



Walkerton Business Improvement Area (BIA) Board Minutes

Wednesday, December 1, 2021 at 8:45 a.m.

Walkerton Community Centre

Present: Jessie Spitzig, BIA Board President
Richard Popiez
Kristen Bowman
Nicole Schneider
Kym Hutcheon, Councillor
Fiona Hamilton, Clerk
Paulette Peirol, Community Development Coordinator

Regrets: Aleasha Reich

1. Call to Order and Acceptance of Agenda

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

Motion:

Moved By: Richard Popiez

Seconded By: Nicole Schneider

That the Walkerton Business improvement Area Board of Directors accept the Agenda for the BIA Board Meeting on December 1, 2021 as presented.

Carried.

2. Declaration of Pecuniary Interest or General Nature Thereof

3. Approval of Minutes

3.1 Walkerton BIA Board Minutes – November 17, 2021

Motion:

Moved By: Richard Popiez

Seconded By: Nicole Schneider

That the Walkerton Business Improvement Area Board of Directors approves the minutes from November 17, 2021 as presented.

Carried.

4. Business Arising from Minutes

4.1 BIA Office Clean Out

Fiona Hamilton, Clerk noted the clean out day for the BIA Office that had been scheduled for November 24, 2021, and that municipal staff were responsible for cleaning out the office that day as Board members did not attend as had been previously decided. Remaining shelving and storage equipment had been auctioned off. The records are being maintained by the Municipality.

Motion:

Moved By: Kym Hutcheon

Seconded By: Nicole Schneider

That the Walkerton Business Improvement Area Board of Directors approves selling furniture and assets to Ryan Spitzig for the amount of \$3,000.

Carried.

4.2 Annual General Meeting at 7:30 p.m.

Fiona Hamilton, Clerk confirmed the information that would be discussed at that evening's Annual General Meeting.



4.3 Photocopier Maintenance Agreement

The Board discussed the photocopier at the former BIA Office, and the terms of the maintenance agreement.

Motion:

Moved By: Nicole Schneider

Seconded By: Kristen Bowman

That the Walkerton Business Improvement Area (BIA) Board of Directors provides the following direction with respect to the photocopier: terminate contract or keep.

Carried.

5. Accounts Payable

5.1 November 2021 Month End Statement

5.2 November 2021 General Ledger

5.3 November 2021 Accounts

Motion:

Moved By: Nicole Schneider

Seconded By: Kristen Bowman

That the Walkerton Business Improve Area (BIA) Board of Directors approves the November 2021 Month End Statement, the November 2021 General Ledger and the November 2021 Accounts as presented.

Carried.

6. Accounts Receivable

6.1 Outstanding Accounts Receivable Listing

The Board was directed to review the Accounts Receivable listing and choose either option 1 or 2 and provide the listing to Fiona Hamilton, Clerk. The Board deferred the item to the next meeting.

7. New Business

7.1 Walkerton Dollars Participating Business List

The Board discussed the list of businesses that participated in Walkerton Dollars, and discussed the new Brockton Dollars program that will be implemented by the Municipality.

7.2 2022 BIA Board Meeting Schedule

Motion:

Moved By: Nicole Schneider

Seconded By: Kristen Bowman

That the Walkerton Business Improve Area (BIA) Board of Directors approves the following with respect to the 2022 meeting schedule: every first Wednesday of the month.

Carried.

8. Reports

8.1 Walkerton BIA Update

8.2 Brockton Council Update

8.3 Brockton Economic Development Committee Update

8.4 Events, Promotions and Networking Committee Update



Motion:

Moved by Richard Popiez

Seconded by Kym Hutcheon

That the Walkerton Business Improvement Area Board of Directors approves moving all reports to the next meeting.

Carried.

9. Business Updates

10. Correspondence

10.1 Letter from Fire Chief Wells – Christmas Market

The Board discussed correspondence received by the Fire Chief regarding improper conduct of members during the Christmas Market, not following health and safety requirements.

11. Closed Session

The Walkerton Business Improvement Area Board of Directors entered into a Closed Session at 9:30 a.m. in order to discuss a matter pertaining to:

- Personal matters about an identifiable individual, including municipal or local board employees – **BIA Manager Recruitment**

Motion:

Moved by Richard Popiez

Seconded by Kristen Bowman

That the Walkerton Business Improvement Area (BIA) Board of Directors approves entering into a closed session to discuss a matter pertaining to labour relations and employee negotiations -recruitment update.

Carried.

Motion:

Moved by Kym Hutcheon

Seconded by Kristen Bowman

That the Walkerton Business Improvement Area (BIA) Board of Directors approves the direction provided to staff in the closed session.

Carried.

12. Adjournment

Motion:

Moved By: Nicole Schneider

Seconded By: Kristen Bowman

That the Walkerton Business Improvement Area Board of Directors hereby adjourns at 10:04 a.m. to meet again on December 1, 2021 at 7:30 p.m.

Carried.