

Minutes
Downtown Georgetown BIA
Board of Directors Meeting
10 October 2017

Present: Beverley King (chair), Ted Flannagan (vice-chair), Jane Fogal (Council appointee), Randy Kerman, Sandy Mackenzie, Tony Rampalla, Cindy Robinson (treasurer), Richard Ruggle (secretary), Sonja Vargo, Absent: Bill Bonnet, Jamie Watt.

1. Call to order. The Chair called the meeting to order at 9 a.m.
2. Acceptance of agenda.
3. Declarations of pecuniary interest: none.
4. Previous minutes. The minutes of the meeting of 12 September 2017 were approved as circulated.
5. Board vacancy: Appointment of an interim director. Tony Rampalla of Rampulla's Martial Arts was appointed as an interim director.
6. Secretary. Richard Ruggle was elected as secretary. The chair will update the Town on the membership of the BIA board. There was discussion about whether our minutes should be sent to council. There was a consensus that approved minutes should be made available to our members on the website.
7. Financial reports. The treasurer presented year-to-date figures, which were accepted. She explained the differences between the 2017 and 2018 budgets, and **the 2018 budget was adopted.**
8. Word from the chair. Beverley reported that the hiring committee (Beverley, Ted, Cindy and Sonja) has been working hard on the process, had consulted with Kay Matthews at OBIAA, has prioritized the skill sets we are looking for, have drafted an offer letter, and are researching performance reviews, so we can have clear expectations and procedures. We had almost 30 applicants and have a short list of three well-qualified applicants with BIA experience, but with different approaches to the job.
9. Manager. Sheena and Andrea are working on half days to respond to calls and correspondence.
10. Legion parking lot. The Town expects work on paving the lot to start on October 23rd – or later.

Committee reports

11. Strategic planning. Jane Fogal reported that the committee's goal is to create a 5-year strategic plan. It has alerted town about an available property that could help the riverside trail project, and that the Town is working on that. The Town is also working on finding a new home for Fred's Towing, which would fit in with the trail vision. It would cost money to change zoning bylaw, but the Town might cover that. The committee will meet with the planning director to explore that.

The following motion was adopted:

**Whereas the Town has begun the process to approve a secondary plan for downtown Georgetown;
and whereas the BIA should have input that reflects the interests of our membership;
and whereas the BIA strategic plan confirms the BIA priority of preserving and enhancing the historic look and feel of the BIA area;
therefore the Downtown BIA Board of Directors endorse the BIA Strategic Planning Committee's intention to seek engineering consultants to assist in assessing the condition of the heritage buildings, including recommendations for remediation and cost estimates;
and further that the Strategic Planning Committee seek proposals for enhanced lighting for Mill Street and Guelph Street;
and further that the BIA input into the secondary plan emphasize the need to preserve and enhance the historic buildings downtown.**

12. Marketing. There was discussion about how worthwhile the reports are. Are we focussing in the right areas? A new marketing committee will be appointed at a later meeting.

13. Beautification. Sandy has cleaned out the garbage cans, and will put a hook on the doors that don't close. Some are cracked. but don't need to be replaced yet. He will try to find someone who can pressure wash the bins. There was discussion about the need for extra bins for the market. Can we purchase extra bins, and arrange with Region to pick them up; we will ask David Miles to talk with us about it, and about whether bins should be picked up at the back. We should seek permission to cut the weeds on private property by the back parking lots; one of the market helpers could do the work. Six historical plaques are being prepared; the buildings where they would be installed have not yet been consulted. He will touch up the plaques on two of the benches.

14. Farmers Market. Another great season.

Events

15. International Flavours. It appears that more passports have been sold so far this year than last year.

16. Masquerade on Main & Mill, 28 October.

17. Holiday Magic on Main & Mill, 24 November. Our usual buggy driver is unwell; Sheena looking for horse and buggy, or a tractor and wagon backup. Holiday Market applications coming in.

New business

James Street construction. It was moved and carried, **That the BIA write a letter of support for the project.**

Christmas wreaths. We will do it again this year; Sheridan Nurseries will install them.

Bike goal reached, celebration at Ollie's on the 18th at 5 pm (Ollie's closing end of month). \$45,000 donated to hospital foundation, over 2000 participants.

Adjournment

Next meeting: Tuesday, 7 November 2017, BIA meeting room.

Attachments:

Year-to-date financial statement.

2018 budget.