

**DOWNTOWN BARRIE BUSINESS ASSOCIATION (BIA)
BOARD OF MANAGEMENT MINUTES - QUORUM
WEDNESDAY NOVEMBER 5TH, 2019 – 12:30NOON to 2:30PM
SANDBOX CENTRE, 24 MAPLE AVE**

Board Attendance: Ms. Michelle Huggins (Secretary/Treasurer), Mr. Chad Ballantyne, Mr. Randy Aylwin and Councillor Sergio Morales. **Board Regrets:** Ms. Teresa Woolard

Staff Attendance: Mr. Craig Stevens, Ms. Stacey Zubczyk, and Ms. Kristen Eatch

CALLED TO ORDER:

- Secretary/Treasurer Michelle Huggins called the Special Meeting of the Downtown Barrie Board of Management (the Board) on November 6th 2019 to order at 12:54pm.
- Managing Director Craig Stevens suggested establishing an Interim Executive until a new six (6) Board of Directors are on board be added to the meeting agenda.

APPROVAL OF THE AGENDA:

- Motion to approve the Agenda, including addition of establishing an Interim Executive, made by Mr. Chad Ballantyne and seconded by Mr. Randy Aylwin.

Vote:

All in Favour

APPROVED

DOWNTOWN BARRIE BUSINESS ASSOCIATION (BIA)

ITEMS FOR DISCUSSION AND VOTING:

Receive/Accept Council motion for Interim Board Quorum of four (4):

- **Background:**
 - Please see '11_06_2019 Board Appendix - City of Barrie - 19-G-292 BARRIE BUSINESS IMPROVEMENT (BIA) BOARD OF DIRECTORS (1 page)' for details.

- **Motion:**

- 11_06_2019 BIA Motion # 1:

The Downtown Barrie (BIA) Board of Management move a motion to receive/accept Barrie City Council's motion 19-G-292 for an interim Board Quorum of four (4) for the Barrie Business Improvement Association (BIA) Board of Directors.

Motion moved by: Mr. Chad Ballantyne

Seconded by: Mr. Randy Aylwin

Vote: All in Favour

APPROVED

Receive/Accept Resignation Letter from Denise Tucker (Chair), Tom Ambeau Jr. (Vice Chair), Paul Lynch and Jason Ing

- **Background:**

- Please see '11_06_2019 Board Appendix - Joint Resignation (1 page)' for details.

- **Discussion:**

- Mr. Ballantyne inquired if the Board has to accept the resignations and if all, or any, of them come back to the Board if the letter is not accepted.
 - The Board continued with discussion surrounding accepting versus not accepting the letter.

- **Motion:**

- 11_06_2019 BIA Motion # 2:

The Downtown Barrie (BIA) Board of Management moves a motion to receive/accept the resignation letter from Ms. Denise Tucker (Chair), Mr. Tom Ambeau Jr (Vice Chair) and Mr. Paul Lynch and Mr. Jason Ing.

Motion moved by: Mr. Randy Aylwin

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Seconded by: Councillor Sergio Morales

Vote: All in Favour

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Establish an Interim Executive --

- **Discussion:**

- The had discussion surrounding creating an interim executive.

- **Motion:**

- 11_06_2019 BIA Motion # 3:

The Downtown Barrie (BIA) Board of Management moves a motion to nominate Sergio Morales as interim Chair as appointed by Barrie City Council until a formally appointed Board is in place.

Motion moved by: Mr. Randy Aylwin

Seconded by: Ms. Michelle Huggins

Vote: All in Favour

APPROVED

- **Action:**

- Councillor Sergio Morales took over meeting as interim Chair.

Determine process to replace vacancies —

- **Background:**

- Please see '9_2019 BIA Motion Record' (1 page)' for '09_2019 BIA Motion #4' and the 'MOTION TO REVISIT BOARD VACANCIES'.

- **Motion:**

- 11_06_2019 BIA Motion # 4:

The Downtown Barrie (BIA) Board of Management moves a motion to rescind its motion, as per our September 24th, 2019 Board of Management Meeting (reference #09_2019 BIA Motion #4), to replace our two (2) vacancies in light of new information presented by Barrie City Council at the November 4th, 2019 meeting.

Motion moved by: Ms. Michelle Huggins

Seconded by: Mr. Chad Ballantyne

Vote: All in Favour

APPROVED

continued on next page...

By-Election Process & Timelines —

- **Background:**

- Please see '11_06_2019 Board Appendix - By-Election Process & Timelines (2 page)' for details.

- **Discussion:**

- The Board discussed the election process, dates and required timelines as outlined as per the BIA constitution along with Striking an Election Committee.
- Possible election committee members suggested included Ms. Karen Dubeau with Invest Barrie's Creative Economy department, Barrie Police's Sgt. Angela Butler; along with the three (3) BIA staff members.
- Questions posed by board included...

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- 'should a second partner be invited?'
- and Can Ms. Dubeau serve as a municipal staff representative if someone from the Clerk's Office is unavailable?

- **Motion(s):**

11_06_2019 BIA Motion #5:

The Downtown Barrie (BIA) Board of Management moves a motion to distribute through Canada Post the Nomination Packages for the Downtown Barrie Business Association (BIA) Board of Management By-Election on Friday, November 22, 2019 with a nomination deadline of Friday, December 20, 2019. The Election Packages will be distributed through Canada Post on Monday, December 23, 2019 with the election period occurring from Monday, January 20, 2020 at 8:30am EST to Friday, January 24, 2020 at 4:30pm EST.

Motion moved by: Mr. Chad Ballantyne

Seconded by: Mr. Randy Aylwin

Vote: All in Favour

APPROVED

Amendment: *Mr. Chad Ballantyne moves an amendment to remove the Friday December 20th and change to Friday December 13th for the nomination deadline and remove Monday December 23rd and replace with Friday December 20th as the Election Package Mailout dates.*

Seconded by: Ms. Michelle Huggins

Vote: All in Favour

APPROVED

'By-Election Process & Timelines' continued on next page...

'By-Election Process & Timelines' continued...

11_06_2019 BIA Motion #6:

The Downtown Barrie (BIA) Board of Management moves a motion to approve the by-election Package.

Motion moved by: Mr. Chad Ballantyne

Seconded by: Mr. Randy Aylwin

Vote: All in Favour

APPROVED

Third party Governance Review--

- **Background:**

- Please see '[11_06_2019 Board Appendix - City of Barrie - 19-G-292 BARRIE BUSINESS IMPROVEMENT \(BIA\) BOARD OF DIRECTORS \(1 page\)](#)' for details.

- **Discussion:**

- The board discussed what a review might detail and what could be included such as a review of the constitution, bylaws along with policies and procedures.
- The board offered a few more names of people/companies.

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- **Action:**
 - Managing Director Stevens has begun the process of gathering details and cost associated with such as review and will report back.

DETERMINING THE AGENDA FOR THE NOVEMBER 26TH BOARD MEETING —

- **Suggested Items:**
 - Event Review
 - Streetscape Review - 'Win Big Contest'
- **Discussion:**
 - The board also briefly discussed connecting with the Farmers' Market and having a representative attend the next full Board meeting; along with the appropriate use of Slack by the current Board.

Adjournment:

Motion to adjourn made by *Mr. Chad Ballantyne* and seconded by *Mr. Randy Aylwin* at 2:29pm.

Vote: All in Favour

APPROVED

Next Meeting: Tuesday November 26th, 2019, 5pm, Sandbox Centre, Downtown Barrie