



MINUTES

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
- Secretary – DAWN BONNEAU
- Councillor appointed – JENNIFER COX (EAST WARD)

RECORDING SECRETARY: DAWN BONNEAU

MEMBERS: LORI LEAR

ASSOCIATE MEMBERS:

MEMBERS OF THE PUBLIC: EZRA SILVERTON

REGRETS:

OLGA JURDENS, DAVID CORRIE

1. CALL TO ORDER

Chair – 6PM

2. CONFIRMATION OF THE AGENDA

- 2.1. RES – XX – 2023
MOVED BY XX, SECONDED BY XX

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

CARRIED/DEFEATED

3. ADDITIONS OR DELETIONS TO THE AGENDA

4. ADOPTION OF THE PREVIOUS MINUTES

- 4.1. RES – XX - 2023
Moved by xx, seconded by xx

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

CARRIED/DEFEATED

5. CHAIR'S REPORT

- 5.1 RES – XX – 2023
MOVED BY JENNIFER COX, SECONED BY DAWN BONNEAU
TO REMOVE CKNX contract FROM THE 2024 BUDGET AND INCREASE THE
COUNTRY 104 CONTRACT TO \$1800 + HST/MONTH.
- 5.2 DEFER TO JANUARY MEETING:
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 LIST PROVIDED TO BE REVIEWED WITH JEFF BOYES AS IT WAS MISSING
SOME COMPONENTS.
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 DEFER TO JANUARY MEETING:
Create working groups for social media, welcome package, other suggestions
with meeting dates to start projects.
- 5.5 TEMPLATE FOR CURRENT PROJECTS PROVIDED.
Set up step by step procedures for all current projects.
- 5.6 TEMPLATE FOR CURRENT PROJECTS PROVIDED.
Set up a timeline for all projects with all contracts, contract dates, coordinate with
town for events.
- 5.7 DEFERRED TO JANUARY MEETING:
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 JENNIFER COX IS GOING TO REVIEW CURRENT LETTER AND LIST OF
ASSOCIATE MEMBERS, DAWN BONNEAU TO EMAIL REQUESTED ITEMS.
DAWN BONNEAU EMAILED TO JENNIFER COX DECEMBER 12 2023.
Associate members- who is responsible for sending out bills in 2024?
- 5.9 DEFER TO JANUARY MEETING:
Treasurer- we have not received an official resignation letter from Dave Corrie,
but it is coming.
- 5.10 JENNIFER COX HAS A CONTACT FOR PROMOTIONAL ITEMS, LOCAL
VENDOR. DAWN TO SEND JENNIFER AN EMAIL WITH PICTURES OF
HAYLEY BETTLES CONCEPT OF BIA KEY CHAIN.
DAWN BONENAU EMAILED JENNIFER COX FECEMBER 2023.
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. JENNIFER COX GOING TO FOLLOW UP WITH ANGELA SMITH ABOUT
MAKING GUIDE PAGE MORE ACCURATE. BIA page in the CH Community
Guide.
- 6.2. REVIEWED ANGELA SMITH LIST THAT WAS SENT.

6.3. HAYLEY BETTLES STILL WAITING FOR GREYHAVENS TO SEND QUOTE ON PLANTERS FOR 2024. DISCUSSION ON BIA TAKING BACK PLANTERS AS SHOP OWNERS NOT MAINTAINING A UNIFIED LOOK FOR THE UPTOWN.

6.4. Memorial planters

7. **FINANCIAL REPORT – DEFER ALL TO JANUARY MEETING**

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 Got 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

RES – XX – 2023:

MOVED BY JENNIFER COX, SECONDED BY DAWN BONNEAU

That this meeting stand adjourned at 7:45 PM.

NEXT MEETING DATE JANUARY 9, 2024, 6PM LIBRO COMMUNITY ROOM, 48 ONTARIO STREET, CLINTON, ON, N0M 1L0

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. DESCRIPTION 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.