



AGENDA

Central Huron Business Improvement Area (BIA) Meeting

Tuesday, December 12, 2023

LIBRO CREDIT UNION – BRANCH COMMUNITY ROOM
48 ONTARIO STREET, CLINTON, ON, N0M 1L0

PRESENT: EXECUTIVE MEMBERS:

- Chair – HAYLEY BETTLES
- Vice-Chair – OLGA JURDENS
- Secretary – DAWN BONNEAU
- Treasurer – DAVE CORRIE
- Councillor appointed – JENNIFER COX (EAST WARD)

RECORDING SECRETARY:

REGRETS:

1. **CALL TO ORDER**

Chair

2. **CONFIRMATION OF THE AGENDA**

2.1. **Recommended Motion:**

That the agenda as prepared for the DECEMBER 12, 2023, meeting of the Central Huron Business Improvement Area be adopted as circulated.

3. **ADDITIONS OR DELETIONS TO THE AGENDA**

4. **ADOPTION OF THE PREVIOUS MINUTES**

4.1. **Recommended Motion:**

That the minutes of the OCTOBER 11, 2023, meeting of the Central Huron Business Improvement Area be adopted as circulated.

5. **CHAIR'S REPORT**

5.1 CKNX contract; reviewing costs and determining if it is worth it to advertise with them for the little amount of advertising, we will get in 2024 with them. I have provided a price breakdown below attached, please include that in the agenda so everyone at the meeting can see it and discuss it.

5.2 Voting on this \$10,000.00 for fountain based on surplus and want to do additional projects, gifts, etc. in 2024. (I know Angela has not provided the quotes or reports and we cannot officially vote on yes or no for the fountain but

as the Board we can vote on if we are going to save our entire surplus for this fountain or if we should save the surplus for other projects and needs as our BIA changes to accommodate any hiccups that may occur as a brand new board trying out best to figure it out)

- 5.3 Councillor Cox should hopefully be bringing a full list from Angela of contacts, dates, etc. that Angela told us she provided in spring of this year.
- 5.4 Create working groups for social media, welcome package, other suggestions with meeting dates to start projects.
- 5.5 Set up step by step procedures for all current projects.
- 5.6 Set up a timeline for all projects with all contracts, contract dates; coordinate with town for events.
- 5.7 Requesting current grants be clarified and made clear as to what decisions BIA is required to make and what monies are dedicated to what current projects.
- 5.8 Associate members- who is responsible for sending out bills in 2024?
- 5.9 Treasurer- we have not received an official resignation letter from Dave Corrie, but it is coming.
- 5.10 A "gift" for members, hand them out with a list of 2024 meeting dates and times and locations to encourage them to come and attend; even if a gift isn't in our budget if we decide to do the sculpture could be worth looking at a pamphlet with our photos welcoming them and still provide 2024 dates.

6. **COUNCILLOR'S REPORT**

6.1 BIA page in the CH Community Guide

6.2 List from Angela:

- A. Talk to Grayhaven in Jan/Feb about flower colours. This is done in conjunction with Steve Duizer for flowerpot delivery.
- B. Social media posts.
- C. Blog posts that match the social media posts for followers that are on email.
- D. Blog posts for meetings *just a reminder that it's important to keep this current and send an update right away if there's a change. The last meeting was cancelled, and no update was sent. Several attendees waited on the sidewalk that evening.
- E. OBIAA weekly online meetings. Login info is sent to BIA email weekly.
- F. I have a note that someone said BIAs can get grants to hire students to do odd jobs/general cleanup/weeds/sweeping etc. To my knowledge CCHBIA has never done that, but I will forward the application for you to peruse and consider.
- G. Add contact of: Kelly of Anycard kellys@anycard.co

6.3 Memorial planters

7. **FINANCIAL REPORT**

7.1 Community Futures Gift Card grant still has \$595.88 left to be spent. Angela noted that these funds are for the admin fees of the gift card program, and the hospital has just made a large purchase of cards so an invoice will be coming soon. Angela also mentioned she would see about including the gift card program in her municipal portfolio in the future.

7.2 There is also \$4,450 from an administrative fee from a COVID grant from Community Futures, to be used towards a future project. Speaking with Angela, the grant and project was administered by the Municipality, but the funds had to be received by the BIA. At the time it didn't matter as her intention was to use it for the Student Sculpture Garden, but additional funding was received for that project. Angela has talked to Paul from Community Futures and confirmed that we are free to use it for any upcoming project. Potentially the funds could be used towards a portion of the Fountain/Sculpture. No reporting is required on this one. I have attached a snippet from the agreement below.

8. **BOARD BUSINESS & REPORTS**

8.1 Wreath for Memorial Day – voted on by email and it was passed to go ahead with the annual wreath of \$60 so the small one. Dawn Bonneau laid the wreath this year on behalf of the BIA. Email below for vote.

9. **ADJOURNMENT**

9.1. Adjourn Meeting

Recommended Motion:

Recommended Motion:

That this meeting stand adjourned at _____ PM.

Snippet as mentioned in message from Jeff Boyes in 7.2

This work for Hire Agreement (“Agreement”) is made January 11th, 2021

Between Central Huron BIA “Service Provider”.

And

Community Futures Huron “Client”

In this Agreement, the party who is contracting to receive the services shall be referred to as the “Client” and the party who will be providing the services shall be referred to as the “Service Provider”.

1. DESCRIPTON OF SERVICES

Beginning on January 11th, 2021 the Service Provider will provide the following services (collectively, the “Services”):

1. Clinton Shop-ability Plan

Working with the Municipality of Central Huron and Central Huron BIA to assist member businesses in adapting to new post COVID challenges, including accessibility, safety, on-line presence; website up-grades and impending construction.

Goal? To support the pivoting efforts of a business services organization (BIA).

Project Cost	\$26,250	
+ Sub-contractor HST	\$ 3,412	
Sub-total	\$29,662	
+ 15% administrative fee	\$ 4,450	
Total Contract Value		\$34,112

2. SERVICE LOCATION

The Service to be provided under this Agreement shall be performed at the Service Provider’s place of business

3. PAYMENT FOR SERVICES

Snippet as mentioned in message from Board Business 8.1

Good afternoon all,

This email to bring forth a motion that was discussed through email.

Recommended Motion:

To put the small wreath of cost \$60 back into the annual budget and to approve this to include this year.

1st by: Hayley Bettles

2nd by: Olga Jurdens

NOTE: Recipients can vote in the reading pane or in an open message. In the reading pane, click the "CLICK HERE TO VOTE" line in the message header and then click the option that you want. In an Open message, on the "MESSAGE" tab, in the "RESPOND" group, click "VOTE" and then click the option you want.