



Draft Minutes

Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: Virtual through Microsoft Teams.

Date of Meeting: Wednesday April 21, 2021.

Time of Meeting: 6:00pm.

Present: Will, Stephen, Melanie, Shelley, Sierra, Meagan, Jim and Deron (staff).

Absent: None.

Regrets: None.

Guests: Matt Gilmer, Megan McDonald, Dina Elatawi, Cheryl Tataryn and Serena Deschamps.

Call to Order: 6:04pm.

Assignment of Recording Secretary: Melanie C.

Review of Agenda: Done.

Motion to approve agenda: Moved by Melanie, seconded by Sierra. Carried.

Disclosure of interest: None.

Review of Executive Committee Notes: Done.

Review of the Board of Management Meeting minutes of: March 17, 2021.

Motion to approve minutes: Moved by Stephen, seconded by Meagan. Carried.

Note: unless otherwise stated in these minutes, all motions to accept or approve were unanimously supported.

Opening Statements

- Acting Chair Will Pearl.

Deputations

- OTK BIA Audited Financial Statements - Allan & Partners – Serena Deschamps.
- Royal Rideau Chair For Downtown - DFC Woodworks – Cheryl, Dina and Francois.

Governance

- Accept resignation of Debbie Wilson as both Chair of the Board of Management and as a Board Director.

- Motion: To accept the resignation of Debbie Wilson as Board Chair and as a Director of the Old Town Kemptville BIA Board of Management effective immediately. Moved by Melanie, seconded by Meagan. Carried.
 - Motion: To proceed with an election for Board Chair with Matt Gilmer acting as election scrutineer. Moved by Will, seconded by Melanie. Carried.
- Discussion on outstanding motions from discussion with CAO.
 - Motion: To request that the BIA Bylaw be updated to add the following statement under section 3 i) "BIA Board of Management Directors who move their business outside the footprint of the BIA during their term of office but continue to operate within North Grenville, may serve the balance of their term as a Board Director with agreement from the majority of the Board of Management. Moved by Meagan, seconded by Stephen. Carried.
- Discussion on insurance needs of BIA.
 - Board felt satisfied that the BIA's operations are protected adequately by the Municipal insurance policy according to advice from the Municipal Director of Finance and CAO.
- Update on Executive Director Performance Assessment.
 - Defer until new Chair is in place and the assessment can be done with Deron by both new Chair and Vice Chair.
- Discussion on updating Old Town Kemptville BIA Governance sections #1, #2 and #4.
 - Recommendation to defer review of OTK BIA Governance to future meetings which could be dedicated specifically to review of Governance.
 - As well, Board agrees to tackle certain sections at a time instead of the whole policy at once, which might be a painfully long exercise.
- Discussion on changing the night for our monthly meetings.
 - Board directs Deron to create a survey to gather feedback from individual Directors on best possible times for monthly Board Meeting.
- Discussion on BIA-controlled County Road 43 signs.
 - Deron advised that a BIA member approached him about paying to advertise on the CR 43 signs.
 - Recommendation to allow only BIA-led events hosted in the downtown to be posted on the CR 43 signs owned by the BIA.
- Discussion on accepting funding from the Municipality of North Grenville for Covid recovery.
 - Recommendation to defer this item until a new Chair has been elected.
- Discussion on responding effectively to Covid-related positive test amongst Board Directors, staff or active volunteers.
 - Recommendation for a coordinated response to questions from stakeholders, partners and residents about following health unit protocols in the event of a

positive Covid test amongst the Board, BIA staff or active BIA volunteers. Board agreed.

- Deron currently submits daily Covid screening to Will as Acting Chair.

Reports

- Municipal Report – **Jim McManaman.**
 - Update on LoveNG LIVE pilot program.
 - Continues weekly. www.loveng.ca is where the show can be watched and also past episodes. Soon individual segments will be available. Feel free to share social media posts about watching the show and to ask questions during live show to encourage audience participation and further engagement of community.
 - Update on NG Business Support Group activities and programming.
 - NG Green – hoping to choose a service provider this week to allow for the program to become a gift card-style. Lots of value in this program.
 - Digital Service Squad – has been extended until June 4th. Request to spread the word to any business that could benefit from this service. May be more Digital Transformation Grants available in the future.
 - Re-launched discounted ad buying program for local NG businesses.
 - Update on Economic Development or BIA-relevant information from the proceedings of Council.
 - May have third intake for Ontario Small Business Support Grant in near future.
 - Had meeting with Anne Weir of UCLG about potential for more business support programming.
 - Watch for another round of business surveys coming out soon.
 - Council approved plans at last night's meeting for CR 43 expansion. Construction to begin in 2022. Hope to create a business communication group to ensure proper flow of communication for businesses affected. Group will include representation from the BIA and other business groups.
 - Director of Planning will bring a report to CEDAC about upcoming projects and new builds.
 - Community strategic plan process will begin soon.
 - Council will be exploring a tree canopy program to avoid unnecessary or premature tree clearing if development is not imminent.
- Financial Committee Report – **Stephen Bent.**
 - Motion: To accept the audited 2020 financial statements as presented. Moved by Stephen, seconded by Melanie. Carried.
 - Expenses were way down in 2020.
 - Reduced spending meant surplus for 2020.

- Expansion Steering Committee Report – **Stephen Bent.**
 - Nothing to report.
- Marketing & Programming Committee Report – **Melanie Charlebois.**
 - Kemptville Buskerfest update.
 - Will happen May 2022.
 - Unable to meet in March but next meeting is April 28.
 - Need to start recruiting volunteers.
 - Update on BIA events.
 - Mother’s Day – received donation from Herb of Jamming Around Man Productions to buy gift certificate prizes from BIA businesses for one lucky mother who wins the social media contest based on submissions for “best mother”.
- CHCI Update – **Sierra Jones.**
 - Application deadline coming up soon.
 - Work continues on gathering information for the “Street Closure Kit”.
- Executive Director’s Report – **Deron Johnston.**
 - Given.

Other Business Arising From Discussion

- None.

New Business

- Proceed with election for Chair.
 - Motion: To proceed with an election to fill the vacant position of Chair of the Old Town Kemptville BIA Board of Management and to appoint Matt Gilmer as scrutineer for the election. Moved by Melanie, seconded by Will. Carried.
- Nominations from the floor for election to fill vacant Chair position.
 - Motion: Meagan Cumming has been nominated for the position of Chair of the Board of Management of the Old Town Kemptville BIA. Moved by Meagan, seconded by Will.
 - Motion: Melanie has been nominated for the position of Chair of the Board of Management of the Old Town Kemptville BIA. Moved by Melanie, seconded by Jim.
 - Motion: To close the period for nominations for the election of the position of Chair. Moved by Jim. seconded by Sierra. Carried.
- Time for each candidate to address the Board (two minutes each).
 - Meagan spoke first, with Melanie second. Both candidates answered questions from the Board.
- Count votes and determine winner.

- Motion: To accept the results of the election for the vacant position of Chair of the Old Town Kemptville BIA Board of Management on Wednesday April 21, 2021 which resulted in Meagan Cumming being elected as Chair. Moved by Melanie, seconded by Will. Carried.

Summary of Actionable Items

- Deron to create a survey regarding best time to have monthly Board Meetings.

Period For Questions From Members, Public and Media

- No questions submitted or asked.

Close of Meeting

Meeting closed at: 8:11pm.

Motion to close: Moved by Stephen, seconded by Meagan. Carried.

Next Meeting

May 19, 2021.