



# Minutes

## Thornbury Business Improvement Area

**Meeting Date:** May 6, 2020

**Meeting Time:** 8:00 a.m.

**Location:** Town Hall, Council Chambers

**Prepared by** Sarah Merrifield, Executive Assistant Committees of Council

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### A. Call to Order

George Matamoros called the meeting to order at 8:01 a.m. with Board members Renee DesRochers, Melanie Johns, Tony Poole, and Deputy Mayor Rob Potter present. Board member Matthew Cundy joined the meeting at 8:04 a.m.

Town staff present was Director of Community Services Ryan Gibbons. Manager of Communications and Economic Development Tim Hendry joined the meeting at 8:07 a.m.

#### A.1 Approval of Agenda

Moved by: Melanie Johns

Seconded by: Deputy Mayor Rob Potter

THAT the Agenda of May 6, 2020 be approved as circulated, including any additions to the agenda

Cundy, Matthew	absent
DesRochers, Renee	Yay
Johns, Melanie	Yay
Poole, Tony	Yay
Potter, Rob	Yay
Matamoros, George	Yay

The motion is Carried.

#### A.2 Declaration of Pecuniary Interest and general nature thereof

None

### **A.3 Previous Minutes**

Moved by: Tony Poole

Seconded by: Melanie Johns

THAT the Thornbury BIA Minutes of March 4, 2020 be adopted as circulated, including any revisions to be made

Cundy, Matthew	absent
DesRochers, Renee	Yay
Johns, Melanie	Yay
Poole, Tony	Yay
Potter, Rob	Yay
Matamoros, George	Yay
The motion is Carried.	

Matthew Cundy joined the meeting at 8:04 a.m.

## **B. Deputations and Public Comment Period**

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### **B.1 Deputations, if any**

### **B.2 Public Comment Period (each speaker is allotted three minutes)**

NOTE: Fifteen (15) minutes is allotted at the Meeting to receive public comments regarding Thornbury Business Improvement Area matters included on the Agenda. The speaker shall provide their name and address, and shall address their comments to the Chair. Comments shall not refer to personnel, litigation, or potential litigation matters.

**NOTE:** The Blue Mountains Town Hall is currently closed to the public to assist with social distancing with respect to COVID-19. Comments received from the public that have not been included on the Agenda will be read at the meeting by the Executive Assistant.

The Executive Assistant confirmed that notice of the meeting was provided to the public and no comments were received.

## **C. Meeting**

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### **C.1 Approval of the 2019 unaudited financial statements**

Moved by: Tony Poole

Seconded by: Renee DesRoches

THAT the Thornbury Business Improvement Area Board approves the unaudited financial statements for the year ended December 31, 2019

Cundy, Matthew	Yay
DesRochers, Renee	Yay
Johns, Melanie	Yay
Poole, Tony	Yay
Potter, Rob	Yay
Matamoros, George	Yay
The motion is Carried.	

**C.2** Approval of the revised draft budget for 2020

The draft budget for 2020 will be finalized at the Annual General Meeting, but includes no levy collected, and activities funded from reserves.

Moved by: Melanie Johns

Seconded by: Tony Poole

THAT the Thornbury Business Improvement Area approves the revised draft 2020 Thornbury BIA budget as presented

Cundy, Matthew	Yay
DesRochers, Renee	Yay
Johns, Melanie	Yay
Poole, Tony	Yay
Potter, Rob	Yay
Matamoros, George	Yay

The motion is Carried.

**C.3** Setting of an Annual General Meeting (AGM) date allowing 21 days notice and process for receiving comment

Moved by: Deputy Mayor Rob Potter

Seconded by: Tony Poole

THAT the Thornbury Business Improvement Area sets its Annual General Meeting to June 3, 2020 and requests the 21-day notice be provided to its members

Cundy, Matthew	Yay
DesRochers, Renee	Yay
Johns, Melanie	Yay
Poole, Tony	Yay
Potter, Rob	Yay
Matamoros, George	Yay

The motion is Carried.

**C.4** Consideration of RFP for lamppost lights – Director of Community Services Ryan Gibbons

Based on discussions on the budget initiating RFP for lamppost lights if not yet in work

Director of Community Services Ryan Gibbons confirmed an RFP for lamppost lights will be prepared in time for the June 3, 2020 Thornbury Business Improvement Area meeting.

**C.5** Discussion regarding Banners

Two (2) banner design proposals received, to be reviewed at the June 3, 2020 Thornbury Business Improvement Area meeting.

## **C.6 Request to The Blue Mountains Council regarding Financial Support**

Chair George Matamoros noted Council previously approved \$25,000 for lighting in the Thornbury Business Improvement Area, but the money was never spent. George noted his proposal to request this money be released for use by the Business Improvement Area Board. Further, George requested input regarding whether there are other initiatives the Board could approach the Town to support.

Board member Tony Poole referenced consideration to create wider passages in the downtown core by removing parking spots on both sides of the street to allow for greater physical distancing when stores are permitted to re-open. Tony further noted sanitization stations could be placed throughout the downtown core and questioned if the Town would consider assisting businesses in sourcing/providing masks that customers can use when visiting businesses.

Deputy Mayor Rob Potter noted the Town could place more garbage receptacles in Town to ensure masks and gloves are discarded properly and questioned if the Town would consider emptying the garbage receptacles more frequently.

Tony questioned if Board members or staff have insight regarding how businesses are managing during this time. Manager of Communications and Economic Development Tim Hendry advised the Board that he has been approached by businesses within the Business Improvement Area and outside of the Business Improvement Area that are expressing concern about being able to re-open and maintaining viability.

Tim reported that several Community Recovery Task Force initiatives have been aimed at assisting businesses throughout the Town. Ten (10) website grants have been made available to qualifying businesses to establish their e-commerce websites. Exploreblue.ca is a website that has been launched with promotional video content and links to a business directory. Tim advised the results of the Grey County COVID-19 Impact Survey show businesses in the Town of The Blue Mountains are hoping for enhanced promotion of the services they continue to provide throughout the COVID-19 pandemic. Exploreblue.ca has proven success of directing consumers to businesses' e-commerce websites which will hopefully translate into sales. The Board will provide its members with additional information regarding the [www.exploreblue.ca](http://www.exploreblue.ca) website to encourage members to request entry into the site's Business Directory.

## **D. Notice of Meeting Dates**

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June 3, 2020  
Town Hall, Council Chambers

## **E. Adjournment**

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Moved by: Tony Poole

Seconded by: Melanie Johns

THAT this meeting does now adjourn at 8:32 a.m. to meet again on June 3, 2020 at 8:00 a.m. at Council Chamber Town of The Blue Mountains, or at the call of the Chair

Cundy, Matthew      absent

DesRochers, Renee    Yay

Johns, Melanie        Yay

Poole, Tony            Yay

Potter, Rob            Yay

Matamoros, George    Yay

The motion is Carried.