



Draft Minutes

Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: Virtual through Microsoft Teams.

Date of Meeting: Wednesday January 20, 2021.

Time of Meeting: 6:00pm.

Present: **Debbie W, Will P, Sierra J, Jim M and Meagan C.**

Absent:

Regrets: **Stephen B, Melanie C and Shelley M.**

Guests: **Cathy Sheppard, Wendy Embleton, Herb Cloutier and Matt Gilmer.**

Call to Order: **6:07pm**

Review of Agenda: **Megan, Will.**

Disclosure of interest: **None.**

Review of Executive Committee Notes: **None.**

Review of the BoM minutes of December 10, 2020: **Moved by Jim, seconded by Meagan.**

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

Opening Statements

- Chair Debbie Wilson.

Deputations

- Q&A session about NG Bylaw Services with **Fire Chief John Okum.**
 - **Debbie thanked Chief and the fire service for their work.**
 - **Attending sites usually complaint-driven. May enter properties under certain conditions. Often neighbour to neighbour disputes. Policy to complain by email or letter, phone or in-person at station. Social media is not considered official complaint and is not acted on. In training phase with two new officers. Using an education-based approach to resolve situation. Officers will patrol and enforce bylaws in the moment. Don't regularly enforce parking limits exceeded in the downtown. Mostly by complaint and residential parking issues.**
 - **Will asked about enforcement of provincial orders during pandemic.**

- Loitering at library.
- Provincial Offences Act.
- Accessible parking spot.
- Proper y standards enforcement was put on hold for pandemic.

Meeting closed due to loss of quorum with departure of Jim McManaman. Meeting closed at 6:25pm.

Meeting proceeded as an information-only meeting.

Governance

- Discussion on changes to board eligibility
- Discussion on proposal to expand role of BIA in providing additional Economic Development services for the Municipality of North Grenville.
- Discussion on Love NG LIVE pilot project.
- Review of Executive Director Performance Assessment.
- Renewal of Executive Director's contract.
- Renewal of Memorandum of Understanding between Old Town Kemptville BIA and Bodhi Tree Yoga Centre regarding office space for the BIA.

Reports

- Municipal Report – **Jim McManaman** and **Matt Gilmer**.
 - Update on #LoveNG marketing campaign.
 - Update on NG Tourism Strategy.
 - Update on Downtown Kemptville Community Action Plan.
 - Update on 2021 Municipal Budget timeline.
- Financial Report – **Stephen Bent**.
- Expansion Steering Committee Report – **Stephen Bent**
- Events Committee Report – **Melanie Charlebois**.
 - Old Town Christmas activities.
 - Old Town Kemptville BIA Week Dec 13-19.
 - Kemptville Buskerfest update.
- Executive Director's Report – **Deron Johnston**.

Other Business Arising From Discussion

New Business

- Responding to the pandemic.

Period For Questions From Members, Public and Media

Close of Meeting

Meeting closed at: 6:25pm.

Next Meeting

February 17, 2021.