

Downtown Barrie Business Association (BIA)

## June Board Meeting - Minutes

5PM Tuesday, June 30, 2020

Via Zoom



In attendance:

Mr. Rob Hamilton, Chair

Mr. Jason Ing, Vice Chair

Ms. Michelle Huggins, Secretary Treasurer

Mr. Colin Hassey

Ms. Cait Patrick

Ms. Daniela Fuda

Mr. Paul Lynch

Mr. Chad Ballantyne

Mr. Randy Aylwin

Ms. Kelly McKenna, Executive Director

Ms. Stacey Zubczyk, Project Manager

Ms. Kristen Eatch, Project Manager

Regrets:

Councillor Sergio Morales

Ms. Teresa Woolard

Absent:

Councillor Jim Harris

Guests:

Call-In User\_1

Tracey Baker

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### CALL TO ORDER

Chair Rob Hamilton called the Downtown Barrie Business Association (BIA) Board of Management June 30th, 2020 meeting to order at 5:00pm.

Motion to approve agenda moved by Secretary Treasurer Michelle Huggins.

Seconded by Mr. Randy Aylwin

All in favour **Motion approved**

Motion to approve previous meeting minutes moved by Ms. Huggins.

Seconded by Mr. Aylwin

All in favour **Motion approved**

## CHAIR'S REPORT

Chair Rob Hamilton revisited the goals struck by the Board of Management and noted that the committees for each goal will develop action plans.

Chair Hamilton advised that committee meetings will be called at the committee chair's discretion.

Chair Hamilton provides the board with the meetings he's been part of to date including his meeting with CAO Michael Prowse and General Manager, Infrastructure & Growth Management Andrea Miller.

- Part of this conversation included discussion on what should be moved into the Bus Terminal once transit has moved to its new location. Chair Hamilton suggests that a grocer, pharmacy and LCBO should be considered for the space.
- Chair Hamilton believes that the BIA should have a position on this and suggests that the Residential Development committee could create a position for this for the board to review.

## SECRETARY TREASURER BUDGET REPORT

- Deloitte Audited Financial Statements

Motion to accept the audit made by Ms. Huggins  
Seconded by Ms. Daniela Fuda.

Discussion on Deloitte Audited Financial Statements ensues.

It's noted that the these financial documents were brought to the Executive Committee as well as the Finance Committee. No questions were raised to suggest a meeting with either Deloitte or the City's Finance department was required.

Finance Committee Chair Mr. Colin Hassey suggests that the documents be accepted and that a meeting with the City's Finance department be scheduled to answer any questions.

### 06\_30\_2020 BIA Motion #1:

*The Downtown Barrie (BIA) Board of Management moves a motion to approve the 2019 Downtown Barrie Business Association (BIA) Draft Audit (i.e. Financial) Statements as presented.*

**Motion moved by:** Ms. Michelle Huggins

**Seconded by:** Ms. Daniela Fuda

**Vote:** All in favour

**Motion Approved**

- Q2 Fundraising Report

The board discusses the request made by Coulson & Associates that the board approve allowing Coulson & Associates to present and allow use of the Downtown Heroes campaign for the Farmers' Market.

### Action item:

The board advises BIA staff to let Coulson & Associates know that the board is fine with his idea to share the Downtown Heroes campaign with the Farmers' Market.

Ms. Huggins provides a summary of the Q2 report provided by Coulson & Associates.

The board discusses the anonymous donation that was received by the BIA in September, 2019.

It is noted that the City's policy on receiving donations has been received and has been sent to Barriston for review. The policy will then go to the Governance Committee to be used as reference in developing a policy appropriate for the BIA.

Executive Director Kelly McKenna updates the board on the governance discussion with CAO Michael Prowse.

- Chair Hamilton adds that it's important for the BIA to have its autonomy.

Ms. Fuda adds that the BIA needs to make sure insurance policies are in order first and foremost.

Ms. McKenna will ensure this gets discussed by the Governance Committee. She adds that she is working with Ms. Fuda and the City to obtain the insurance policy for the BIA to review.

The board discusses written contracts for event sponsorships and asks what is still outstanding and what the payment schedules are for each sponsor.

**Action item:**

Ms. McKenna will request contracts for outstanding sponsorships from Coulson & Associates.

The board discusses the best process for handling Meridian Place & Memorial Square donations during COVID-19.

Mr. Paul Lynch notes that these donors signed up to sponsor a very busy event centre. Mr. Lynch feels that Meridian Place has failed to have any significant event and has provided the donors with very little exposure.

Ms. Fuda comments that projects like Meridian Place aren't always immediate successes.

The board continues to discuss programming at Meridian Place.

**06\_30\_2020 BIA Motion #2:**

*The Downtown Barrie (BIA) Board of Management moves a motion to have Coulson & Associates collect all outstanding Meridian Place & Memorial Square donor payments up to and including 2019 and provide the option to defer 2020 payments to 2021.*

**Potential Pecuniary Interest:** Mr. Paul Lynch  
**Motion moved by:** Ms. Michelle Huggins  
**Seconded by:** Ms. Daniela Fuda  
**Vote:** All in favour  
**Motion Approved**

**06\_30\_2020 BIA Motion #3:**

*The Downtown Barrie (BIA) Board of Management moves a motion to request that the Events & Messaging Committee assist with fundraising goals.*

**Motion moved by:** Ms. Daniela Fuda  
**Motion seconded by:** Ms. Michelle Huggins  
**Vote:** All in favour  
**Motion Approved**

**06\_30\_2020 BIA Motion #4:**

*The Downtown Barrie (BIA) Board of Management moves a motion to receive the Downtown Barrie Business Association (BIA) Q2 Fundraising Report as presented.*

**Motion moved by:** Ms. Daniela Fuda  
**Motion seconded by:** Ms. Michelle Huggins  
**Vote:** All in favour  
**Motion Approved**

- Budget 2020 Allocation

Secretary Treasurer Michelle Huggins reviews the line items for the 2020 budget. The total budget sits at \$554,924.29

Ms. Michelle Huggins moves a motion to approve the 2020 budget as presented.  
Seconded by Mr. Aylwin

The board discusses the Finance Committee making decisions on allocating the remaining budget to the each committee.

It is noted that no committee has an issue with what's presented in the 2020 budget.

Mr. Jason Ing requests that it be noted that the process for presenting the budget was unacceptable and that moving forward, each year's budget should be presented well in advance.

Mr. Colin Hassey notes that he has a problem with the BIA contributing \$30,000 each year for 10 years for the Dunlop Streetscape Construction Project.

Mr. Lynch adds that as per the BIA's constitution, we cannot commit liabilities beyond one year. He notes that this will be raised with Barriston and the Governance Committee.

The board discusses the history of the BIA's decision to contribute \$300,000 over 10 years for the Dunlop Streetscape Construction Project.

Ms. Fuda states that the Governance Committee is looking into whether motions that capture the above type of agreements are binding for future boards.

Discussion on amending the motion to approve the budget to say that every capital investment must be reviewed first.

- Governance and Finance committees are both looking into this.

**06\_30\_2020 BIA Motion #5:**

*The Downtown Barrie (BIA) Board of Management moves a motion to approve the 2020 budget line items as presented.*

**Motion moved by:** Ms. Michelle Huggins  
**Seconded by:** Mr. Randy Aylwin

**Amendment to 06\_30\_2020 Motion #5:**

The Downtown Barrie (BIA) Board of Management moves a motion to approve the 2020 budget line items as presented but will not disperse any capital funds until a discussion can take place at the Finance Committee and Governance Committee.

**Motion moved by:** Mr. Colin Hassey

**Seconded by:**

Ms. Daniela Fuda

**Vote:**

All in favour

**Motion Approved**

### **COMMITTEE CHAIR REPORTS**

Messaging & Events - Chad Ballantyne

- The committee has met twice
- Mr. Ballantyne reviews the work that has been done already by committee and asks the board to chime in on documents he's shared.

Safe, Clean & Beautiful - Cait Patrick

- The committee has met twice
- The committee has had meetings with key stakeholders including Barrie Police and the Community Safety and Well Being working group facilitators
- Ms. Patrick summarizes thoughts on the downtown cleaning crew and community planting day

Reopening of Businesses - Teresa Woodland (absent; presented by Ms. McKenna)

- The committee has met twice
- The committee would like to direct staff to draft a letter to commercial property owner members outlining resources for rent relief and other supports
- Mr. Hassey recommends not advocating rent relief as it is "potentially adverse to the interests of a lot of the membership"

Residential Development & Property Reassessment - Paul Lynch (presented by Mr. Hamilton)

- No report

Governance - Paul Lynch

- The committee's first meeting has been held
- They are compiling a list of amendments for the constitution and would like to hold a special board meeting to discuss these amendments
- Notes the fundamental issues that their lawyer found in Barriston's findings regarding the by-election.
- Mr. Lynch requests follow up on the errors their lawyer found on Barriston's paperwork.

Finance - Colin Hassey

- Notes that much of this committee work has been addressed already
- Requested from the City an explanation on what insurance the BIA has and notes that it doesn't look like we have director's or officer's liability insurance

### **06\_30\_2020 BIA Motion #6:**

*The Downtown Barrie (BIA) Board of Management moves a motion, on behalf of the Finance Committee, that BIA staff be directed to engage an insurance broker familiar with the requirements of an organization such as the BIA to discuss the insurance requirements of the BIA and that Ms. Daniela Fuda be the designated board member to provide direction and advice to BIA staff with respect to the matter.*

**Motion moved by:**

Mr. Colin Hassey

**Seconded by:**

Ms. Daniela Fuda

**Vote:**

All in favour

**Motion Approved**

## **EXECUTIVE DIRECTOR'S REPORT**

- Staff Work Plan Snapshot

Not discussed.

- Pedestrianization Pilot Update

Mr. Aylwin declares potential pecuniary interest on the subject of pedestrianization.

Ms. McKenna notes that a pedestrianization working group will commence on July 6th.

- Code of Conduct & Confidentiality

It's noted that the Code of Conduct is required still from some board members.

- Ms. McKenna adds that this document was shared with Barriston and no concerns were raised.

- Integrity Commissioner

The Integrity Commissioner would like to arrange a meeting with the board to review the Code of Conduct, bylaws, policies, appropriate behaviour of board members, etc.

### **Additional Items for Discussion:**

Mr. Hamilton notes that the next Chair's Message will mention the budget cuts made by the board.

The board discusses the process of the Chair's Message.

### **Adjournment:**

**Motion to adjourn moved by:**

**Seconded by:**

**Vote:**

Mr. Rob Hamilton  
Ms. Michelle Huggins  
All in favour  
**Motion Approved**

### **Meeting adjourned at 7:19pm**

Next Meeting: July 28th, 2020