



MINUTES

Central Huron Business Improvement Area (BIA) Meeting

Tuesday, January 9, 2024

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

PRESENT: EXECUTIVE MEMBERS:

- Chair – HAYLEY BETTLES
- Vice-Chair – KELSEY HORTON
- 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 JANUARY 9 2024, meeting of the Central Huron Business Improvement Area be adopted as circulated.

**1ST JENN COX, 2ND DAWN BONNEAU
CARRIED**

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, AND DECEMBER 12, 2023, meeting of the Central Huron Business Improvement Area be adopted as circulated.

**1ST JENN COX, 2ND DAWN BONNEAU
CARRIED**

5. **CHAIR'S REPORT**

5.1 **Recommended Motion: That the Board fill the vice chair position with Kendra Horton from Café Loco until September 10, 2024, AGM to finish out the Year for Olga Jurdens.**

**1ST JENN COX, 2ND DAWN BONNEAU
CARRIED**

- 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 Create working groups for social media, welcome package, other suggestions with meeting dates to start projects. – **DEFER TO FEBRUARY 13TH MEETING.**
- 5.4 Treasurer- we have not received an official resignation letter from Dave Corrie, but it is coming.
- 5.5 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.
- 5.6 Change meeting from every month to every other month. **FEBRUARY AND APRIL ADDED.**
- 5.7 Cancel March meeting.
- 5.8 Check in on window clings from Angela. – **HAYLEY TO INQUIRE**
- 5.9 BIA grant to hire students, look at one for summer 2024 for weekly cleaning of the streets, weeding the gardens (this is the job of CH though) Finding someone to complete these grant applications.
- 5.10 Look into if the above grant can be used for a student for watering (this would save a lot of money on watering costs) – **DAWN TO EMAIL ANGELA RE GRANTS FOR NEXT MEETING.**
- 5.11 Campaign for involvement of BIA members to join/participate (Kendra from Cafe Loco, Ezra from Lune).
- 5.12 No response from Greyhaven again; will now look at other quotes for 2024 flower. – **HAYLEY TO INQUIRE AGAIN**
- 5.13 Millennium Park Ideas for getting noticed and beautifying it in this year – **KENDRA TO INQUIRE ABOUT SWING, DAWN TO INQUIRE ABOUT TREE FOR NEXT MEETING,**
- 5.14 “Talk of the Town” – **DAWN TO CREATE SIGN UP SHEET FOR NEXT MEETING.**

6. COUNCILLOR’S REPORT

- 6.1 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. – **HAYLEY GETTING QUOTE FOR KEY CHAINS**
- 6.2 Uptown Parking Study. <https://www.centralhuron.ca/en/your-municipal-government/downtown-clinton-parking-study-2023.aspx#Clinton-Business-Improvement-Association-BIA-Boundary-Map>

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. Attached is a snippet from the agreement below.

8 **BOARD BUSINESS & REPORTS**

- 8.1 Meeting dates for 2024 are as follows: January 9, 2024, May 14, 2024, July 9, 2024, September AGM 10, 2024(location to be announced), November 12, 2024. 6pm Libro Community Room 48 Ontario Street, Clinton, ON, N0M 1L0
- 8.2 Agenda item due dates for those meeting dates are as follows: April 29, 2024, for the May meeting, June 24, 2024, for the July meeting, September meeting has AGM agenda, October 28, 2024, for the November meeting.

9. **ADJOURNMENT**

9.1 **Adjourn Meeting**

Recommended Motion:

Recommended Motion:

That this meeting stand adjourned at 7:37 PM.

NEXT MEETING FEBRUARY 13, 2024, AT LIBRO COMMUNITY ROOM, 48 ONTARIO ST., CLINTON, ON, N0M 1L0

**1ST JENN COX, 2ND DAWN BONNEAU
CARREID**

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