



MINUTES OF THE WINGHAM BUSINESS IMPROVEMENT AREA GENERAL MEETING

Date: November 21, 2024

Time: 6:30 pm

Location: North Huron Westcast Community Centre – Hot Stove Lounge

Call to Order: 6:30pm

General Discussion: None

Adjournment: 6:31pm

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MINUTES OF THE WINGHAM BUSINESS IMPROVEMENT AREA BOARD MEETING

Date: November 21, 2024

Time: 6:32pm

Location: North Huron Westcast Community Centre – Hot Stove Lounge

Members Present:

Dave Tiffin, Chair
Doug Kuyvenhoven, Treasurer
Jim Snyder
Joey Havers
Mitch Wright, Council Representative/Vice Chair
Ryan Fergusson
Mitchell Pyke
Amanda Martyn, Secretary

Regrets:

Others Present:

Paul Heffer, Brian Pyke

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1. CALL TO ORDER: 6:32pm

2. CONFIRMATION OF THE AGENDA

Moved By: Mitch Wright

Seconded By: Doug Kuyvenhoven

THAT the Wingham BIA Board hereby accept the Agenda as presented for the November 21, 2024 meeting.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST - None Noted

4. MOTION TO RECEIVE MINUTES OF PRIOR MEETING

Moved By: Joey Havers

Seconded By: Jim Snyder

That the Wingham BIA Board hereby adopts the minutes of the October 17 2024 meeting, recorded by Ryan Fergusson, as presented.

CARRIED

5. PUBLIC MEETINGS/DELEGATIONS – None Noted

6. BUSINESS ARISING

a. A letter has been sent to Annette Monsma thanking her for her service years.

7. CHAIR REPORT

a. Communication Sent/Received

- Chair Tiffin sent a letter to the Cruickshank Family thanking them for the park renovations
- Chair Tiffin confirmed the Seaforth Band has been booked for upcoming Christmas Parade on November 30th 2024
- Chair Tiffin reviewed email sent to CAO Dwayne Evans regarding the software project, no response received as of this time and follow up will be required due to CAO changes
- Chair Tiffin reviewed the response received from Public Works regarding the repair of the charging station and the clock at Cruickshank Park with date of completion being noted by November 1 2024. As of November 21st 2024 this has not been completed.
- Chair Tiffin discussed letter received for volunteer groups for a meeting held on November 12th, more below

b. Volunteer Meeting Update

- Letter received from CAO regarding a meeting to be hosted on November 12th 2024. The Township would like for volunteers to be working safely and to receive proper training. At this time, volunteers are encouraged to continue donating their time but to expect the Township to create and present a group to council regarding this project for implementation in January 2025

8. FINANCIAL REPORT

Motion to Accept: Joey Havers

Seconded By: Ryan Fergusson

a. Report sent out from Treasurer Doug Kuyvenhoven regarding the current status of the BIA Balance Sheet as of November 2024. A summary of items to report is as follows:

- \$63,000 in accounts, operating account is low and money to be transferred in November to buffer
- Outstanding cheques minimal (review in report)
- Income for 2024 around \$28,000 (\$100 ahead of 2023)
- Spent \$21,843 this year (Income-Spent puts us approx. \$6,200 ahead of budget);
- \$8,276 has been invested into Main Street improvements (benches etc.), underspent by \$37,000 (allotted for surveillance system) this is to be deferred and discussed for 2025 budget
- Retail promotions are \$2000 ahead of budget –this amount is to be used for winter and media promotions
- Outstanding receivables minimal (some ladies night fees outstanding)

CARRIED

9. NORTH HURON COUNCIL REPORT

a. Councillor Wright provided an update from North Huron Council as follows:

- Staff is spending time preparing for 2025 budget
- Wingham Ironmen's request for liquor license has been pushed back onto the Ironmen due to the complexity of the Alcohol and Gaming Commission of Ontario in issuing two licences for one address. With Knights of Columbus already being licenced the Ironmen have been encouraged to work with them in finding a solution to this request.
- Council would like to host a Volunteer Recognition Evening annually as part of their focus to ensure volunteers are recognized
- Positional changes coming as CAO Dwayne Evans completed his term and new interim CAO Carson Lamb announced, no specifics at this time
- Bookings for the Town Hall will still be dealt with through CAO (but completed through a 3rd party), target start date January 2025, proposal still to be reviewed/confirmed
- Dam project complete
- Street resurfacing complete
- Decommissioning of the museum still in progress, approximately 3000 items still to be processed and looking at more effective way, target completion date April 2025
- No updates on Hutton Heights subdivision project
- Parking bylaw and enforcement is external, and complaint driven through an online submission process

10. COMMITTEE REPORTS

a. Retail

Joey Havers reported success with the Ladies Night event hosted by the retail sector. The event was well attended and all were satisfied with the foot traffic it generated. They are looking to host an additional night in the spring. Joey provided an update on the upcoming Winter Wonderland promotion gearing up using BIA budgeted funds for advertising on CKNX and BIA Buck giveaways. Retail sector asks that we keep open and flowing communication between BIA and them, and were happy with how easy it has been to co-ordinate these events.

b. Curb Appeal

Doug Kuyvenhoven provided updates to some ongoing initiatives:

- a shout out to Lisa Heranden, Paul Heffer and Brent and Alicia Devries (and their children) for getting the greenery and bows out around the town
- the snowflake lights have been installed and look good (one is burnt out/not connected near IDA that will require attention)
- Lighting of the Park (Cruikshank Park) chaired by Doug, and a big thanks to: Peter Teeninga for the sound system, REMAX for their hot chocolate, Tharon Riley for her decorations, the choir and the firefighters for their support in the evening
- Christmas music is activated downtown to boost the holiday spirit (there are 4/5 more speakers for next year that can be installed for more uniform coverage)
- Frosty Queen has applied for CIP grant and currently undergoing renovations on their façade

c. Projects Update

Doug Kuyvenhoven reviewed upcoming proposals:

- video surveillance project has migrated to the Municipality side with Carson (CAO)
- WIFI project in downtown core is currently on hold due to concerns on security
- wanting to implement signage/plaque down at the park between the splash pad and Patrick Street in dedication to the Vance family for their ongoing community support, will

need to deal with Jen or Francine in Public Works *note this is separate from the Vance Fund

11. PROJECT IDEAS FOR 2025

a. Hydro Poles North of Train Station – Looking to enhance the area by retrofitting the poles to accommodate snowflakes and flag holders. We do have BIA members located in this area. Sepoy quote for receptacles on 6 poles is around \$1,400.00 plus hst. Snowflake lights we will look to purchase used (put in 2025 budget), banner bracket quote has been completed as well, would need to order banners and flags. Legion has had requests for additional Remembrance Day flags.

b. LED Sign – Looking to put an additional LED sign at the north end of town. Current sign can only be viewed when coming into Wingham from the south end. Discussed possible locations for the sign (pros/cons). A suggestion was considered of placing it between Wingham Self Storage and the Youth Centre (Train Station) as this location is donated by Doug Kuyvenhoven. Location is good for pedestrian traffic with walking trail and sotres. Sign would be double sided and programmed similar to the north end sign. Estimated cost from Cox was \$54,000.00 + hst. Additional expenses including concrete piers, bullards and hydro hookup will also need to be considered. More to come.

c. Historical Plaques– Considering applying historic tourism plaques for storefronts. Wingham has a large historical past. Plaque could include some historical background of the building along with a QR code to more information. Next steps include investigating communities that have this in place to gather information about the size and appearance of these plaques so that locations, and cost can be evaluated.

d. Other – Identified a potential area of improvement at the Victoria Street crosswalk. Looking into writing a formal request to re-evaluate the duration of the red light. Members feel this may be a pain-point for community members and visitors. The next step is to determine whether this is directed at the County or Municipal level.

12. ANNUAL GENERAL MEETING 2025

a. Date, Time and Location – Thursday February 20th 2025, 7:30pm at the Council Chambers (located within the Royal Oaks Health & Wellness Building)

b. Budget Discussion – Should be starting our budget discussion. Treasurer, Doug Kuyvenhoven to bring the draft budget to the next BIA meeting in December

c. Awards Discussion – Awards are given out for Civic Improvement, Volunteer, Lifetime Achievement and New Business. BIA members are to begin consideration for these awards, to be discussed at next meeting.

13. OTHER BUSINESS

Moved By: Dave Tiffin

Seconded By: Doug Kuyvenhoven

a. Reimbursement for LED Sign – A. Vander Velden. Treasurer Doug Kuyvenhoven requested a motion to provide compensation in the form of BIA Buck booklet for Ashley's ongoing contribution to maintaining the community LED sign.

CARRIED

b. Parade Float – There will be no BIA float in the Christmas Parade this year. BIA members agree representation is needed and are looking for simplified options in advance of the 2025 Christmas Parade

c. Horticultural Society – Paul Heffer provided an update that the Wingham and District Horticultural society has been going through some changes. Recently they have appointed a new President, Vice President and 8 new members. After some difficulty recruiting volunteers they seem to be progressing.

14. CLOSED SESSION (IF REQUIRED)

15. ADJOURNMENT

Moved By: Dave Tiffin

Seconded By: Jim Snyder

THAT the Wingham BIA Board agrees that there being no further business before the Board, the meeting adjourn at 7:36pm.

CARRIED

Chair

Secretary