# St. Jacobs Business Improvement Area

# Board of Management Meeting

# Meeting Minutes

Tuesday, January 5, 2021

4:00 p.m.

On-Line – Google Meet

Present: Edward Denyer, Michael Palmer, Phil Hipkiss, Brittany Burgess, Craig Miller,   
 Nick Benninger, Mike Good, Bob Wilbur, Fred Redekop - Township of Woolwich,   
 Carrie Briscoe – BIA Co-ordinator, Jenna Morris – Township of Woolwich,   
 Leslie Kay, Social Media Manager

1. **Call Meeting to Order (4:05 PM)** Edward Denyer called the meeting to order.
2. **Approval of the Agenda**

Moved by Bob Wilbur

Seconded by Mike Palmer

That the agenda be approved as presented ….Carried

1. **Approval of the Minutes**   
   December 1, 2020 Board Meeting

Moved by Bob Wilbur

Seconded by Mike Palmer

That the St. Jacobs Board of Management approves the minutes of December 1, 2020,   
as circulated

….Carried

1. **New Business**

Board Executive Roles & Vacant Board Seat

Following up on our discussion at the last meeting it was decided to maintain status quo for the executive roles on the Board. We still have a vacant seat on the Board. Edward has nominated Graham Spence from Block 3 as a potential candidate. Graham has expressed interest in the Board position as well as taking on the Treasurer role.

Although this nomination was favourably received, the Board felt it would be prudent to open the opportunity to the general membership before proceeding further.

**Actions required:**

**Edward** to include the recruiting message at the AGM. As well – **Carrie** will send a note to the membership letting them know of the opportunity.

**Edward** to invite Graham (and other candidates that come forward) to the next Board meeting to share credentials and express their interest in the joining the Board.

Update on Public Washroom discussion with Township

Phil shared with the group the result of the meeting with Township staff in December.

As for a longer term solution for public washrooms or any infrastructure considerations for St. Jacobs there is nothing in any of the 5 year plans for capital expenditures so nothing will happen on this front unless we take it on ourselves through 3rd party fundraising.

In the short term the Township is willing to provide assistance with cleaning and maintenance of temporary washroom facilities. This may include port-a-potties if no other solution can be found.

Phil them presented a potential solution for consideration. There is currently an unused washroom on the outside of the Block 3 building. It requires some renovating but could be used as a stand alone facility. The proposed solution would be for the BIA to take on the responsibility for the facility and make a request to the Township to provide assistance for maintenance in the form of cleaning and restocking service or funding for us to do it ourselves. This proposed short term solution was favourably received by the Board.

This still leaves us searching for a long term solution.

**Action required:**

**Phil to** provide a summary of what would be required for the BIA to take responsibility for this proposed public bathroom.

**Jenna** to ask Township staff if they would assist with maintenance.

**Fred** to ask about getting our requests on the Township planning horizon.

Sign at the Market

It was brought to our attention that there is a sign at the market that is falling apart. This an older “St. Jacobs Country” sign but it does point people in the direction of the Village. It was unclear as to who owns the sign now, and who owns the property that the sign sits on. Although not our responsibility we may want to participate in new signage at this location.

**Action required:**

**Nick** toask the Framer’s Market management or provide a contact for us to follow up with.

**Jenna** toinvestigate the land ownership question.

**Bob** to send a photo of the sign to Nick and Jenna.

Other items for discussion - U of Waterloo Research Project – Phase 2

Carrie provided an update on the U of W project. Phase 2 – the survey of the general population of St. Jacobs will move forward as of January 19th. She asked the Board for assistance in filling out the survey and also distributing it among community groups etc. in order to maximize responses. Consideration should also be given to those who may not have access to the on-line survey. If people request, they can receive a paper copy to fill out and return by mail.

AGM – Presentation Review

The Board reviewed a draft presentation for the Annual General meeting.

The meeting will be held on Tuesday January 19th at 6:00 pm. This will be an on-line meeting using Google meet. Members who want to join need to register in advance on our website. The link to the meeting will be sent out to them.

Logistics for the Q&A portion of the meeting were discussed. As a matter of procedure we will mute participants except for the presenters. We will ask the membership to submit questions ahead of time. If questions come up during the meeting they can submit them via the Chat function.

**Action required:**

**Carrie** to include a note about the Q&A in the next reminder to the membership.

Construction Update

Jenna provided a brief update about potential construction disruptions for the Village. There are none on the horizon. She will keep us updated if anything new comes to light.

1. **Next Meeting**Tuesday February 2nd, 2021, 4:00 pm - Location - on-line.