Tillsonburg Business Improvement Area

Meeting Minutes Board Meeting of Thursday, November 21st, 2019

Carriage Hall
7:30 am – 9:30 am
Breakfast at 7:00 am

1. CALL TO ORDER: Time: 7:35 am
   QUORUM: Yes
   Members present: M. Van Geer Truyde, A. Hicks, C. Tomico, M. Tedesco, K. Slattery, C. Pepper, M. Renaud
   Members absent: W. Cameron, D. Rasokas, C. Heutinck, J. Tilson
   Guests present: D. Locke – Town of Tillsonburg, S. Lamb – IOOF Lodge

2. ADOPTION OF THE AGENDA: Two items were added to the agenda:
   i. Meeting attendance via conference call or other electronic means
   ii. Vote by e-mail: develop a policy of voting by electronic means for items requiring urgent approval and occurring prior to the next regular board meeting.

   b. moved by: M. Van Geer Truyde seconded by: D. Gilvesy

   And resolved that the agenda as amended, for the BIA Board of Management meeting for Thursday, November 21st, 2019 be adopted.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:
   “None declared”

4. ADOPTION OF THE MINUTES from the board meeting of October 24th, 2019
   a. moved by: A. Hicks seconded by: M. Van Geer Truyde

   And resolved that the minutes, as prepared for the meeting of October 24th, 2019 be adopted.

5. DELEGATIONS: Dan Locke, Manager of Public Works – Subject: Downtown snow removal/new accessible parking (15 minutes). Several comments made about liability for snow removal. D. Locke reviewed the town bylaw and
reiterated the responsibility of the property owner to clear the sidewalks. The ED spoke about staff sending reminders to the property owners via Constant Contact about snow removal. D. Gilvesy spoke about the corners used to be done by the town and now that the mid-block cut-outs will have to be done by the business owners. ED to follow-up with alternative funding for sidewalk shovelling. M. Van Geer Truyde. D. Locke will go back to his group to find out about if it may be possible to remove some on the side-street accessible parking spots.

6. FINANCIAL REPORT:
   Funds on deposit at CIBC: as at 10/31/2019: $99,628.18
   Funds on deposit at First-Ontario: as at 10/31/2019: $65,914.28
   Total funds on hand as of 10/31/2019: $165,542.46
   Remaining funds due to the BIA from the Town: Sobey’s: $2,500 + YTD shortfall from incorrect EFT: $12,465.75 + Rona overpayment discrepancy: $1,600 + Q4 payment: $34,155.45 + HST reimbursement: +/- $21,000 = $71,721.20
   There were no questions regarding the financial report. The ED presented the financial report as the Treasurer was absent from the meeting.

7. 2020 BUDGET: The Executive Director reviewed the process with the budget approval(s) required.

8. AGM preparations: The ED and EMC reviewed the preparations for the AGM. The Board Chair suggested meeting to review all the elements and to do a “run-through” of the night with proposed speaker’s notes. This was subsequently scheduled for 27th of November at Nu-Décor’s boardroom to include M. Renaud, D. Rasokas, K. Slattery and C. Tomico.

9. EXECUTIVE DIRECTOR’S REPORT: The board reviewed the ED’s report and there was discussion of a number of items. In order, the board shared the ED’s concern about the lack of proper process and communication regarding the Town Hall project. The ED will provide further information to the Board at the juncture when it is timely to provide a position statement on the proposal(s) and timeline(s). Notwithstanding, the board agreed to take action on the Town Hall proposal as follows:

   Moved by: M. Tedesco and Seconded by: A. Hicks and resolved that the BIA Board of Management encourages the council of the Town of Tillsonburg to explore additional options with respect the redevelopment of the Town Hall including refurbishment and expansion of the existing leased space in the Tillsonburg Town Centre Mall. “Carried”

   There was a discussion of board members being able to attend the meetings via remote access with voting rights, qualifying as a member for quorum and
The discussion resulted in the following motion:

**Moved by: D. Gilvesy and Seconded by: M. Tedesco and resolved that board members can participate in any board meeting electronically including but not limited to Skype, conference call, laptop camera or other electronic means including moving and seconding motions, discussion, debate and adjourning a meeting. Electronic attendance via remote access constitutes attendance for a meeting and to count towards quorum. “Carried”**

There was a subsequent discussion about approval of items between regularly schedule board meetings and how to expedite the decision-making process. The group achieved consensus that a “vote by e-mail” system be implemented forthwith. The following motion was moved from the floor:

**Moved by: M. Van Geer Truyde and Seconded by: M. Tedesco that a “vote by e-mail” policy and process be adopted to deal with items of an urgent nature that cannot wait until the next regularly scheduled board meeting to be discussed and/or actioned. “Carried”**

10. EVENTS AND MARKETING CO-ORDINATOR’S REPORT: Update on all activities including the planning and execution of remaining 2019 initiatives. The EMC gave her report to the board. There was a discussion of the coordination of events
   b. BIA AGM awards – voting completed – video presentations will be made at the AGM.
   d. Detailed 2020 planning underway. There are a number of learnings from various BIA members regarding the coordination of activities to boost downtown traffic. i.e. Tranquility/Trinkets schedule their open hours on the same dates/times which seems to increase participation rates.
   e. Social media metrics update: verbal
   f. Questions and answers.

11. Façade Improvement Program update: Two projects are in progress as discussed in the financial update. There are no concerns at this time. Projects require completion and inspection prior to any funds being released as per normal process and protocols. There were no questions or comments from the board.

12. ROUNDTABLE: D. Gilvesy spoke about the provincial government cutting funding for beautification in $16,000 for 2020 town budget. The ED spoke about reviewing this as part of the MOUD discussions as the BIA works to have a new
agreement with the town in place for January 1st, 2020. This will have to wait until the new CAO is in position.

13. NEXT MEETINGS:

   a. Regular: Thursday, December 19th, 2019 at Carriage Hall – 7:00 am breakfast, 7:30 am meeting
   b. Annual General Meeting: Tuesday, December 3rd, 2019 – Revised & proposed agenda attached – to be held at the Tillsonburg Legion at 10 Durham Street, Tillsonburg.

14. MOTION TO ADJOURN: Time of adjournment: 9:25 a.m.

   a. moved by: M. Van Geer Truyde  b. seconded by: A. Hicks