

## **Downtown Stratford BIA**

Board of Directors Meeting June 23, 2026

6:15 P.M. 47 Downie Street, Stratford, ON

### **MINUTES**

Board in Attendance: Stephanie Theodoropolous, Melissa Orr, Carly Douglas, Ryan O'Donnell, Councillor Burbach

Staff present: Jamie Pritchard

1. Call to Order – Meeting Chair

2. Land Acknowledgement

3. Respectful Conduct Statement

4. Adopt Agenda for May 26, 2026 Meeting

MOTION: That the May 26, 2026 agenda be adopted as amended to remove the Candidate Questions, moved by Ryan O'Donnell, seconded by Melissa Orr. Carried.

5. Declarations of Pecuniary Interest and the General Nature Thereof:

The Municipal Conflict of Interest Act requires any member of a Committee of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of a Committee of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of a Committee of Council and otherwise comply with the Act.

Name

Item

Nature

None declared June 23, 2026.

6. Adopt Public Minutes of May 26, 2026, Meeting

MOTION: That the public minutes of May 26, 2026, be adopted as amended for the meeting adjournment item, moved by Ryan O'Donnell, seconded by Councillor Burbach. Carried.

7. Newly elected Chair declares Nominations Open for Treasurer.

Newly elected Chair asks for Nominations.

Councillor Burbach nominates Shawn Malvern for the Treasurer position.

Newly elected Chair asks for any further nominations.

Newly elected Chair asks for motion to close nominations for Treasurer. Ryan O'Donnell closes nominations for Treasurer, seconded by Carly Douglas.

Newly elected Chair has a proxy from Shawn Malvern that they wish their Nomination to Stand.

Newly elected Chair asks for all those in support of Shawn Malvern as Treasurer to raise their hand. Shawn Malvern is declared as Treasurer for the current year.

8. Treasurer Report

Not present.

Sub-Committee budgets due to the Treasurer and General Manager by the end of July.

9. Council Update

MAT survey via Engage Stratford for all to fill out. Next MAT committee meeting June 29.

Erie Street parking lot a topic at upcoming infrastructure committee re: parking garage.

Huron/Ontario intersection closed for two weeks for surface work.

10. Sub-Committee and Working Group Update

Advocacy and Education

Working on AI: Policy for internal use and October workshop for members including pros and cons.

NDTR film screening in the morning.

Diwali: Reached out to Community Services to coordinate efforts.

Wanderland: Various holidays celebrated through crafts in the DS office.

Marketing

Meeting July 8<sup>th</sup>.

Beautification

Sixteen artists have applied to be the mural artist. A list of musicians is being collected.

11. Governance Update

Governance documents were approved by the City Clerk, including Board quorum. The documents will be sent to Council for approval. The application is also being reviewed.

12. General Manager Report

<General Managers Report to the Board of Directors June 15, 2026>

General Manager and Shawn Malvern working on BIA policies.

General Manager attended an AI workshop.

13. New Business

Your City. Your Future. youth event insights report was shared with the Board. One idea was to have secondary school students join the BIA working groups and attend Board meetings.

14. Adjourn

Motion to adjourn the Board meeting at 7:12 P.M. moved by Ryan O'Donnell.