

Second: Suzanne Clarke

Board Members Present: Connie Ward (Board Chair), Suzanne Clarke (Vice Chair), Beverley King (Secretary), Randy Kerman (Past Chair), Jane Fogal (Council Appointee), Ted Flanagan, Ron Quinlan, Jamie Watt.

Regrets: Yaw Ennin (BIA Manager), Cindy Robinson (Treasurer), Derek Smith.

Absent: Sandy Mackenzie.

Staff Attending: Nikki Jackson (Membership & Events Coordinator)

Guests:

1. Call to order – 9:01 A.M. By Connie Ward (Board Chair)

2. Acceptance of Agenda:

Motion: To Approve the Agenda Motion Moved By: Randy Kerman

Motion passed

3. Declaration(s) of Conflict of Interest None

4. Approval of Previous Meeting Minutes

Motion: To Approve the Meeting Minutes of October 13, 2020, and November 10, 2020 Board Meetings

Motion Moved By: Beverley King Second: Jane Fogal

Motion passed

- 5. Correspondence
 - a) None.
- 6. Manager's Report Presented by Nikki

Attached

- 7. Financial Statements Beverley King (on behalf of Cindy Robinson)
 - a) Acceptance of financial statements

Motion: To accept the November financial statements as presented

Motion Moved By: Randy Kerman Second: Randy Beverley King

Motion passed

8. Business Arising

a) Christmas/Holiday Decorations Update - Jamie Watt

Décor and lighting went up on Main Street South, garlands on poles on Mill Street, and lighting Knox Presbyterian Church. Discussion about the holiday lighting of the Downtown as a potential fundraising effort and Downtown Georgetown a destination ensued. Extra publicity was provided thanks to local moms who created a map of the best lit Holiday displays in Georgetown and Downtown Georgetown was included.



b) 2020 Holiday Market Update – Nikki (on behalf of Summer Student Bethany)

Well attended. Consensus was that the outdoor market in the Church Street market over three pre-Christmas dates should be repeated next year. Recommendation that heating devices be rented or purchased for the BIA staff, volunteers and vendors was received.

c) 2021 BIA event dates - Nikki

BIA 2021 events calendar was received. These dates will be passed on to the Town as proposed dates.

d) BIA website - Nikki

Titan Tek and Adweb.com are in the process of moving our website from Odyssey Solutions to IONOS. Our contract with Odyssey expires at the end of the 2020.

9. Council Update - Councilor Jane Fogal

Highlights include:

- Discover the Hills https://www.haltonhills.ca/en/explore-and-play/discover-the-hills-2.aspx
- The lighting project in Downtown Georgetown (Community Improvement Program).
- The Town budget was finalized at the Council meeting.
- Town approval of a trail connection that is pedestrian and cyclist-friendly.

10. Committee Updates

a) Strategic Planning Committee - Suzanne

The Strategic Planning work plan/map for 2021 will be included in the next board meeting's package. It is a working document.

Action: Next year will begin work for the formal creation of a new strategic plan for 2022.

11. New Business -

a) Election of DGBIA Executives

Board Chair

Motion: To nominate Connie Ward as Board Chair

Motion Moved By: Randy Kerman Second: Beverley King

Motion: To nominate Jamie Watt as Board Chair

Motion Moved By: Ted Flanagan Second: Ron Quinlan

Nominations were accepted. Voting was done via email.

Connie Watt was declared Board Chair.

Vice Chair

Motion: To nominate Jamie Watt as Vice Board Chair

Motion Moved By: Ron Quinlan Second: Ted Flanagan

Three calls, nomination was accepted Jamie Watt was declared Vice Board Chair.

Secretary

Motion: To nominate Beverley King as Secretary

Motion Moved By: Randy Kerman Second: Suzanne Clarke

Three calls, nomination was accepted Beverley King was declared Secretary.



Treasurer

Motion: To nominate Cindy Robinson as Treasurer
Motion Moved By: Ted Flanagan Second: Beverley King
Three calls, nomination was accepted
Cindy Robinson was declared Treasurer.

Past Chair

Randy Kerman remains Past Chair.

12. Meeting Adjournment:

Motion: To Adjourn

Motion Moved By: Randy Kerman Second: Jamie Watt

Motion passed

Meeting adjourned at 10:32 AM

Next Meeting - Tuesday, January 12, 2021 @ 9:00 AM



Investigate about creating BIA gift certificates or coupons with expiry dates to offer to organizations like Light Up The Hills. 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 during car show, etc.) in return for a donation/payment to their organization. BIA manager to continue interviewing/hiring Canada Summer Jobs applicants. We need staffing for Farmers Market, the car show and maintenance of the Downtown. Hire at least one person, or hire two at reduced hours. BIA will inquire from PPE suppliers if a group discount can be given to the BIA members. Request Silvercreek Commercial to purchase and install brackets for the hanging baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets. Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing,). Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest at time range 8:30 A.M. – 12:00 P.M. The BIA Manager to find out the \$S amount available from ToHH to the BIA for infrastructural and beautification projects. Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. Bethany to create proposals on how Hallowe'en can continue as an event. Bethany to create proposals on how Hallowe'en can continue as an event. Bethany to create proposals on how Hallowe'en can continue as an event. Bethany to create proposals on how Hallowe'en can continue as an event. Bethany to create proposals on how Hallowe'en	ACTIONABLE ITEMS	<u>STATUS</u>
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 during car show, etc.) in return for a donation/payment to their organization. BIA manager to continue interviewing/hiring Canada Summer Jobs applicants. We need staffing for Farmers Market, the car show and maintenance of the Downtown. Hire at least one person, or hire two at reduced hours. BIA will inquire from PPE suppliers if a group discount can be given to the BIA members. Request Silvercreek Commercial to purchase and install brackets for the hanging baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets. Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. — 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. In progress In progress - waiting on flower shed invoices DONE - Oct 2020 The BIA Manager to find out the budget the Town will provide to assist		In progress - target April 2021
Guides, Scouts, etc.) to ask if they can help out at events (e.g. manning barricades during car show, etc.) in return for a donation/payment to their organization. BIA manager to continue interviewing/hiring Canada Summer Jobs applicants. We need staffing for Farmers Market, the car show and maintenance of the Downtown. Hire at least one person, or hire two at reduced hours. BIA will inquire from PPE suppliers if a group discount can be given to the BIA will inquire from PPE suppliers if a group discount can be given to the BIA will inquire from PPE suppliers if a group discount can be given to the BIA will inquire from PPE suppliers if a group discount can be given to the BIA will inquire from PPE suppliers if a group discount can be given to the BIA will inquire from PPE suppliers if a group discount can be given to the BIA will inquire from PPE suppliers if a group discount can be given to the BIA will inquire from PPE suppliers if a group discount can be given to the BIA will inquire from PPE suppliers if a group discount can be given to the BIA will inquire from PPE suppliers if a group discount can be given to the BIA will progress - target February 2021 DONE – June 2020 In progress - target February 2021 In progress - targ		
barricades during car show, etc.) in return for a donation/payment to their organization. BIA manager to continue interviewing/hiring Canada Summer Jobs applicants. We need staffing for Farmers Market, the car show and maintenance of the Downtown. Hire at least one person, or hire two at reduced hours. BIA will inquire from PPE suppliers if a group discount can be given to the BIA members. Request Silvercreek Commercial to purchase and install brackets for the handing baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets. Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest at time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautiflication projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. The BIA Manager to find out the budget the Town will provide to assist the BIA wish basutification projects. The BIA Manager to find out the budget the Town will provide to assist the BIA shanger to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		
organization. BIA manager to continue interviewing/hiring Canada Summer Jobs applicants. We need staffing for Farmers Market, the car show and maintenance of the Downtown. Hire at least one person, or hire two at reduced hours. BIA will inquire from PPE suppliers if a group discount can be given to the BIA members. Request Silvercreek Commercial to purchase and install brackets for the hanging baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets. Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		_
BIA manager to continue interviewing/hiring Canada Summer Jobs applicants. We need staffing for Farmers Market, the car show and maintenance of the Downtown. Hire at least one person, or hire two at reduced hours. BIA will inquire from PPE suppliers if a group discount can be given to the BIA will inquire from PPE suppliers if a group discount can be given to the BIA will inquire from PPE suppliers if a group discount can be given to the BIA members. Request Silvercreek Commercial to purchase and install brackets for the hanging baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets. Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. In progress In progress In progress DONE - Oct 2020 DONE - Oct 2020 In progress In progress DONE - Oct 2020 The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. The BIA Manager to find out the budget the Town will provide to assist the BIA shout to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do bett		resume
applicants. We need staffing for Farmers Market, the car show and maintenance of the Downtown. Hire at least one person, or hire two at reduced hours. BIA will inquire from PPE suppliers if a group discount can be given to the BIA members. Request Silvectreek Commercial to purchase and install brackets for the hanging baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets. Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA Manager to find out the budget the Town will provide to assist the BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		In progress - target February
maintenance of the Downtown. Hire at least one person, or hire two at reduced hours. BIA will inquire from PPE suppliers if a group discount can be given to the BIA members. Request Silvercreek Commercial to purchase and install brackets for the hanging baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets. Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA Manager to find out the budget the Town will provide to assist the divinces DONE – Oct 2020 In progress In progress In progress In progress – waiting on flower shed invoices DONE – Oct 2020 Elementary of the provide to assist the provide to assist the BIA Manager to find out the budget the Town will provide to assist the divinces DONE – Oct 2020 In progress – waiting on flower shed invoices DONE – Oct 2020 In progress – waiting on flower shed invoice		,
BIA will inquire from PPE suppliers if a group discount can be given to the BIA members. Request Silvercreek Commercial to purchase and install brackets for the hanging baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets. Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the 's amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		2021
BIA will inquire from PPE suppliers if a group discount can be given to the BIA members. Request Silvercreek Commercial to purchase and install brackets for the hanging baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets. Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest at time range 8:30 A.M. – 12:00 P.M. The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA whanger to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policicy they have implemented in support of diversity.	· · · · · · · · · · · · · · · · · · ·	
BIA members. Request Silvercreek Commercial to purchase and install brackets for the hanging baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets. Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA wanager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		DONE – June 2020
hanging baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets. Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautificaiton projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		
e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets. Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA was the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCCC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.	Request Silvercreek Commercial to purchase and install brackets for the	In progress - target May 2021
request brackets for the front of the BIA office for hanging baskets. Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA with Beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		
Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		
etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$\frac{1}{2}\$ amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		
frequently, wear a mask if the situation doesn't allow for physical distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautificaiton projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		DONE - Dec 2020
distancing.) Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautificaiton projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		
Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautificaiton projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.	1 · · · · · · · · · · · · · · · · · · ·	
measures at the farmers market. As well, keep recruiting for volunteers. Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		DONE - Oct 2020
Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		DONE - Oct 2020
Market. Suggest a time range 8:30 A.M. – 12:00 P.M The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		DONE - Oct 2020
The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects. The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.	· ·	
The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautificaiton projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		In progress
wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautificaiton projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		
Directional signs, 3) Retaining wall and sidewalk on Back Street. Find grants to assist the BIA with Beautificaiton projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.	·	In progress
Find grants to assist the BIA with Beautificaiton projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		
in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street. Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		La granda de
Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		in progress
Bethany to create proposals on how Hallowe'en can continue as an event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		
event. The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity. In progress – waiting on flower shed invoices DONE – Mar 2020 In progress		DONE - Oct 2020
The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity. In progress – waiting on flower shed invoices DONE – Mar 2020 In progress – waiting on flower shed invoices DONE – Mar 2020 In progress – waiting on flower shed invoices DONE – Mar 2020 In progress – waiting on flower shed invoices		20.12 30.1323
the BIA's beautification projects. The BIA Manager to reach out to BIA members and survey/collect feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		In progress – waiting on flower
feedback – how has the BIA done well, how can it improve, what are the weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		
weaknesses, how can we do better? The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		DONE – Mar 2020
The BIA is to create a statement that stands behind the Diversity Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.		
Committee (HHCoC). Find out from OBIAA what kind of statement or policy they have implemented in support of diversity.	·	
policy they have implemented in support of diversity.		In progress
Launon ine nanoween campaign on muay, October 25°, 50 the general <mark>DONE - Oct 2020</mark>		DONE _ Oct 2020
public can start participating on Saturday, October 24 th .		DONE - OCI 2020
As a conclusion event, consider having people dress up in costume and DONE – Oct 2020		DONE - Oct 2020
take a photo of themselves in Downtown. People can post their photos on	· · · · · · · · · · · · · · · · · · ·	2012 0012020



social media, making sure to tag the Downtown Georgetown BIA. BIA staff can select a winner for the best costume.	
Improve communications with BIA members. Also, communications between Town and the BIA should be ongoing for feedback and advocacy work.	DONE – incorporated into goals for 20201
Councilor Jane Fogal will investigate the lack of communication from the Town to the BIA and its members. Input from key partners and potentially participating members of the AI Fresco patios program would have seen greater success and usage of it.	DONE – Nov 2020
Councilor Jane Fogal to ask Damian Szybalski (Town) to join her, Yaw and Bill Andrews at their meeting.	DONE – Sept 2020
Randy, Beverley and Cindy will draft a working paper for budget 2021.	DONE - Oct 2020
Beautification Committee must have a meeting to contribute their priorities to the budget.	DONE - Oct 2020
Marketing Committee must have a meeting to contribute their priorities to the budget.	DONE - Oct 2020
All priorities must be submitted to Cindy by the end of next week (Friday, September 25, 2020).	DONE - Oct 2020
The BIA must clearly advertise that the Halloween activities will NOT be a trick-or-treating event. Be clear in all publicity on social media that no candy will be handed out.	DONE - Oct 2020
The BIA Manager to investigate the prices of purchasing, installing and storing decorative lights for the Downtown area. Jamie Watt will assist the BIA Manager.	DONE - Dec 2020
The Beautification Committee to contribute their thoughts and suggestions about the decorative lighting, providing feedback to the Board.	DONE - Nov 2020
The BIA Manager to reach out to the Town staff and confirm their attendance at the AGM.	DONE - Oct 2020
Announce the date of the AGM on social media.	DONE – Oct 2020
The BIA office to have the BIA Binder ready for Derek Smith by the end of the week.	DONE - Nov 2020
The BIA will wait for the McGibbon's proposal's release on October 23	DONE -Nov 2020
and after the public meeting before officially supporting the proposal.	no new action required