



Walkerton Business Improvement Area (BIA) Board Minutes

Wednesday, November 3, 2021 at 8:45 a.m.

Walkerton Community Centre

Present: Jessie Spitzig, BIA Board President
Richard Popiez
Kristen Bowman
Nicole Schneider
Aleasha Reich
Kym Hutcheon, Councillor
Fiona Hamilton, Clerk
Paulette Peirol, Community Development Coordinator
Jessica Reinhart, Jr. Deputy Treasurer/Tax Collector via Zoom

1. Call to Order and Acceptance of Agenda

Chairperson Jessie Spitzig called the meeting to order at 8:45 a.m.

Motion:

Moved By: Kym Hutcheon
Seconded By: Aleasha Reich

That the Walkerton Business improvement Area Board of Directors accept the Agenda for the BIA Board Meeting on November 3, 2021 as presented.

Carried.

2. Declaration of Pecuniary Interest or General Nature Thereof

3. Approval of Minutes

3.1 Walkerton BIA Board Minutes – October 20, 2021

Motion:

Moved By: Aleasha Reich
Seconded By: Kristen Bowman

That the Walkerton Business Improvement Area Board of Directors approves the minutes from the October 20, 2021 meeting as presented.

Carried.

4. Business Arising from Minutes

4.1 Walkerton Dollars Promotion – Council Update

Fiona Hamilton, Clerk provided an update to the Board that Council of the Municipality of Brockton had approved the plan to assume the Walkerton Dollars Promotion. Municipal staff proposed that any outstanding Walkerton Dollars would be redeemed through the BIA accounts, while any new sales would be “Brockton Dollars” and administered through the Municipality of Brockton accounts.

4.2 Governance Plan – Council Update

Fiona Hamilton, Clerk, informed the BIA Board that Council approved the proposed change in the number of directors from seven (7) to five (5) upon the next board vacancy.

4.3 Annual General Meeting of Members to Review Budget - Location

Jessie Spitzig, Chairperson, informed the Board that she had canvassed possible locations for the annual general meeting and found limited availability for the amount budgeted. The Board approved holding the Annual General Meeting in the upstairs of the Walkerton Community Centre.



4.4 Review of Proposed Posting and Recruitment Plan

Fiona Hamilton, Clerk provided a copy of the Proposed Posting for the Board to review. Ms. Hamilton suggested circulating the posting for a two week period to close at the end of the day on November 16, 2021 so the Board could review the applicants and provide direction at a Board meeting on November 17, 2021.

Motion:

Moved by: Nicole Schneider

Seconded by: Aleasha Reich

That the Walkerton Business Improvement Area (BIA) Board of Directors approves the proposed job description and task list as presented.

Carried.

4.5 Discussion of Lease Agreement – Council Update

Fiona Hamilton, Clerk, informed the Board that the Landlord was willing to accept an exit strategy whereby the BIA would vacate the office by the end of the month and pay nine (9) months of rent to terminate the Lease Agreement. The Board discussed the need to store decorations and equipment, and a number of assets that would need to be sold. Fiona Hamilton, Clerk was directed to specify a clean-out date by which the Municipality of Brockton would assist with disposing of items at the BIA office location.

The Board unanimously supported the proposal and directed Fiona Hamilton, Clerk to request that Council of the Municipality of Brockton support the exit strategy.

The Board directed Jessie Spitzig, Chairperson, to inventory any property of value and propose a price list for those items. The Board decided to move the funds previously allocated to rental income to beautification.

Motion:

Moved by: Nicole Schneider

Seconded by: Kristen Bowman

That the Walkerton Business Improvement Area (BIA) Board of Directors approves scheduling one (1) day with assistance from the Municipality of Brockton as office and storage space clean-out day.

Carried.

5. Reports

5.1 Brockton Council Update

Councillor Hutcheon provided an update to the Board about the decision by Brockton Council to hire a consultant to provide input on the good growth component of the Official Plan Update being undertaken by the County of Bruce.

5.2 Brockton Economic Development Committee Update

Paulette Peirol informed the Board about the revised Community Improvement Plan created by the Municipality of Brockton and confirmed details related to the façade grant funding program.

5.3 Events, Promotions and Networking Committee Update

Kristen Bowman outlined the planning and details that were in place for the Shop Walkerton and Win Promotion as well as the Christmas Market event.

Motion:

Moved by Nicole Schneider

Seconded by Kristen Bowman

That the Walkerton Business Improvement Area Board of Directors accepts all reports as presented.

Carried.



6. Accounts Receivable

6.1 Outstanding A/R Listing for Board's Consideration

The Board marked preferences on the outstanding A/R listing for Fiona Hamilton, Clerk, to compile.

7. New Business

7.1 Storage Considerations

The Board discussed the items that needed to be stored in a secure location. The Board decided to revisit the need for a storage unit depending on whether Council of the Municipality of Brockton decided to assume the office location.

7.2 Office Clean Out

Fiona Hamilton, Clerk was directed to set a date for the office clean-out.

7.3 2022 Budget

Fiona Hamilton, Clerk suggested that the Board consider an updated budget depending on Brockton Council's decision about the office space.

7.4 Communications Plan for Members

The Walkerton Business Improvement Area Board of Directors authorized Municipal staff to issue a Press Release to all BIA members upon the review and approval by the BIA Board.

7.5 Christmas Market

Fiona Hamilton, Clerk, advised the Board to contact the A.G.C.O directly for information about liquor licensing. Ms. Hamilton also advised that any refreshment vehicles would need to be licensed by Brockton in advance of the Christmas Market.

8. Business Updates

The Board President advised that the Best Western provided a presentation of their online services and preference for involvement with the BIA and Municipality in providing online information for hotel guests. Best Western will send additional information to the BIA Board Present which will then be distributed to the Municipality.

9. Correspondence

10. Adjournment

Motion:

Moved By: Aleasha Reich

Seconded By: Nicole Schneider

That the Walkerton Business Improvement Area Board of Directors hereby adjourns at 9:40 a.m. to meet again on November 17, 2021 at 8:45 a.m.

Carried.