



Ingersoll Business Improvement Area (BIA)

Meeting Minutes

Monthly Board Meeting

Tuesday February 11, 2020

6:30 PM – JC Herbert – Town Hall

Board Member	Attendance
Kathleen Young – Chair	Present
Mike Bowman	Present
Amanda Evely	Present
Lisa Janssen	Regrets
Andrea Mulder	Present
Christopher Radford	Present
Sue Reintjes	Regrets
Dom Riccuito	Present
Steve Walker	Present
Gord Lesser - Councillor	Present
Curtis Tighe – Staff	Present
Lauryn Ostermaier – Staff	Present

Guests: John – Universal Club, Bill Ross & Louise Prouse – Jingles Hair, Lyn and Mary – McKim's Home Hardware, Dorothee Langford – Dorothee's, Kyle Stefanovic – Director of Corporate Services, Darryl Capern – Manager of Parks

1. Welcome/Introductions - Kathleen Young, Chair

Meeting called to order at 6:33pm.

2. Disclosure of Pecuniary Interest

None.

3. Approval of BIA Agenda of February 11, 2020

Moved by Amanda Evely, Seconded by Mike Bowman – Carried.

4. Approval of BIA Minutes from January 14, 2020

- Previous minutes to be circulated and posted to the website upon approval

Moved by Dom Riccuito, Seconded by Chris Radford – Carried.

5. Business arising from BIA Minutes – January 14, 2020

(To be added as required)

- **Laura Secord and Thomas Ingersoll Plaques – ON HOLD**

- Plaques are ready; waiting for warmer weather to install



Ingersoll Business Improvement Area (BIA)

Meeting Minutes

Monthly Board Meeting

Tuesday February 11, 2020

6:30 PM – JC Herbert – Town Hall

- **Electing Board Members**

- Staff noted Chelsea Stephens, new Member Services staff at the Ingersoll Chamber of Commerce is interested in becoming a Board Member
- Staff requested direction for next steps
- Board Members requested Chelsea submit a resume for review. A decision will be made once reviewed and discussed

- **HR Downloads**

- Staff reminded Board Members to complete all necessary HR Downloads training
- Staff have also been asked to find out if the HR Downloads platform is changing and if this will effect previous training already completed by Board members.

6. Financial Statements and Report from February 11, 2020

Financial statements were distributed to the Board of Management. Invoices included our annual BIA membership fee and a Shop Local ad aired in December on Heart FM.

7. Correspondence

None.

8. Ingersoll Festivals and Special Events

- **Family Day Skate**

- Scheduled for Monday February 17th from 11am to 1pm at the Ingersoll Memorial Arena
- Snow Queen and Snow Princess have been booked – Snow Queen to skate for the duration of the event, Snow Princess to remain in the lobby to interact with patrons
- Cookies and hot chocolate will be delivered before 11am
- Volunteers for this event include: Kathleen, Gord, Andrea, Mike and Chris

- **Spring Calendar**

- Draft copy of the calendar has been distributed to the Board for review
- Calendar sent to Millcreek Printing
- Unfortunately, interest with advertising was down for this calendar



Ingersoll Business Improvement Area (BIA)

Meeting Minutes

Monthly Board Meeting

Tuesday February 11, 2020

6:30 PM – JC Herbert – Town Hall

9. Any Other Business

- **Beautification Project**

- Kyle and Darryl provided further information pertaining to the purchase of new hanging baskets, baskets for the bridge and flowers for the BIA's Beautification initiative
- The BIA confirmed 5 bridges will require flowers
- Darryl had mentioned the cost of new hanging baskets will be around \$17,000 (estimated) / bridge baskets will vary in cost – more information to be provided based on the amount of baskets the BIA Board would like to install on the bridges
- Timeline to order and receive new baskets will take about 1 month

Motion to approve the purchase of baskets and flowers within the budget allocated by the BIA Board of Management.

Moved by Chris Radford, Seconded by Steve Walker - Carried.

- **Carnival**

- Staff provided an update based on the feedback received from Council during the February Council Meeting
- Council did not agree with closing a section of the large parking lot located on Oxford St
- Concerns were brought forth from local business owners who would be negatively affected by the street closure for this event
- Staff acknowledged concerns and have suggested moving the location of this event to St Andrew Street / Arena
- Proposed new location will be submitted in a report to Council seeking approval
- An update will be provided to the Board during the March monthly meeting

Motion to have Staff contact Campbell's Amusements to suggest the arena/St. Andrew's St as the new location for the Summer Carnival.

Moved by Dom Riccuito, Seconded by Chris Radford – Carried.

- **Universal Club looking for BIA support**

- The Universal Club is experiencing issues with regards to the Doggy Daycare operating from a section of the Club's facility on Thames St
- John, facility owner, provided background information of this business noting the daycare is a facility used to provide obedience classes OR a place to drop off your dog



Ingersoll Business Improvement Area (BIA)

Meeting Minutes

Monthly Board Meeting

Tuesday February 11, 2020

6:30 PM – JC Herbert – Town Hall

while you work out at the gym, etc. John mentioned this is not a kennel as dogs are not kept overnight.

- Owner is being asked to adhere to the Town's Bylaws which is stating this business operates as a kennel and cannot operate without a valid Kennel License or a Bylaw change.
- Owner is looking for support or direction from the BIA as to next steps to resolve this problem
- Council representative, Gord Lesser, suggested to speak with Michael Graves, Town of Ingersoll Clerk, to determine how this situation should be handled.

- **2020 Operating Budget**

- Staff provided the Board with a draft copy of the 2020 Operating Budget and Capital Budget
- The Board raised concerns over the cost of the proposed Gateway Sign project and have suggested not moving forward at this time
 - Staff will remove this project from the Capital budget
- The Board raised concerns over the increase in the tax levy and would like to see an increase of 2.6% rather than 6.68%
 - Staff will make this adjustment to the Operating budget
- Staff suggested removing the Candy Cane from the Operating budget until the Board decides to move forward with this project – Board agrees to this suggestion
 - Staff will make this change
- Staff to inquire with the Treasurer as to why the Beautification project is not listed under the Capital Budget
- Updated 2020 Operating and Capital Budgets will be provided to the BIA Board to review during the March meeting

NEXT MEETING – Tuesday March 10, 2020

10. Adjournment

Meeting adjourned at 8:14pm

Moved by Chris Radford.