



Draft Minutes

Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: North Grenville Municipal Centre and online.

Date of Meeting: Wednesday August 19, 2020

Time of Meeting: 6:00pm

Present: **Debbie W, Melanie C, Sierra J, Will P and Stephen B.**

Absent:

Regrets: **Jim M, Shelley M and Ken S.**

Guests: **Matt G (in person) Alison - Neon Night (virtual), Hilary T (virtual) and Herb C (virtual).**

Call to Order: – 6:05pm by Chair Debbie Wilson.

Review of Agenda - *Motion to accept.* Moved by Melanie, seconded by Sierra. Carried.

Disclosure of interest – none.

Review of Executive Committee Notes – none.

Review of the BoM minutes of July 15, 2020. – *Motion to accept.* Moved by Will, seconded by Melanie. Carried.

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

Deputations

- Neon Night Kemptville – Allison Taylor-Misener. – Alison advised the board that Neon Nights will be a virtual event from September 1st to 18th. People who want to participate can register online. The cost to register online is \$20 per adult, \$10/child and \$45 for a family. There will be an online auction from Sept 5 to Sept 11.
www.cancer.ca/neonnightkemptville

Governance

- Discussion on finalizing Executive Director's contract. Motion required for approval.
 - Connie provided feedback on the contract. Jim M wanted to have CAO review it as well. Debbie will make request to hear back from the CAO by Monday Sept 14

- on the contract. The board will discuss this additional feedback at the next meeting.
 - Board expressed its frustration with lack of follow-up on BIA correspondence from the Municipal Clerk. It was acknowledged that there have been many changes in regards to the office of the Clerk, but one piece of BIA correspondence has been with the Clerk for well over a year now. Deron advised that he anticipated meeting with the new Clerk very soon and would relay board's concern about the outstanding items.
- Discussion on potential to create an associate membership program due to delay in plans for expansion.
 - Board directs Deron to draft an associate membership program proposal for next board meeting. Board wants to find the best way to calculate a fair cost for potential associate members.
 - Deron will reach out to Manotick and Barrhaven BIAs to see what their proposals are. Deron will also reach out to OBIAA. Will P offered to introduce Deron to the Executive Director for the Manotick BIA where he is an associate member.
 - Potential to “grandfather” in businesses outside the footprint that have contributed significantly to the BIA to date.
- Discussion on permanent office for the Old Town Kemptville BIA. Motion required for approval.
 - Connie suggested adding a term length to MOU. Melanie suggested Nov 2020 for the end of the term of the agreement.
 - Board directs Deron to submit MOU to Clerk for her review and feedback. MOU will then be brought back to next meeting. By Sept 14th.
- Discussion on making a recommendation to Council that Downtown Kemptville become a designated tourism area. Recommendation required if approved.
 - Motion: The OTK BIA recommends to Council that the Downtown Kemptville area including the footprint of the Old Town Kemptville BIA, Riverside Park, Reuben Street, Sanders Street, Rideau Street, Van Buren Street and County Road 44 up to and including the Kemptville Campus property, be designated a tourism area. Moved by Stephen, seconded by Melanie. Carried.
- Election to fill vacant Vice Chair position. Motion required.
 - Debbie advised that she will be away for six weeks and would like to see someone fill the Vice Chair position.
 - Melanie nominated Will Pearl for the position of Vice Chair, seconded by Stephen. Will accepts the nomination. No other nominations were brought forward.
 - Vote results: Carried unanimously in favour of Will to be elected as Vice Chair.
- Stephen advised that he will not be available for the next two months from Sept 3rd to Nov 3rd.

- Debbie suggested that we pursue additional board members to fill vacant board positions. Deron will ask Tracy McDonald who expressed an interest previously. Board directs Deron to add board member volunteer search to next newsletter.

Reports

- Municipal Report – Jim McManaman and Matt Gilmer
 - Update on #LoveNG marketing campaign, ad program, NG Green.
 - Alphabet Creative to launch marketing campaign in early September.
 - Currency program will launch in early September. Currently seeking businesses to accept the currency as payment for program to be successful.
 - \$500 Ad program has some businesses participating already.
 - Update on Prescott Street opening.
 - 30 vendors and four musicians are planned.
 - Matt told the board that this is a good example of working together.
 - Debbie requested that people volunteer to help at the event.
 - Matt advised that NG received some funding for creation of tourism strategy. Contract will be awarded next week.
- Financial Report – Stephen Bent – given.
 - \$20,800 in the bank now to last until next levy payment.
- Expansion Steering Committee Report – Stephen Bent
 - Not right time to discuss expansion. May need to wait until 2022. Want to focus on associate membership.
- Events Committee Report – Melanie Charlebois
 - Committee met Monday morning.
 - Decision about Kreepy Kemptville will be made once children have returned to school and the committee has a better idea of how receptive parents would be to participating in Kreepy Kemptville..
 - Board directs Deron to create a survey to seek input about potential participation of residents in Kreepy Kemptville event.
 - Poppy display by Brenda Ward will happen again on November 11th at Rotary Park.
 - Christmas events will be considered closer to December and may also be scheduled to coincide with the Kinsmen Santa Claus Parade.
 - Recommendation from busker festival committee on feasibility for BIA to organize a busker festival event. Recommendation to council required if BIA wishes to move forward.
 - Motion: To create a committee including the Executive Director whose purpose is to organize a busker festival to be hosted in the downtown area in spring of 2021. Moved by Melanie, seconded by Sierra. Carried.

- Executive Director's Report – Deron Johnston
 - Given.

Other Business

- Discussion on recommending to the Municipality of North Grenville and the United Counties of Leeds and Grenville that selected parking spaces in the downtown to be marked as accessible parking spaces.
 - To be added to agenda for next meeting.
- Stephen – Clerk and outstanding motions.
 - Discussed earlier in meeting.

Period For Submitted Questions From Public and Media

- None.

Close of Meeting

Meeting closed at 8:40pm. Motion to close. Moved by Melanie, seconded by Stephen. Carried.

Next Meeting

September 16, 2020.