

SBIA BOARD MEETING MINUTES
JULY 21, 2022
BIA BOARD OFFICE & VIA ZOOM

Present: Bruce Martin, Acting Chair, Sara Porter, Lisa Mills

Via Zoom: Chris Robinson, John Divinski

Regrets: Paul Schendel, Justin Niklaus

1. Call to Order: 4:10 pm

2. Additions to Agenda:

None

3. Adoption of June 22nd, 2022 Minutes

Motion to Adopt Minutes: Chris Robinson

Seconded by: John Divinski

Carried

4. Declaration of Pecuniary Interest

None declared.

5. Chair Report

None.

6. Treasurer's Report, Bruce Martin

- a) Budget remains on track with the majority of expenses to date under the Admin category and some Events and Promotions;
- b) Streetscape Committee is awaiting invoice from Town for seasonal flowers;
- c) Total spending to date is \$13,4170.00;
- d) Regarding High Street Renewal Plan: John MacDonald Architects has yet to invoice the balance of the contracted costs. Bruce Martin will follow up and Lisa will make a notation on the Working Budget indicating that the Balance Forward from 2021 for this project is, in fact, a 2021 expense;.
- e) Potential overages from JMA to finalize reporting may be incurred:
Motion to use Streetscape Street Furnishings budget to cover any overages: Chris Robinson
Seconded by: John Divinski
Carried

7. Coordinator's Report, Lisa Mills

- a) Gran Fondo: Lisa will provide Membership with information to submit their business details to be posted on the Gran Fondo website. Per discussion with Tracy Murray

- last meeting, businesses are encouraged to show their welcome to participants with store decoration, promotions, etc. Interested businesses can also provide physical swag or relevant promotional information for the participant welcome package;
- b) BIA has been invited to a meeting with Port Elgin BIA and Chamber of Commerce on August 8th Regarding the Tankard Event in 2023. Sara Porter and Lisa Mills will attend;
 - c) Town of SS has issued an invitation to business owners and employers to participate in a virtual focus group regarding revisions to the Community Planning Permit System with the intent to garner feedback on the suggestion of shortening project approvals from 90 days to 43 days. Invitation has been circulated to Board and will be included in July Newsletter to Members;
 - d) Town/RTO/FedDev Grant The town has received a substantial grant (\$94,333), to be used to support and encourage Tourism. Part of this will include video production supporting each town and SS as a whole. The Promotions and Events Committee is working with Shanna Reid, Tourism Supervisor, SS. See programme details attached, timing for shoot is late August;
 - e) AGM and Board Election: Motion to hold Annual General Meetings on the third Tuesday of November, this year's date being November 15th Sara Porter
 Seconded by: John Divinski
 Lisa will re-circulate package containing guidance regarding Board Elections from OBIAA along with a draft nomination form and nomination consent forms. First notice of Board elections to be included with July Member Newsletter as well as on social media. Direct emails will be sent early September asking for nominations, A formal nominating committee headed by Sara Porter and Chris Robinson will set a deadline for nominations and actively encourage business owners/tenants to consider becoming Board Members. Details regarding Board Positions are included with the Elections Package mentioned above and included with these minutes, Chris Robinson and Sara Porter have indicated that they will consider remaining on the Board. Bruce Martin will not put his name forward but would like to remain a member of the Streetscape Committee.
 Motion to solicit nominations for Board Positions by Sara Porter
 Seconded by Bruce Martin
 Carried.

8. **Streetscape Report, Bruce Martin**

The High Street Renewal Committee met with John MacDonald Architects yesterday (July 20th), to review and discuss concepts for the Plan. The Committee was presented with concepts for design and landscaping at the three intersections of High Street and Huron, Grosvenor and Albert Streets,

Timeline: *July/August* Committee to meet with Key Players at Town of SS to assess their interest in supporting The Plan and learning what aspects of The Plan are feasible (or not);

Late August/September Present Plan to SBIA Board;

September/October Present to SBIA Membership and then, with the Town, conduct Public Consultation.

Considerations: As this is a Municipal and BIA election year, BIA Budget development will begin later in the Fall and the Town budget won't be completed until March (or later), 2023; It is imperative that the Town, the existing SBIA Board, the new SBIA Board and the Membership, be aligned regarding the High Street Renewal Plan. Realistically, we'll see a proper Parking Study in 2023 and details for infrastructure and Streetscape improvements would commence in 2024.

John Divinski will send a letter to the Southampton Residents' Association outlining this (very loose) schedule. A draft of this letter will be presented to the Board for review and approval prior to sending to the SRA.

9. Promotions and Events, Lisa Mills for Paul Schendel

- a) Flag Quest is underway and we are looking forward to many ballots being submitted to win one of three great prize packages from 36 of Southampton's businesses,
- b) Music on High has three Friday's under its belt with enthusiastic turnouts each evening. **IF YOU OR YOUR EMPLOYEES CAN HELP SET UP, TAKE DOWN OR MANAGE AUDIENCE (keep them out of the traffic), please let Lisa know.** Volunteers are urgently needed for the remaining 5 Friday's - it's not hard work but does require 2 or three able bodies. If we aren't able to support this event, it's very likely that Dave Rudell (Southampton Olive Oil Company), will retire as Music on High Impresario
- c) Committee member Sara Porter has proposed a Pizza Fest in September. She's had interest in all but 2 restaurants to create signature pizzas to be enjoyed and voted on by consumers. It's a great shoulder season restaurant and patio promotion!

10. Membership, Sara Porter

- a) Two new businesses in Town: Mi Hermano, barber shop, on High Street and CJ Wellness Kitchen, gluten free baked good, on Albert Street
- b) Associate Memberships: a plan will be presented by Sara at the next meeting. Discussion of what a reasonable fee would be led to the suggestion that the BIA Levy be reviewed by the Town in light of the fact that there are many new businesses being added to the tax role. Bruce Martin will connect with Deborah Roth, Interim CEO or Tracy Edward, Assistant Clerk

11. Town Report, John Divinski

Contrary to earlier reports, John has confirmed that the Town is not purchasing the Trolley and Sara indicated that the Chamber has said that the existing vehicle cannot be converted to run electrically.

12. Next Meeting: August 18th, 4pm at the BIA Office or via Zoom

**13. Motion to Adjourn by Sara Porter
Seconded by John Divinski
Meeting adjourned at 5:24 pm**

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