

**Downtown Georgetown BIA
Board Meeting Minutes – August 13, 2019 meeting
To be approved on September 10, 2019 – 9:00 AM Start**

Board Members Present: Randy Kerman (Board Chair), Cindy Robinson (Treasurer), Suzanne Clarke (Secretary), Jane Fogal (Council Appointee), Sandy Mackenzie, Connie Ward.

Regrets: Beverley King (Vice Chair), Maria Bettencourt, Carolyn Callero, Nikki Jackson (staff), Tony Rampulla

Staff Attending: Yaw Ennin (BIA Manager), Emma Crosbie (Summer Student), Dylan Thring (Summer Student)

Guests: None

1. **Call to order – 9:02 am** **By Randy Kerman – Chair**

2. **Acceptance of Agenda:**

Motion: To Approve the Amended Agenda

Motion Moved By: Cindy Robinson

Second: Sandy Mackenzie

Motion passed

3. **Declaration(s) of Conflict of Interest**

None

4. **Approval of Previous Meeting Minutes**

Motion: To Approve the Meeting Minutes of the July 9, 2019 Board Meeting

Motion Moved By: Suzanne Clarke

Second: Connie Ward

Motion passed

5. **Correspondence –**

a) **United Way fundraiser** – To the discretion of the BIA Manager to sponsor or not. Manager felt it does not fit with new sponsorship policy. See Business Arising.

6. **Consent Agenda – None**

7. **Manager's Report**

Attached

Jane revisited the bike rack discussion. The Town's biking committee wants to remove the rack beside Sweetie Pie's. There are a few different options: 1) Move the bike rack in the Church Street parking lot to replace the rusted one beside Sweetie Pie's; 2) Purchase a new bike rack to replace the one that Ollie bought for Sweetie Pie's; 3) singular bike posts throughout the Downtown and potentially branding on them. The Town partnered with the Furnace Room to purchase some bike racks; perhaps we can share the costs with them too. A meeting and walk-through Downtown to evaluate the situation with the Town and Jane to be scheduled.

Action: Report accepted with no changes

8. **Business arising**

a) **Accessibility** – Staff to contact Suzanne Jones (Town of Halton Hills) to ask the Town to host an info session, maybe two sessions (day and night) with the same info for business/property owners to learn more about building requirements/renovations to comply with provincial regulations regarding accessibility. The information will explain what rules apply or don't apply to the historic buildings in Downtown Georgetown.

b) **Sponsorship Policy**

Marketing dollars are distinct from donations. Individual charities can ask businesses independently. BIA will be a conduit and let businesses know that they will be approached. The

BIA Manager can make recommendations for those that fall in the grey area and bring a vote to the executive board or the full board.

Motion: To Approve the Sponsorship Policy

Motion Moved By: Cindy Robinson

Second: Suzanne Clarke

Motion passed

9. Council update - Jane Fogal

- a) **Halton Hills Cycling Master Plan** – Bicycle pumps were installed by the Georgetown branch of the Halton Hills Public Library. Water dispensers were added to the Gellert Community Centre and both branches of the Halton Hills Public Library.
- b) **Climate Change Rally** – It will take place at 3:45 P.M. on September 20th, 2019 at the Dominion Garden Park. There will be another rally at Acton Arena on September 26th, 2019.

10. Financial Statements - Cindy Robinson

The BIA needs to move some of the BIA Manager's income and the Summer Student wages from the BIA budget to the Farmers Market budget. The financials will then need to be presented to the Farmers Market Committee.

The BIA will revisit a levy reduction. The landlords will need to be notified.

a) Acceptance of financial statements

Motion: To accept the August financial statements as presented

Motion Moved By: Cindy Robinson

Second: Jane Fogal

Motion passed

11. Committee Updates

- a) **Governance** – For the next by-law voting meeting, the BIA will print one hard copy to be placed at the office to read. As usual, it will be available via Dropbox.
- b) **Farmers market** – Signage updates are needed for the detours. For tourists and new vendors, signs should be fixed to give patrons direction to the Edith Street parking lot and to find other parking. Also, Downtown Georgetown to reach out the Milton BIA staff. The BIAs can build a relationship and lean on each other.
- c) **Car Show** – The final committee meeting is August 14h. Four more volunteers are still needed. Randy is helping at the highway. Jane and her husband can help. Contact Erin Burger to find more volunteers from her list.
- d) **Marketing - see Social Media Report** Digital Main Street staff Sarah and Rose have joined the BIA for a 7.5-week contract. (Downtown Georgetown was awarded a DMS grant of \$10,000.) They are visiting the Downtown businesses to assist them improve their digital and online presence. They fall under Yaw's supervision.
- e) **Beautification** – Sandy proposed that business clean up their own buildings and around them. Merchants should be encouraged to clean their own sidewalks. The flowers are doing really well and many have complimented. Sandy asked if the Town has been doing more lawn cutting in the Downtown area. The BIA does not pay for this, however it was noted that the Town has been more actively taking care of the grass areas.
- f) **Façade** - The committee approved Traci Haqq's application for Sivercreek Socialhaus and brought the application to the board.

Motion: To approve Traci Haqq's Façade application for \$2,000, 41.2% of the project's value of \$4,859.00

Motion Moved By: Sandy Mackenzie

Second: Cindy Robinson

Motion passed

12. New Business – Randy

- a) **BIA Governance By-laws** - These must be voted and accepted by October and will occur at the September board meeting. The AGM is in November.

13. Meeting Adjournment:

Motion: To Adjourn

Motion Moved By: Sandy Mackenzie

Second: Cindy Robinson

Motion passed

There being no further business to conduct the Georgetown BIA adjourned at 10:20 AM

Next Meeting – Tuesday, September 10, 2019 @ 9:00 AM