair of the BIA Board of Management, Carried.

- Selection of Vice-Chair
Moved by: Sean Brady Seconded by: Leslie Lewis

THAT Casey Thomson be appointed as the Vice-Chair of the BIA Board of Management, Carried.

- Selection of Secretary
Moved by: Casey Thomson Seconded by: Gail Ardiel

THAT Corrina Giles be appointed as the Interim Secretary of the BIA Board of Management, Carried.

- Agenda
Moved by: Meredith Brown Seconded by: Gail Ardiel

THAT the Agenda of April 10, 2013 be approved as circulated, including any items added to the Agenda, Carried.

- Declaration of Pecuniary Interest

Meredith Brown declared a pecuniary interest with respect to Agenda Item B.2 and her involvement with the Beaver Valley Agricultural Society.

- Minutes

Moved by: Casey Thomson Seconded by: Sean Brady

THAT the Minutes of March 27, 2013, be approved as circulated, Carried.

B. Meeting

B.1 2013 Events and Budget

Chair George Matamoros spoke referencing the 2012 Budget and 2013 draft Budget, and noted that he agrees with the amount of the levy and noted that most of the money is spent on events.

Casey Thomson spoke questioning if the 2013 draft Budget document could be revised to indicate exactly how the money is spent. George then spoke questioning if a general Budget can be presented to Council at the April 15 Council Meeting and then the more detailed budget document be created following the April 15 Council Meeting. Director of Finance and IT Robert Cummings spoke noting he recommends the 2013 Budget, as written, be forwarded to Council and that any minor changes made to the Budget be provided to Council at a later date.

Meredith Brown then questioned if the BIA Board of Management are required to be present at the April 15 Council Meeting when the BIA Budget is presented to Council for adoption. Interim Recording Secretary, Corrina Giles replying no. The BIA Board of Management confirmed that Vice-Chair Casey Thomson will present the draft BIA Budget to Council for their consideration and adoption.

Director of Recreation Shawn Everitt spoke noting the County has been advised of the Canada Day event, Rodeo, Olde Fashioned Christmas and Apple Harvest events.

Meredith then questioned if contact has been made with Linda Wykes regarding Canada Day events, Shawn replying yes.

George then spoke regarding the banners. Shawn noted the banners have been inspected and has confirmed that the BIA may get another year of use from the current banners, further noting there will not be as many as some have deteriorated. Shawn noted that flower baskets may be used to offset missing banners. Shawn then noted the BIA may consider replacement banners and confirmed that the current banners were used for two years.

George then questioned if there is time to order new banners for this year, Shawn replying that the BIA could likely order in-stock summer banners.

Meredith then questioned if the BIA could order more flowers this year, Shawn replying that this would increase the cost of watering, etc. George noted that Manager of Parks and Trails Terry Green is very good at moving banners, when needed. George then noted the BIA should consider ordering winter banners. Shawn then spoke noting he would like to see the BIA do their purchasing through the Town, with a set tender and specifications, to ensure banners are of good quality and can withstand the wind along the Highway 26 corridor. Gail Ardiel then spoke noting the BIA may receive a better price when tendering through the Town. George spoke in response noting the BIA would want input on the creative side of the banners.

Shawn then spoke noting perhaps a BIA sub-committee could be struck that could work with Shawn and report back at the next BIA Meeting. Casey then questioned how many banners are needed, Shawn replying that a request should be completed to go to tender, further noting that some companies do creative work and make the banners.

Moved by: Gail Ardiel

Seconded by: Sean Brady

THAT BIA Board of Management members Casey Thomson and Leslie Lewis be appointed as the BIA Banner Committee, Carried.

Casey then questioned when the CAUSE Loan will be paid off, Robert replying that it is paid this year.

Robert then reviewed the levy amount, noting that the BIA list was reviewed by George Matamoros and Manager of Revenue Ruth Prince, and confirmed there are 107 businesses on the list. Casey then questioned if the levy is reduced because of the increase in the number of businesses, Robert replying yes.

Meredith then spoke regarding road closures and off-duty officers, Shawn replying that this is part of the application process and has been completed. Meredith questioned if the Town or the BIA pays for off-duty officers, Shawn replying that this is part of the event notification application process further noting that he should sit with the Committee to determine the responsibilities of the Town and the BIA as there was some duplication last year.

Shawn then spoke regarding the Apple Pie Trail and noted this is largely driven by the Village, further noting that a BIA event coordinator would work with the Village. George then spoke noting discussions should be held with the Town as the Town has an event budget, and noted that the fish ladder is a high traffic area. Shawn noted that a budget should be set for each event, Meredith noting that the event will be planned in accordance with the budget set.

Casey spoke noting the BIA should bring the Apple Harvest event to Thornbury as well.

Moved by: Meredith Brown Seconded by: Leslie Lewis

THAT the Thornbury Business Improvement Area shall budget \$36,000 for events held in 2013, subject to approval of the Thornbury Business Improvement Area Budget by the Town of The Blue Mountains Council, Carried.

Robert then spoke noting the draft 2013 BIA Budget is \$87,300 that includes Blue Mountains grants and the levy funds.

George then spoke regarding the banners and questioned if the banners last three years if the cost can be apportioned to each year, Robert replying that yes this is possible.

Moved by: Sean Brady Seconded by: Leslie Lewis

THAT the Thornbury Business Improvement Area shall use up to \$20,000 from BIA Reserves for the capital expenditure of winter lamp post decorations, Carried.

B.2 Correspondence from Beaver Valley Agricultural Society Re: Request for Partnership

George spoke noting the Beaver Valley Fall Fair has been supported in the past, further noting that the Fair brings people to the area.

Moved by: Leslie Lewis Seconded by: Casey Thomson

THAT the Thornbury Business Improvement Area Board of Management acknowledges receipt of the correspondence from the Beaver Valley Agricultural Society dated March 12, 2013 requesting a monetary contribution toward the Fall Fair; and

THAT, subject to approval of the Thornbury Business Improvement Area 2013 Budget by Council of the Town of The Blue Mountains, the Thornbury Business Improvement Area provides support in the amount of \$500 to the Beaver Valley Agricultural Society, Carried.

B.3 Thornbury BIA Procedural By-law 2013-1

Interim Recording Secretary Corrina Giles provided a brief overview of the newly enacted Thornbury BIA Procedural By-law.

C. Notice of Meeting Dates

BIA Monthly Meeting, May 1, 2013 8:00 a.m.
Town Hall, Council Chamber

D. Adjournment

Moved by: Meredith Brown Seconded by: Sean Brady

THAT this meeting does now adjourn at 9:35 am, Carried.