



Draft Minutes

Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: Virtual through Microsoft Teams.

Date of Meeting: Wednesday February 17, 2021.

Time of Meeting: 6:00pm.

Present: Debbie W, Will P, Stephen B, Melanie C, Shelley M, Sierra J and Meagan C.

Absent:

Regrets: Jim M and Heather.

Guests: Matt G, Hillary G, Wendy E, Hilary T and Brandon P.

Call to Order: 6:02pm

Review of Agenda: Moved by Sierra, seconded by Stephen. Carried.

Disclosure of interest: None.

Review of Executive Committee Notes: Contained in DKCAP Report.

Review of the BoM minutes of January 20, 2020: Moved by Melanie, seconded by Stephen. Carried.

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

Opening Statements

- Chair Debbie Wilson. Debbie asked about the state of snow removal in the downtown. Melanie advised about what she saw first thing in the morning including sidewalks were being plowed. Many parking spaces had not been cleared yet.

Deputations

- Downtown Kemptville Community Action Plan (DKCAP) – Hillary Geneau.
 - Hillary made a verbal presentation on the DKCAP. She mentioned that there would be a new zoning bylaw for the downtown and the BIA would be included in that discussion. She also mentioned the removal of boundary limitations when referring to the expansion of the BIA.

- Debbie asked about eligibility to apply to DKCAP tools. Decision on eligibility is made by property instead of by applicant. Debbie also mentioned Will's feedback about the need to do a parking study first before implementing the DKCAP.
- Stephen asked about the details of cash in lieu and how that money would be used. Hilary replied that CIL is governed by the planning act.
- Old Town Kemptville BIA Bylaw – Heather Babcock-Cormier.
 - She was unavailable to attend the meeting.

Governance

- Provide feedback on the DKCAP.
 - Given through the report with a few comments listed above.
- Discussion on proposal to expand role of BIA in providing additional Economic Development services and activities for the North Grenville business community.
 - Deron advised that the Board has a strong interest in the tourism elements of the proposal and that the proposal has been submitted to municipal staff.
- Review of Executive Director Performance Assessment.
 - Stephen requested feedback of the Board.
 - Will wants it to focus more on measurable goals.
- Renewal of Executive Director's contract.
 - Needs to be adjusted slightly and printed for signatures.
- Renewal of Memorandum of Understanding between Old Town Kemptville BIA and Bodhi Tree Yoga Centre regarding office space for the BIA.
 - MOU has been prepared and just needs to be printed and signed.

Reports

- Municipal Report – **Matt Gilmer**.
 - Update on NG Tourism Strategy.
 - On January 12th the strategy was presented to Council and approved. Matt will be taking elements of the strategy to council for their approval as part of his 2021 workplan.
 - Update on Love NG Live.
 - Had to delay launch due to a couple of challenges concerning timelines.
 - Update on 2021 Municipal Budget.
 - It has been passed.
 - Update on NG Business Support Group
 - Has resumed meeting and continues working to develop business support programming and providing feedback from local businesses on their current needs and the success of local support programming.
 - Update on Covid Support Programs
 - Co-op Ad Share program may be returning.
 - Will probably implement more business support webinars.

- NG Green is being researched to potentially become a gift card program.
 - DSS Squad have been extended through another grant to provide more of a business support role to help local businesses connect to available resources. Will be advised about his situation in applying to the provincial small business support grant program.
- Financial Report – **Stephen Bent**. No updates.
- Expansion Steering Committee Report – **Stephen Bent**. No updates.
- Events Committee Report – **Melanie Charlebois**.
 - Kemptville Buskerfest update.
 - Were successful in getting grant as part of Municipal Budget. Will be meeting next week to decide next steps.
 - Update on events for the coming year.
 - Committee met on Feb 1. Reviewed Christmas and briefly discussed Easter but wanted to wait until there was more certainty about what was possible due to current lockdown and stay-at-home orders. Will meet again on February 22nd.
- Executive Director’s Report – **Deron Johnston**.
 - Given.
 - Deron outlined a sense of urgency for creating a succession plan to replace Chair Debbie Wilson who has been patiently waiting to step down for many months.

Other Business Arising From Discussion

New Business

- Funding and opportunities – Sierra Jones.
 - Sierra made a presentation on the Canada Healthy Communities Initiative and outlined how it could support a BIA project for the downtown.
 - Sierra, Deron and Wendy will meet to discuss the opportunity and come up with a recommendation for a project that could benefit the members and the community.

Period For Questions From Members, Public and Media

Close of Meeting

Meeting closed at: 7:55pm. Moved by Sierra, seconded by Will. Carried.

Next Meeting

March 17, 2021.