



Creemore Business Improvement Area
EXECUTIVE MEETING AGENDA

May 10th, 2016 at 6:30 p.m.
Creemore Springs Brewery - Boardroom
139 Mill Street, Creemore ON

1. Call to Order
2. Approval of Agenda

Recommendation:

Be It Resolved that the Creemore BIA Executive Board hereby approve the May 10th, 2016 Agenda as presented.

3. Disclosure of pecuniary interest and the general nature thereof
4. Approval of Minutes

Recommendation:

Be It Resolved that the Creemore BIA Executive Board hereby approve the May 3rd, 2016 minutes as presented.

5. Review 2016 Budget
6. Operational Action Plan for 2016
7. Upcoming BIA Events
8. Other Business
9. Adjournment

Recommendation:

Be It Resolved that the May 10th, 2016 meeting be adjourned at _____ .



Creemore Business Improvement Area MINUTES

May 3, 2016

6: 30 p.m.

Creemore Springs Brewery

Members Present: Jackie Durnford, Laurie Copeland, Karen Gaudino, Sara Hershoff, Corey Finkelstein (left at 8: 10 p.m.), Councillor Thom Paterson

Staff Present: Pamela Fettes, Clerk

1. Call to Order

The meeting was called to order at 6: 40 p.m.

2. Approval of Agenda

Resolution:

Moved by Sara Hershoff, Seconded by Karen Gaudino, Be It Resolved that the Creemore BIA Executive Board hereby approve the May 3rd, 2016 Agenda as presented. Motion Carried.

3. Disclosure of pecuniary interest and the general nature thereof

Pamela Fettes, Clerk distributed the *Conflict of Interest Act* to all members present.

4. Approval of Minutes

No minutes were provided.

5. Election of Officers

Pamela Fettes, Clerk conducted the elections for office of President, Vice-President, Secretary and Treasurer. Nominations were called three times and one nomination came forward for each position. Resolutions are below:

Secretary

Moved by Jackie Durnford, Seconded by Sara Hershoff, That Karen Gaudino be appointed Secretary. Motion Carried.

Treasurer

Moved by Jackie Durnford, Seconded by Laurie Copeland, That Sara Hershoff be appointed Treasurer. Motion Carried.

Vice-President

Moved by Sara Hershoff, Seconded by Jackie Durnford, That Laurie Copeland be appointed Vice-President. Motion Carried.

President

Moved by Corey Finkelstein, Seconded by Laurie Copeland, That Jackie Durnford be appointed President. Motion Carried.

6. Review and Define Roles of Executive

The Executive reviewed and revised the roles and responsibilities as defined by the Constitution. Further defined roles were provided for the Council Representative and Past President. A revised document will be prepared for approval at a future meeting.

7. Election Recap/Debriefing

Pamela Fettes, Clerk, reviewed the election with the Executive. The following summary was provided:

- Utilizing both a vote by mail and traditional vote required a lot of time, planning and implementation for a small group of voters. Recommend transitioning to one voting method in the future. If traditional is maintained, keep identification requirement.
- Tenant qualifications – declarations worked well. Recommend requesting during Ontario BIA presentation to further clarify Municipal Act provision including how other municipalities determine tenant voting rights.
- Distribution of candidate biographies were helpful to voters.
- Recommend the Secretary keep an up to date list of qualified voters.
- Ensure election and results take place in an accessible facility.
- Opening up results in front of everyone was a good opportunity to be transparent and ensure integrity of process.

Action Item: Executive to review and revise election procedures in 2017.

8. Steps Forward

In review and discussion, the Clerk recommended that a presentation be provided by the Ontario BIA with all members of the Creemore BIA. The Executive felt it was important for Council and municipal staff to be invited as well. The Clerk will host the presentation and work with the Executive to determine date and location.

Resolution:

Moved by Sara Hershoff, Seconded by Laurie Copeland, Be It Resolved, That the Creemore BIA Executive Board hereby request the Clerk to contact the Ontario BIA to arrange a presentation on governance with an invitation to Council, staff and the general membership. Motion Carried.

In addition to the presentation, the Clerk recommended that municipal staff in regular contact with the Executive come to a future meeting to discuss future needs of the BIA and how staff can assist in facilitating these requirements.

9. Upcoming BIA Events

Governance Workshop and Executive meeting to determine operations action plan.

10. Other Business

The Creemore Springs Brewery has requested a BIA vending truck location approval for a May 14th, 2016 event in Creemore. **"The Batch" truck would be parked on the closed municipal roadway exempting it from a permit under the vending by-law.**

Karen Gaudino declared a conflict of interest relating to her employment at Creemore Springs Brewery.

Resolution:

Moved by Sara Hershoff, Seconded by Laurie Copeland, Be It Resolved, That the Creemore BIA Executive Board hereby approve the location of The Batch food truck on the closed municipal roadway of Edward and Mill Streets to sell ice cream on May 14th, contingent on:

1. There are no objections from BIA Members who sell ice cream and same products; and
2. **Upon approval of the Township's Senior By-law Enforcement Officer.** Motion Carried.

11. Adjournment

Resolution:

Moved by Sara Hershoff, Seconded by Karen Gaudino, Be It Resolved that the May 3, 2016 meeting be adjourned at 9:20 p.m. Motion Carried.

CREEMORE BIA BUDGET

	2015 Act	2016 Bud
INCOME:		
Item:		
BIA Levy	\$ 20,000	\$ 20,000
Donation Income	\$ -	\$ -
Fundraising	\$ 500	\$ -
Memberships	\$ 950	\$ 1,000
Merchandise	\$ -	\$ -
Other Income	\$ 55	\$ -
Other Income [interest]	\$ 84	\$ 15
Santa Claus Parade	\$ 7,171	\$ 5,800
HST Rebate	\$ -	\$ -
TOTAL INCOME	\$ 28,760	\$ 26,815

EXPENSES:

Administration:	Bookkeeping	\$ 220	\$ 220	
	Meetings	\$ 442	\$ 500	
	Memberships	\$ -	\$ -	
	PO Box Rental	\$ 150	\$ 160	
	Supplies	\$ 173	\$ 50	
	Other	\$ 28	\$ 25	
	Total Administration	\$ 1,013	\$ 955	
Creemore Dollars:		\$ 225	\$ -	
Donations Made:		\$ -	\$ -	
Events: [incl advertising]	Big Heart/Canada Day/Copper Kettle	\$ 2,021	\$ 4,000	
	Children's Festival	\$ 1,000	\$ 1,000	
	Christmas	\$ 150	\$ 150	
	Santa Claus Parade	\$ 3,756	\$ 4,000	
	Advertising	\$ 724	\$ 850	
	Summer Guide	\$ 166	\$ 200	
	Total Events	\$ 7,817	\$ 10,200	
Garbage:	Labour	\$ 3,006	\$ 3,235	
	Bins	\$ 1,377	\$ 400	
	Supplies	\$ 421	\$ 450	
		\$ -	\$ -	
	Total Garbage	\$ 4,804	\$ 4,085	
Merchandising Expense:		\$ -	\$ -	
Maintenance Miscellaneous:		\$ 74	\$ 75	
Signs:	Community Board	\$ 3,000	\$ 2,400	
	Tourism Oriented Directions	\$ 5,356	\$ -	
		\$ -	\$ -	
	Total Signs	\$ 8,356	\$ 2,400	
Streetscape/Flowers	Equipment	\$ -	\$ -	
	Maintenance-Labour/Supplies	\$ 2,855	\$ 2,850	
	Flowers	\$ 4,180	\$ 4,250	
	Total Streetscape/Flowers	\$ 7,035	\$ 7,100	
Tourism Marketing		\$ -	\$ -	
Website	Domain, Server Fees	\$ -	\$ -	
	Design & Maintenance	\$ 1,000	\$ 1,500	
	Social Media Management	\$ 195	\$ 500	
	Total Information Technology	\$ 1,195	\$ 2,000	
TOTAL EXPENSES:		\$ 30,519	\$ 26,815	
SURPLUS / [DEFECIT]		-\$ 1,759	\$ -	