

**Board Members Present:** Connie Ward (Board Chair), Suzanne Clarke (Vice Chair), Beverley King (Secretary), Cindy Robinson (Treasurer), Randy Kerman (Past Chair), Jane Fogal (Council Appointee), Ted Flanagan, Sandy Mackenzie, Jamie Watt.

**Regrets:** Carolyn Callero, Ron Quinlan.

**Staff Attending:** Yaw Ennin (BIA Manager), Nikki Jackson (Membership & Events Co-ordinator).

Guests:

1. **Call to order – 9:00 A.M. By Connie Ward (Board Chair)**

2. **Acceptance of Agenda:**

**Motion: To Approve the Agenda**

**Motion Moved By: Cindy Robinson**

**Second: Jamie Watt**

**Motion passed**

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

None

4. **Approval of Previous Meeting Minutes**

**Motion: To Approve the Meeting Minutes of the February 11, 2020 Board Meeting**

**Motion Moved By: Beverley King Second: Cindy Robinson**

**Motion passed**

5. **Correspondence**

a) **Email from Town's Assistant Clerk – Declaration of Interest Forms** The BIA has adopted these forms as part of its Conflict of Interest Policy.

**Action: BIA Manager to edit The Conflict of Interest Policy to reflect the adoption of the Declaration of Interest Forms. The edits must be trackable, and the revised document sent to the Secretary for review.**

**Action: BIA staff to follow up with Renee Brown (TOHH) if the form "Related Party Disclosure - KMP Declaration Statement" continues to be a requirement for the Conflict of Interest Policy.**

b) **Code of Conduct for Council Members** This document is part of the BIA's policies and will always be included as a core document for BIA governance and policies.

6. **Manager's Report**

***Attached***

No additional event or activity will take place in Downtown Georgetown around the Santa Claus parade. The crowds are in a rush to head home after the parade.

**Action: Report accepted with no changes**

**Action: BIA Manager to send the weeding requirements document to Brent Marshall (CAO, TOHH) to find out how the Town can assist the BIA with the weeding maintenance of the Downtown.**

**Action: BIA to ensure garbage and the area in front of the BIA office is well maintained, neat and tidy.**

***Action: BIA Manager to ask Dick Spear how much the Town will charge the BIA to have all the bike rings installed all at once. Initially, the Town would install a few bike rings every year over a three-year period free-of-charge. There are 14 bike rings.***

**7. Financial Statements – Cindy Robinson**

**a) Acceptance of financial statements**

***Motion: To accept the March financial statements as presented***

***Motion Moved By: Cindy Robinson***

***Second: Randy Kerman***

***Motion passed***

***Motion: To receive the Draft Financial Statement 2019 from KPMG***

***Motion Moved By: Cindy Robinson***

***Second: Ted Flanagan***

***Motion passed***

**8. Business Arising**

- a) Public Art Banners** The bottom bars of the new armature were installed. The banners are smaller than what was expected, therefore they have less visual impact than desired. Quality Trees (Murray) is still waiting to receive the old armatures to quote how much it will cost to install these armatures as well as the BIA's existing banners on Mill Street. To create new banners for the new armature, the overall width of the banner is restrictive due to the length of the arms.

***Action: Ask City Scape for a quote for new armature for Mill Street.***

***Action: Ask for quotes for new BIA banners for Main Street and Mill Street. (One quote for Main Street, another for Mill Street. Ask for different banner sizes: to fit new armature and existing armature. Confirm the sizes of the banners.) Yaw, the Sign Shoppe on Armstrong Avenue has been printing our banners. They would have the specs for the existing banners. Dani is the Sign Shoppe person.***

- b) Light Up The Hills meeting update** There is a potential partnership with LUTH so the BIA can have rotating public art decorations throughout the holiday season. No savings will be achieved when using Classic Displays because they are already at capacity for LUTH's lighting. (Classic Displays would have to send a separate crew for the BIA.) The Beautification Committee is not keen to have a third party take care of the BIA's decorations.

**9. Council Update**

The Active Transportation Master Plan is underway. There is an open house on March 30<sup>th</sup> at Town Hall. It applies to the BIA because it concerns people being able to walk/cycle to/from Downtown Georgetown. <https://www.haltonhills.ca/initiatives/activetransportationmp.php>

The planned CN Logistics Hub in Milton is a concern because the fine particulates that will be dispersed in the air will impact the quality of life for the residents near the facility.

**10. Committee Updates**

- a) Beautification** After some discussion, the conclusion was to employ a landscape architect to come up with a long-term beautification plan that fits within the Destination Downtown Plan. This means that the 2018 Strategic Plan needs to be reviewed and updated, as it will inform the long-term planning for beautification efforts. There were some misgivings about the ease of maintenance for perennial plants (vs. annual plants); The Flower Shed is going to submit a quote to the BIA with perennial and annual plant options.

***Action: Ask the Beautification Committee to come up with its top three projects. For the next board meeting, to present pricing, quotes and other relevant information for a motion to inject additional funds into the Beautification budget. Create a concrete action plan.***

***Action: The Strategic Plan Committee meeting must take place before the next Board meeting (April 14, 2020).***

- b) **Façade** Only one application has been submitted, from the Legion.

**Motion: To approve the grant of \$2,000.00 maximum of the Façade Improvement Grant to the Legion for its \$15,695.00 Façade quote.**

**Motion Moved By: Beverley King**

**Second: Randy Kerman**

**Motion passed**

- c) **Farmers Market** Application forms are being submitted and reviewed. There is a lot of interest from returning and potentially new vendors.

**11. New Business –**

- a) **Financial statements on the website**

**Action: To include on the Downtown Georgetown website to be accessed by the public:**

- 1) Approved Board Meeting Minutes**
- 2) Approved Monthly Financial Statements**
- 3) Monthly BIA Manager's Report**

**12. Meeting Adjournment:**

**Motion: To Adjourn**

**Motion Moved By: Randy Kerman**

**Second: Ted Flanagan**

**Motion passed**

***There being no further business to conduct the Georgetown BIA adjourned at 10:06 AM***

**Next Meeting – Tuesday, April 14, 2020 @ 9:00 AM**

<b><u>ACTIONABLE ITEMS</u></b>	<b><u>STATUS</u></b>
Create an information sheet identifying parking rules, parking locations and time limitations. Indicate that enforcement will increase in 2020 and that TOHH is running a parking study. Businesses should contact TOHH to voice their concerns and offer feedback about parking. BIA staff and board members to distribute the flyers by hand to the businesses in Downtown Georgetown.	Pending.
Collect the homelessness information sheet that is being created by the library, about how to help a homeless person. E.g. call 311. Print copies of the sheet and distribute to the businesses in the Downtown Georgetown area.	Ongoing.
Collect weeding quotes before the Spring season commences.	Ongoing.
Investigate about creating BIA gift certificates or coupons with expiry dates to offer to organizations like Light Up The Hills.	Ongoing.
Manager to set up dates and times for the Town's Economic Development department to present at the board meetings.	Pending.
Jamie to send Manager contact details for the old banners at RJ's. Manager will contact Public Works to remove the banner and replace with a new one.	Pending.
Manager to contact local service clubs (and organizations like Cadets, Guides, Scouts, etc.) to ask if they can help out at events (e.g. manning barricades) in return for a donation/payment to their organization.	Pending.
BIA staff to create a volunteer pool to draw from for events.	Pending.
BIA staff to create a casual labour pool of employees to draw from for events.	Pending.
Manager to create guidelines, job descriptions and contract templates for what is required and expectations including rate of pay, duration of contract for casual labour employment.	Pending.
Upon approval from the board, advertise contract job availability to increase the casual pool.	Pending.
The BIA staff to investigate and see what is acceptable for Public Works, in relation to the relocation of the existing parking lot bike rack.	Ongoing.
To relocate the bike rack in front of Yong's Restaurant, and replace the existing bike rack in the parking lot by the metallic tree.	Ongoing.
The BIA Manager is to bring details (costs, plans, expectations) about the potential partnership with LUTH to the next board meeting for discussion and decisions.	Ongoing.

**Downtown Georgetown BIA  
Board Meeting Minutes – March 10, 2020 meeting  
To be approved on April 14, 2020 – 9:00 AM Start**

BIA Manager to edit The Conflict of Interest Policy to reflect the adoption of the Declaration of Interest Forms. The edits must be trackable, and the revised document sent to the Secretary for review.	
BIA staff to follow up with Renee Brown (TOHH) if the form “Related Party Disclosure - KMP Declaration Statement” continues to be a requirement for the Conflict of Interest Policy.	
BIA Manager to send the weeding requirements document to Brent Marshall (CAO, TOHH) to find out how the Town can assist the BIA with the weeding maintenance of the Downtown.	
BIA to ensure garbage and the area in front of the BIA office is well maintained, neat and tidy.	
BIA Manager to ask Dick Spear how much the Town will charge the BIA to have all the bike rings installed all at once. Initially, the Town would install a few bike rings every year over a three-year period free-of-charge. There are 14 bike rings.	
Ask City Scape for a quote for new armature for Mill Street.	
Ask for quotes for new BIA banners for Main Street and Mill Street. (One quote for Main Street, another for Mill Street. Ask for different banner sizes: to fit new armature and existing armature. Confirm the sizes of the banners.)	
Ask the Beautification Committee to come up with its top three projects. For the next board meeting, to present pricing, quotes and other relevant information for a motion to inject additional funds into the Beautification budget. Create a concrete action plan.	
The Strategic Plan Committee meeting must take place before the next Board meeting (April 14, 2020).	
Action: To include on the Downtown Georgetown website to be accessed by the public: <ul style="list-style-type: none"> <li>1) Approved Board Meeting Minutes</li> <li>2) Approved Monthly Financial Statements</li> <li>3) Monthly BIA Manager’s Report</li> </ul>	