



BIA Board of Management Meeting via Zoom
Tuesday May 17th, 2022
6:30 to 8:00 pm

2022 BIA PRIORITIES:	June event at the Junction
Bridge St & central bridge reconstruction	Draw new residents to the downtown
On-going beautification	Bridge Street grand reopening events

Minutes:

In attendance: Mark Hinton, Petra Graber, Erin Rose, Mark Lovell, Paul Devon, Rob Probert, Kaitey Cosgrove, and Councillor Toby Randell.

- 1) Call to order: Mark Hinton

**Meeting was called to order at: 6:33 pm
Welcome to Kaitey Cosgrove to the BIA Board!**

- 2) Declaration of Pecuniary Interest / Conflict of Interest and General Nature Thereof

None

- 3) Approval of April Meeting Minutes: All

Motion to approve the April BIA Board meeting Minutes:

First: Mark Lovell

Second: Erin Rose

Motion Carried

- 4) Approval of April financial reports: Lisa Oldham

Motion to approve the April financial report:

First: Petra Graber

Second: Mark Lovell

Motion Carried

- 5) Committee Reports:

A: Policy: Mark Lovell

Discussion: Mark will be working with BIA Staff to add a link to the website on the Member Resource page to include our policies.

B: June Event: Jammin' at the Junction: Erin Rose, Paul Devon, Mark Hinton & Katie Barnett

Update: Saturday June 18th, 2022 – 10am to 3pm
Spend Father's Day Weekend "Jammin' at the Junction" in Downtown Carleton Place, Saturday June 18th, 2022 – 10:00 am to 3:00 pm.

To date BIA Staff have booked:

- Balloon (2) and Face Artists (2)
- 1 Bouncy castle and 1 bouncy slide
- A Magician
- An Acrobat
- Live music, Jaxk Straw: <https://www.youtube.com/watch?v=fCLJzAF1pSo>

Free Style United, Anytime Fitness, Carp Custom Creamery, Maverick Donuts, Joe Mama Cycle, As Good As New. I have secured three port-a-potties, one accessible option, extra garbage cans, and there will be additional picnic tables coming.

Joanne Henderson will be working with Andrew Tennant on the community oven logistics. Fundraising for the Junction Sports Pad will happen, in what capacity that may be is being sorted out with Joanne Henderson and Bob Hahn. We will start Facebook and new Corus ads will start Wednesday May 18th to 19th.

Action item: BIA Staff to ask each restaurant if they wish to participate as a food vendor at Jammin at the Junction.

6) Carleton Junction Sports Pad Fundraising: Erin Rose

Discussion: BIA Staff and Erin Rose have met with Bob Hahn and Joanne Henderson to help generate ideas regarding fundraising efforts for the community sports pad. BIA Staff will remain in contact with the Recreation and Culture Department where appropriate, to help support fundraising plans at the Jammin at the Junction event on June 18th, 2022.

7) Mona's Pharmacy Sign: Mark Hinton

Discussion: Backlit signs are not permitted in the downtown core, as per BY-LAW NO. 65-2008, 8.1.2., Schedule E. The BIA Board recognizes that from time to time, already existing, well working back lit signs needs to be utilized where aesthetically appropriate.

Mona Wafa has requested to use the existing backlit signage installations on the front, side, and back of her pharmacy business at 13 Moore Street. Since the other businesses in this mall building all use backlit signage, the BIA feels it is appropriate to maintain the existing backlit signage in this location. We will request that Mona

consider using softer white bulbs in the signs to avoid the usual harshness of this type of signage in our downtown.

Motion to permit Mona's Pharmacy to install 'low or soft' backlit signs utilizing the pre-existing sign locations on the front, side and back of the building to allow for a unified façade to the building located at 13 Moore Street.

First: Mark Hinton

Second: Kaitey Cosgrove

Motion Carried

8) Summer Student: Petra Graber

Discussion: It is noted that a summer student would be nice to have however given the circumstances of the summer construction, BIA Staff should be out with the members as much as possible. Usually, summer students would assist with poster, newsletter delivery, in terms of original content for social media, BIA Staff will look for volunteers that are interested in social media/communications to generate ideas such as TikTok, and engaging posts. It was suggested that reach out to Notre Dame would be an option.

9) Summer BIA Board Meetings: All

Discussion: BIA will take a July recess.

Motion approve the BIA Board take a summer recess in July.

First: Mark Lovell

Second: Rob Probert

Motion Carried.

10) BIA Office Report: Katie Barnett

Question/Feedback: Façade improvement; BIA Staff to work closer with BIA Board representative Rob Probert on the Façade Improvement Program to ensure better communication on each project.

a) BIA Office Hours: Discussion

Discussion: Due to construction, BIA Staff will primarily work out of the BIA office and in the BIA area for the remainder of the summer and into fall months.

11) Central Bridge and Bridge Street Construction Update: Katie Barnett

Update: Sidewalk removal will begin Thursday May 18th, starting in front of the Canadian Tire Gas Bar and Thirsty Moose.

12) BIA Meeting Adjournment:

Motion to adjourn the May BIA Board Meeting.

First: Rob Probert

Second: Erin Rose

Motion Carried

Meeting Adjourned at: 8:46 pm

NEXT BIA BOARD MEETING:

Wednesday June 15th, 2022, at 6:30 pm via ZOOM

July – BIA Board Meeting Recess.

August Meeting: Wednesday, August 17th, at 6:30 pm via ZOOM.