

**Exeter Business Improvement Area**  
**Minutes for the Exeter Business Improvement Area Meeting**

**Wednesday, October 9, 2024, 7:00 p.m.**  
**South Huron Welcome Centre**  
**303 Main Street S**  
**Exeter ON**

Members Present: Stephanie Vandebussche, Vice Chair/Beautification Chair  
Janice Brock, Secretary/Treasurer  
Lauryn Marion, Promotions Chair  
Jayme Lamoureux, Director  
Wendy McLeod-Haggitt, Council Representative

Member Regrets: Benita Ruby, Director

Members Absent: Rupert Robinson, Director

1. Welcome, Call to Order and Land Acknowledgement

The Meeting was called to order at 7:10 p.m.

2. Approve Amendments to the Agenda as Presented

**Moved:** W. McLeod-Haggitt

**Seconded:** J. Brock

**That the Exeter BIA Board approve the agenda as presented.**

**Disposition: Carried**

3. Minutes

**Moved:** W. McLeod-Haggitt

**Seconded:** J. Brock

**That the Exeter BIA Board adopt the minutes of September 30, 2024.**

**Disposition: Carried**

4. Chair's Message5. Discussion Items

## 5.1 BIA Manager

## 5.2 BIA / Welcome Centre Lease

The Board discussed the need to gain a better understanding of the lease agreement, rental expenses and utilities for the Welcome Centre & BIA office.

6. Reports

## 6.1 Councillor's Report

None.

## 6.2 Financial Report

September financials were reviewed as well as the Year-to-date expenditures. The Board reviewed the expected revenue and financial commitments for the remainder of 2024.

**Moved:** J. Brock

**Seconded:** L. Marion

**That the Exeter BIA Board receives the verbal Financial Update for information.**

**Disposition: Carried**

## 6.3 Promotions Report

Social Media Project: Working through businesses that have signed on for the social media project. 2 final drafts have been completed; 5 first drafts have been completed. Lots of filming is scheduled for October. Invoices to be sent out to businesses invoiced in the project.

Jack-o-Lantern Jamboree: Remuneration for painting faces was discussed. Board to follow up with the Chamber for an update and confirm commitment/participation from BIA members.

**Moved:** L. Marion

**Seconded:** J. Brock

**That the Exeter BIA Board receives the verbal Promotions Update for information.**

**Disposition: Carried**

6.4 Beautification Report

Discussion surrounding preparing tender notices for 2025 flowers/planters. Board would like a diverse range of options for arrangements. (ie. hanging baskets, planters) based on the same budget. Board to confirm which planters are the BIA and what are the Municipality's and the breakdown of shared costs.

**Moved:** S. Vandenbussche

**Seconded:** J. Lamoureux

**That the Exeter BIA Board receives the verbal Beautification Update for information.**

**Disposition: Carried**

6.5 In-Camera Reports

The BIA Board proceeded into Closed Session at 8:20 p.m. as permitted for the purpose of addressing: labour relations or employee negotiations (vacant BIA Manager position) in accordance with subsection 239(2)(d) of the Municipal Act.

The Board returned to Open Session at 8:40 p.m.

**Moved:** S. Vandenbussche

**Seconded:** J. Brock

**That the Exeter BIA Board provided an Offer of Employment for the BIA Manager Position to Caroline Hill.**

**Disposition: Carried**

7. Non-Director Comments

8. Member Events

9. Adjournment

**Moved:** W. McLeod-Haggitt

**Seconded:** J. Lamoureux

**That the Exeter BIA Board adjourn at 8:43 p.m. to meet again at the call of the Chair.**

**Disposition: Carried**

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Stephanie Vandebussche, Chair

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Janice Brock, Secretary/Treasurer