

**To: David Creery, Chief Administrative Officer**

**From: Jeff Bunn, Manager of Legislative Services/Deputy City Clerk**

**Re: Downtown Woodstock BIA Board of Management Composition Changes**

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### **AIM**

To seek the appointment of four new members to the Downtown Woodstock BIA board of management and to accept the resignation of three existing members.

### **BACKGROUND**

At the beginning of every term of Council, the incoming Council appoints citizens and Councillors to various City boards and committees, including the Downtown Woodstock BIA board of management, in accordance with Section 204 of the Municipal Act, 2001 (hereafter "the Act"), Municipal Code Chapter 36 – Board of Management Improvement Areas, and City of Woodstock Policy GA005 – Appointments to Boards and Committees.

### **COMMENTS**

Section 204 (1) of the Act, prescribes that:

*A local municipality may designate an area as an improvement area and may establish a board of management,*

*(a) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and*

*(b) to promote the area as a business or shopping area.*

With respect to the composition of the board of management, Section 204 (3) states:

*A board of management shall be composed of,*

*(a) one or more directors appointed directly by the municipality; and*

*(b) the remaining directors selected by a vote of the membership of the improvement area and appointed by the municipality.*

In accordance with Section 204 (3) and (12) of the Act, the Chair of the Downtown Woodstock BIA board of management has advised the City Clerk that the following individuals have been nominated for board membership at the November 7, 2024, board meeting:

Mickala Day (Evolution Electronics);  
Holly Jo (The Kiln Room Ceramic & Art Studio);  
Joshua Pember (First Class First Aid); and,  
Santina Somers (Knotty Beauty Inc.)

The Chair also informed the City Clerk of the following resignations of existing members from the Downtown Woodstock BIA board of management:

Katharina Otulak (effective August 7, 2024);  
Johannes Olivier (effective September 5, 2024); and,  
Jennie Pickard (effective November 7, 2024).

As such, the revised board composition, should Council accept the four nominees identified above, is as follows:

Steve McGregor, Co-Chair (YNCU);  
TJ McNamara (Crabby Joe's Bar & Grill);  
Fadel Zabian (Zabian's Menswear);  
Jordan Ellis (Forshire Group);  
Sarah Hodgkinson (Theater Woodstock);  
Wes Mazur (Cheesy Cow Company);  
Eric Boyar (Community Member);  
Nominee - Mickala Day (Evolution Electronics);  
Nominee - Holly Jo (The Kiln Room Ceramic & Art Studio);  
Nominee - Joshua Pember (First Class First Aid);  
Nominee - Santina Somers (Knotty Beauty Inc.); and,  
Councillor Kate Leatherbarrow (Woodstock City Councillor).

If a vacancy occurs for any reason, the municipality may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of the improvement area.

Council may refuse to appoint a person selected by the members of an improvement area, in which case the municipality may leave the position vacant or direct that a meeting of the members of the improvement area be held to elect or select another candidate for the municipality's consideration.

The term of the directors of a board of management is the same as the term of the council that appointed them but continues until their successors are appointed.

### **RECOMMENDATION**

That Woodstock City Council approve the appointments of Mickala Day (Evolution Electronics); Holly Jo (The Kiln Room Ceramic & Art Studio); Joshua Pember (First Class First Aid); and, Santina Somers (Knotty Beauty Inc.) to the Downtown Woodstock BIA board of management.

*Authored by: Jeff Bunn, Manager of Legislative Services/Deputy City Clerk*

*Approved by: Amy Humphries, Deputy Chief Administrative Officer & City Clerk*

*Approved by: David Creery, Chief Administrative Officer*