

**MOUNT FOREST BUSINESS IMPROVEMENT ASSOCIATION  
MEETING MINUTES  
JANUARY 28, 2020 @ 8:00 AM  
LEISURE ROOM, MOUNT FOREST SPORTS COMPLEX  
850 PRINCESS STREET, MOUNT FOREST**

<b><u>Members Present:</u></b>	Dwight Benson, Peter Mohr,	Andrew Coburn, Callee Rice	Bill Nelson Kayla Morton,
<b><u>Members Absent:</u></b>	Councillor Burke,	Murray Townsend	Jeanean Mousseau
<b><u>Staff Present:</u></b>	Dale Small,	Karren Wallace	

**CALLING TO ORDER** – Andrew Coburn; Chair Mount Forest BIA

**ADOPTION OF THE AGENDA**

RESOLUTION: BIA MF2020-005  
Moved: Andrew Coburn  
Seconded: Peter Mohr

*THAT the Agenda for the January 28, 2020 meeting of the Mount Forest Business Improvement Association be accepted and passed.*  
CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

None

**ADOPTION OF MINUTES**

Minutes of January 14<sup>th</sup> BIA Directors Meeting received by W.N. council on January 27<sup>th</sup>, 2020

**ITEMS FOR CONSIDERATION**

**1. Appointment of Recording Secretary**

RESOLUTION: BIA MF2020-006  
Moved: Bill Nelson  
Seconded: Peter Mohr

*THAT the Mount Forest Business Improvement Association appoint Kayla Morton and Jeanean Mousseau as CO Recording Secretary of the Mount Forest Business Improvement Association for the term of Council (December 2022)*  
CARRIED

**2. Mount Forest BIA 2019 Statement of Operations**

Bill Nelson presented the Draft Statement of Operations for the period ended December 31, 2019.

Bill noted that one change for \$2,000 need to be made in order to produce the final statement of operations. A copy of the final statement, which included the above amendment, was provided by Bill after the meeting and is attached to these minutes as appendix A, and will be submitted to the Council of the Township of Wellington North

**3. BIA Signing Authorities**

RESOLUTION: BIA MF2020-007  
Moved: Callee Rice  
Seconded: Peter Mohr

*THAT the following three Directors be granted signing authority for the Mount Forest Business Improvement Association; Andrew Coburn, Murray Townsend and Kayla Morton. Signing authorities to be setup requiring any two of three to sign.*  
CARRIED

**4. 2020 Budget & Plans**

From a budget perspective council has approved a 2020 BIA Tax levy of \$30,000. The following draft budget was prepared and will be finetuned and approved at the next Board Meeting at which time it will be forwarded to council for their approval.

<b>2020 MOUNT FOREST BIA BUDGET (DRAFT)</b>		
Flowers	(increased to cover off additional planters)	\$ 7,500
Planters	(purchase 4 – 6 more new planters)	\$ 6,000
Storage	(Purchase storage container/c-can/locker)	\$ 6,000
Main Street Beautification	(Bike Racks/Bistro Tables & Chairs, etc.)	\$10,000
Event Marketing & Promotion	(Fireworks Festival, retail downtown, etc.)	\$ 7,000
Wifi in our downtown	(Partnership with WN and Chamber)	\$ 3,500
Christmas Decorations	(Replacement and purchase of new)	\$15,000
Main Street Maintenance		\$ 3,000
Street Cleaning		\$ 2,000
OBIAA membership & conference attendance		\$ 3,000
BIA Administrative Support		\$ 5,000
Signage (wifi, parking, etc.)		\$ 1,000
Advertising, office and misc.		\$ 1,000
Bank Charges		\$ 100
	<b>TOTAL</b>	<b>\$ 70,100</b>

**NEXT MEETING**

Next meeting to be scheduled by the Chair

**ADJOURNMENT**

RESOLUTION: BIA MF2020-008  
Moved: Kayla Morton  
Seconded: Bill Nelson

THAT the Mount Forest Business Improvement Association meeting of January 28, 2020 be adjourned at 9:50 am.  
CARRIED

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CHAIR

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SECRETARY

**ATTACHMENT A**

**MOUNT FOREST BIA  
STATEMENT OF OPERATIONS  
for the year ended December 31, 2019**

<b><u>INCOME:</u></b>		
PROPERTY OWNERS CONTRIBUTIONS		\$ 30,000.00
REIMBURSEMENT FOR STREETCLEANING	A/R	2,080.00
REFUND OF HST	A/R	<u>1,427.51</u>
		33,507.51
 <b><u>EXPENSES:</u></b>		
MAINTENANCE & FLOWERS	\$6,650.23	
PLANTERS	5,532.48	
PROMOTIONS	3,000.00	
STREET CLEANING	2,080.00	
AGM (POSTAGE,ADVERTISING,ETC)	347.49	
APPRECIATION RECOGNITION (2018-19)	470.00	
BANK CHARGES	<u>20.25</u>	
		<u>18,100.45</u>
 <b>SURPLUS</b>		 <b>\$ 15,407.06</b>
 <b>OPENING BALANCE</b>		 <u>52,078.53</u>
<b>CLOSING SURPLUS</b>		<u>\$ 67,485.59</u>

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