

BIA General Meeting-June 14, 2022

Meeting called to order at 5:35 by Ed Crewson

In Attendance-Ed Crewson-Chair

Sharon Grant – Royal LePage/Vice-Chair

Melissa Hooper –H & H Tax/Treasurer

Lynda Buffett – Council Liaison

Motion to approve payment of bills as follows;

Chq # 97 Payable to Melissa Hooper for \$44.05 – Google Subscription

Chq # 98 Payable to Tanner Ritchie Publishing for \$169.50 – Website support

Chq # 99 Payable to H&H Tax Management for \$200.01 for PO Box Rental

Moved by Lynda Buffett Seconded by Sharon Grant

Motion carries

Motion to approve the Draft 2021 financials as presented from BDO.

Moved by Melissa Hooper Seconded by Lynda Buffett

Motion Carries

Received treasurers report

Discussion on 2022 events including Treats in the Streets, Santa Claus parade, and Art Walk.

Discussion on BIA expansion

Motion to approve \$10,000 out of our reserve to pay a contract employee to assist in research and facilitate the expansion of the BIA.

Moved by Ed Crewson Seconded by Lynda Buffett

Motion Carries

Motion to set the next meeting date for June 20th at 5:30 to discuss BIA expansion further.

Motion to adjourn at 6:35pm

Moved by Ed Crewson Seconded by Lynda Buffett

Motion carries

Respectfully submitted,

Melissa Hooper

Treasurer

Shelburne BIA General Meeting

Meeting June 20, 2022

In attendance;

Ed Crewson – Chair

Lynda Buffett – Council

Melissa Hooper – Treasurer

Sharon Grant – Vice-Chair

Meeting called to order at 5:50PM

Discussion on job description for employee assigned to help research and facilitate the expansion of the BIA.

Motion to approve the BIA employee job description.

1st Sharon Grant

2nd Lynda Buffett

Carried

Motion to Adjourn 7:00 pm

1st Lynda Buffett

2nd Ed Crewson

Carried

BI Employee Job Description

Purpose – To help research and facilitate the expansion of the Shelburne BIA

1st – Update our contact list so it is current (last time it was updated was in 2020). – by end of 1st week

2nd- Discussion with OBIA representative in regards to steps needed to begin the expansion. Also speak with someone from Orangeville BIA who helped with that expansion and Shelburne EDC officer. (billing options – flat fee, square footage with caps? By-laws so members can vote? BIA boundaries as all commercial properties, bubbles?) – by end of 2nd week

BIA meeting at end of second week to confirm next steps and options

3rd – Study zoning bylaws to determine the area that will be the new BI boundary. – by end of 3rd week.

4th – Survey to gather research on what the business in the new BIA boundaries want to see the BIA do with the expansion with the purpose of deciding on a new budget. – 4th and 5th week.

BIA meeting at the end of the 5th week to discuss options for the new budget and business feedback

6th – Develop new BIA boundary and budget to present to the board so we can continue to the next steps of the expansion. – 6th week

BIA meeting at end of 6th week to approve new budget and discuss next steps with Town.

Job Description – Motivated individual to research and help facilitate the expansion of the current Shelburne BIA boundaries. This individual will be responsible for researching and communicating with our current BIA members, developing and circulating a survey and collecting the results. This individual must be okay working independently and presenting findings to the current BIA executive

Job to be posted on Indeed

Last meeting we approved a budget of \$10,000 out of our reserve to facilitate this new employee over the 6 week period.