

Angus BIA Board of Management

MINUTES

Wednesday, Sept. 30, 2020, 9:00 AM  
Essa Administration Centre, County Rd 21, Utopia.

Board Members: Joe Vanleeuwen, Rory MacKinnon, Justin Oliver, Council Representative - Keith White, one Vacant position. Staff: Colleen Healey-Dowdall, Shannon Holness.

1. Call to Order at 9:07 AM, by Chair Keith W.

2. Approval of the Agenda.

2020/Sept 30/01: Moved: Justin Seconded: Joe **Carried.**

**THAT the** Agenda for September 30th, 2020 be approved as printed and circulated.

3. Declaration of any Conflicts of Interest for proceedings before this Board.  
None.

4. Minutes of the previous meeting of May 27<sup>th</sup>, 2020 be approved.

2020/Sept 30/02: Moved: Rory Seconded: Joe **Carried.**

**THAT the** Minutes of the previous meeting of May 27<sup>th</sup>, 2020 be approved as printed and circulated.

5. Business Arising from the previous Minutes.

a) Business Recovery – Board members shared their experiences of their own businesses (fast food, retail grocery, & commercial landlord) and observations of other landlords and tenants in Angus and surrounding. The return of the military and civilian employees of CFB Borden has helped with increasing sales revenues. Angus BIA will continue to promote the available professional advice and financial support from the various levels of government and agencies such as Nottawasaga Futures. The Board was pleased that Essa expedited approvals for restaurants to open or expand outdoor patio seating.

b) Digital Sign ("For the Good of All") – Members are pleased with the overall look and operation of the sign. (i) The Board will seek staff support through the Essa CAO and Clerk to assist with the management of the sign digital advertising. The value of support can be offset with a share of the advertising time for Essa for municipal messaging to residents. (ii) The sign (potential content) can be used to "bait" & draw more general members into the Angus BIA and to become involved with the AGM 2021. (iii) Remembrance Day graphic to be ready to go for approx. Nov 1<sup>st</sup>. (iv) Messaging will be in three categories – "A" Primary BIA Key Message (eg: 10 second); "B" Specific Identified Business Message (eg: 5 second); "C" Municipal

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Message (eg: 5 sec), "D" Community Message and might be placed in order like A, B/C/, B/C, B/C, B/C, A, (continue order, with D interspersed). It is suggested that written policy and procedure will be drafted as we develop and implement the Digital Sign system to make best possible use of it's benefits.

c)

2020/Sept 30/03: Moved: Joe      Seconded: Rory      **Carried.**

***THAT the Board approve the topics and direction outlined under Business Arising from the Previous Minutes.***

6. Communications:

- a) Non received.
- b)
- c)

2020/ / : Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Not/Carried

***THAT the correspondence by received, and action taken as directed.***

7. Chairperson's Remarks:

8. Finance:

- a) Actual Operating to Budget 2020 Comparison (No Capital in 2020) (see attached, displays slight over budget of \$1,091.79) – was presented and discussed.
- b) Draft Budget 2021 Discussion – will start in December/November.
- c) Reserve Funds – will maintain status quo.

2020/Sept 30/04: Moved: Rory      Seconded: Justin      **Carried.**

***THAT the Finance Report be received as printed and circulated.***

9. Essa Township:

- a) BIA Annual General Meeting 2021 – COVID Options, Clerk's Dept.
- b) Township Official Plan Review (2020-2021) Planning Dept.

Shannon Holness of the Essa Planning Department provided a Power Point presentation of the Official Plan Review process (includes considerable public engagement) which has recently commenced. All details and progress over the next year will be up to date (along with summary of public input) on the Essa Township website, leading to a final draft for Council approval in late 2021. This was a very informative presentation relative to the municipality looking forward at it's vision & direction for the next 20 years. Many thanks to Shannon!

2020/Sept 30/05: Moved: Joe                      Seconded: Justin                      **Carried.**

**THAT the** Essa Township report be received as printed and circulated, and action taken as directed.

11. Closed Meeting: **(No Matters Before the Board)**

2020:\_\_\_ Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_                      Not/Carried

**THAT the** Board proceed to Closed Session at \_\_\_\_\_ am/pm to discuss:

- o matters before administrative tribunals.
- o to receive advice that is subject to solicitor/client privilege, including communications necessary for that purpose
- o a proposed or pending acquisition or disposition of land for Board purposes.
- o matters pertaining to advice that is subject to litigation or potential litigation.
- o labour relations or employee negotiations .
- o security of persons or property.
- o the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act as the CEO as delegated by the Board is the head of the institution for the purposes of the Act.
- o other matters pertaining to personal matters about an identifiable individual, including Board employees.

2020/ / : Moved:                      Seconded:                      Not/Carried

**THAT the** Board rise from the Closed Session at    pm.

2020/ / : Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_                      Not/Carried

**THAT the** Chair or \_\_\_\_\_ be authorized to proceed as directed by the Angus BIA Board of Management.

12. Other Business:

a) Annual General Meeting – Start early! And promote directly to general membership to increase participation, plan for a date in 1<sup>st</sup> quarter of 2021.

b) Web Presence – Members support the development of a website (or section of Essa site) to better explain to landlords & tenants the existence of the Angus BIA and associated details and benefits. As well as social media marketing. BIA will seek Essa staff support in this area. (ii) Beautification – continue to

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maintain a high standard of well-groomed landscaping including flowers, benches, waste receptacles, and seasonal banners. A "Main Street" focus on commercial.

c) BIA Membership database – should be developed with historic data from the BIA and Essa staff. To identify landlords and tenants and to better communicate with them by the Board.

d) Banners – Winter themes (1 @ from prior year plus 1 @ new) to be installed directly following Remembrance Day.

c) .....

Recommendations.

2020/Sept 30/06: Moved: Justin Seconded: Joe **Carried.**

***THAT the Board approve the topics and direction outlined under Other Business.***

13. Next Meeting: At the call of the Chair, (possibly Zoom), Angus, Ontario.

14. Adjournment

2020/Sept 30/07: Moved: Justin Seconded: Joe **Carried.**

***THAT the Meeting be adjourned at 10:40 AM .***