



# Minutes

## Thornbury Business Improvement Area

**Meeting Date:** December 7, 2022  
**Meeting Time:** 8:00 a.m.  
**Location:** Town Hall, Council Chambers  
**Prepared by:** Jenna Robinson, BIA Coordinator

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### A. Call to Order

#### A.1 Traditional Territory Acknowledgement

We would like to begin our meeting by recognizing the First Nations, Metis, and Inuit Peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee, and Wendat-Wyandot-Wyandotte peoples.

#### A.2 Board of Directors Attendance

The meeting was called to order at 8:01 am. In attendance was Sarah Beveridge, Renee Desrochers, Lesley Fisher, Kelly Gale, Stephanie Hensel and Mark McEwan. Councillor McKinlay was also in attendance. Lesley Fisher joined at 8:11 am.

Town staff present were Ryan Gibbons, Director of Community Services, Corrina Giles, Town Clerk and Tim Hendry, Director of Community Services.

#### A.3 Approval of Agenda

Moved: Renee Desrochers

Seconded: Stephanie Hensel

THAT the Agenda of December 7th be approved as circulated, including any additions to the Agenda.

Yay (6): Sarah Beveridge, Renee Desrochers, Kelly Gale, Stephanie Hensel and Mark McEwan, Councillor McKinlay.

Absent (1): Lesley Fisher

**The motion is Carried (6 to 0, 1 absent)**

#### A.4 Declaration of Pecuniary Interest and general nature thereof

NOTE: In accordance with the *Municipal Conflict of Interest Act* Business Improvement Area Directors must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None.

#### **A.5 Previous Minutes November 2, 2022 and November 9, 2022**

Moved: Stephanie Hensel

Seconded: Sarah Beveridge

THAT the Minutes of November 2, 2022, be approved as circulated, including any revisions to be made.

AND THAT the Minutes of November 9, 2022, be approved as circulated, including any revisions to be made.

Yay (6): Sarah Beveridge, Renee Desrochers, Kelly Gale, Stephanie Hensel, Mark McEwan and, Councillor McKinlay.

Absent (1): Lesley Fisher

**The motion is Carried (6 to 0, 1 absent)**

#### **B. Deputations and Public Comment Period**

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##### **B.1 Deputations, if any**

None.

##### **B.2 Public Comment Period (each speaker is allotted three minutes)**

NOTE: Fifteen (15) minutes is allotted at the Meeting to receive public comments regarding Thornbury Business Improvement Area matters included on the Agenda. The speaker shall provide their name and address, and shall address their comments to the Chair. Comments shall not refer to personnel, litigation, or potential litigation matters.

BIA Member Melanie Johns discussed assessment-based levies to encourage the board to change how the levy amount is determined. Instead of all businesses paying the same amount, the levy should be assessed based on square footage. Melanie noted the Collingwood BIA works with this square footage assessment-based model and believes it is more fair for businesses. Melanie noted this has been brought to Ruth Prince the Director of Finance and IT Services and asked Councillor McKinlay to follow up with Town staff to discuss more.

**NOTE:** Comments received from the public that have not been included on the Agenda will be read at the meeting by the Coordinator.

#### **C. Matters for Discussion**

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##### **C.1 BIA Board of Directors Chair and Vice Chair Election – BIA Coordinator**

Stephanie Hensel nominated Renee Desrochers as Chair of the BIA Board; Renee expressed interest to hold the Vice Chair position. Renee Desrochers nominated Sarah Beveridge as Chair of the BIA Board.

THAT the Thornbury Business Improvement Area Board elect Sarah Beveridge to assume the role of Chair of the Board of Directors for the Business Improvements Area for the 2022-2026 Term.

Moved: Renee Desrochers

Seconded: Councillor McKinlay

AND THAT the Thornbury Business Improvement Area Board elect Renee Desrochers to assume the role of Vice Chair of the Board of Directors for the Business Improvement Area for the 2022-2026 Term.

Moved: Stephanie Hensel

Seconded: Sarah Beveridge

Yay (6): Sarah Beveridge, Renee Desrochers, Kelly Gale, Stephanie Hensel, Mark McEwan and, Councillor McKinlay.

Absent (1): Lesley Fisher

**The motion is Carried (6 to 0, 1 absent)**

## **C.2 Welcome and BIA Director Training – Town Clerk, Corrina Giles**

The Town Clerk welcomed the new board and newly elected Chair and Vice-chair of the BIA Board of Directors. The Clerk reviewed the Thornbury BIA procedural by-law indicating the catchment area for the BIA that is determined by Council. The Thornbury BIA Board runs concurrent to Council, with the current board holding their positions for the 2022-2026 term. The board is made up of a sliding scale of six to nine BIA members and one member of Council. The BIA also has a by-law to govern the operation of the BIA, for meetings to proceed a quorum of more than half of the board members present. If quorum is not met the meeting cannot proceed. The responsibilities of the board include overseeing the improvement, beautification and maintenance of municipally owned land buildings and structures. The BIA drafts its own budget which goes to Council for approval, the budget is also audited. Previously, the BIA Chair would go to Council to present the budget and indicate upcoming projects for the year. The procedural by-law lays out when the meetings are held and at what time. If there is a pressing matter and special meeting can also be called, otherwise the monthly meetings are on the first Wednesday of the month at 8:00 am in Council Chambers at the Town Hall. During Covid-19, a section was added to the procedural by-law to allow for electronic participation.

Mark McEwan asked how changing the levy to be assessment based would change the funding, Mark noted he agrees with this structure of determining the amount businesses pay. The Town Clerk noted she will return to the January meeting with additional information regarding the levy.

## **C.3 Council Update – Councillor McKinlay**

Councillor McKinlay introduced himself and is looking forward to working with the board. He will bring another update in January.

#### **C.4 Sub-Committee Updates, if any**

Chair Beveridge indicated the board should review the current sub-committees and add members to current sub-committees or remove and form new subcommittees.

THAT the BIA Board review the current subcommittees at the January meeting and remove or create new sub-committees for 2023.

Moved: Sarah Beveridge

Seconded: Kelly Gale

Yay (7): Sarah Beveridge, Renee Desrochers, Lesley Fisher, Kelly Gale, Stephanie Hensel, Mark McEwan, and Councillor McKinlay.

**The motion is Carried (7 to 0)**

- **Waste Diversion – Lesley Fisher, Stephanie Hensel, Rheanna Kish (public member)**

Director Gibbons indicated the sub-committee has met to review receptacle options. The BIA may need to look at funding or working together with Council to pay for new receptacles. The sub-committee can bring forward some options to discuss amongst the board in January.

- **Apple Harvest Festival – Lesley Fisher, Stephanie Hensel**  
None.
- **Olde Fashion Christmas – BIA Coordinator**

The BIA Coordinator explained all plans are in place for Olde Fashioned Christmas on December 10<sup>th</sup> and the event is being actively promoted. Bruce Street South will also be closed from Louisa Street to HWY 26 with the intention to close Bruce Street North as well for next year. Director Gibbons introduced himself to the new board and indicated the Town has a noise exemption permit for this event. Director Gibbins will return in January to discuss additional opportunities for Winter Lighting in the future. Councillor McKinlay proposed the Masonic Lodge would like to provide hot chocolate outside for families as well.

- **Pride Week – Stephanie Hensel**  
None.
- **Canada Day – Renee Desrochers**  
None.
- **Banner – Lesley Fisher**  
None.
- **Winter Lighting – BIA Coordinator & Town Staff**  
Noted above.

## **D. Correspondence**

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The BIA Coordinator mentioned a piece of correspondence that came through from Crick Lodge Mobile Sauna requesting to park a Sauna on Bruce Street within the road closure for the duration of the event in front of Birch and Benjamin. The Board decided to deny this request as they agreed it does not align with the purpose of Olde Fashioned Christmas. The board directed the coordinator to follow up with the business with this decision. For future Olde Fashioned Christmas events the board may consider a set of criteria for vendors to join the event and to set out some parameters for external businesses.

THAT the Thornbury BIA Board decline this request from Crick Lodge Mobile Sauna to park a mobile sauna within the road closure on Bruce Street for Olde Fashioned Christmas.

Moved: Sarah Beveridge

Seconded: Councillor McKinlay

Yay (7): Sarah Beveridge, Renee Desrochers, Lesley Fisher, Kelly Gale, Stephanie Hensel, Mark McEwan and, Councillor McKinlay.

### **The motion is Carried (7 to 0)**

Chair Beveridge asked other board members for their feedback on the timing of the BIA monthly meetings. The Town Clerk explained the 8:00 am start time was chosen to business owners could attend the meeting and return to their businesses. If changes to the meeting are favoured the BIA would have to change their procedural by-law, ask the membership, and hold a public meeting for members to come and discuss this change and have the opportunity to comment. Mark McEwan indicated he believes the current structure is very efficient and may be difficult to duplicate. Member, Jon Giles expressed support in maintaining the current time and location of the meeting and shared that passed boards have tried different approaches. The current set-up is favourable to keep the BIA organized and has support from the Town. The Board will keep the current meeting times and location for now and to re-visit mid or late 2023.

## **E. New and Unfinished Business**

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### **E.1 Additions to the Agenda**

### **E.2 Items Identified for Discussion at the Next Meeting**

- **Full-Time BIA Position – Chair Beveridge & Town Staff**
- **New Sub-Committee Formation – Chair Beveridge**
- **Website and Social Media Plan – Chair Beveridge**

## **F. Notice of Meeting Dates**

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January 4, 2023

Town Hall, Council Chambers (virtual)

## **G. Adjournment**

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Moved: Councilor McKinlay

Seconded: Renee DesRochers

THAT this meeting does now adjourn at 9:15 a.m. to meet again on January 4, 2022, at 8:00 a.m. at Council Chambers, Town Hall or at the call of the Chair.