



## Draft Minutes

---

**Old Town Kemptville BIA SPECIAL Board of Management Meeting**

**Location: Remote via Microsoft Teams**

**Date of Meeting: Wednesday July 15, 2020**

**Time of Meeting: 6:07pm**

**Present: Debbie Wilson, Melanie Charlebois, Will Pearl, Sierra Jones, Shelley Mitchell, Jim McManaman and Deron (staff).**

**Absent:**

**Regrets: Stephen Bent, Ken Schlieman.**

**Guests: Hillary Geneau, Devon Warren, Hilary Thomson, John Barclay.**

- **Before the meeting started Deron advised everyone about the purpose of the “Emergency” wording for the meeting and the proper protocol for people who are attending the meeting as observers.**

**Call to Order: – 6:20pm.**

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

**Disclosure of interest – none.**

**Review of Executive Committee Notes – none.**

**Review of the BoM minutes of June 17, 2020. – *Motion to accept. Moved by Melanie, seconded by Jim. Carried.***

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

### **Deputations**

- Re-painting street furnishings in the downtown area – Devon Warren – Kemptville Pride.
  - **Devon Warren advised the board of another community that had painted their downtown public benches in rainbow colours in support of the LGBTQ2 members of their community. She asked if the BIA would be willing to support Kemptville Pride’s desire to see benches in Downtown Kemptville painted in this way. She offered that Kemptville Pride would be willing to provide both the paint, supplies and volunteers to complete the project.**

- Motion: The Old Town Kemptville BIA in partnership with Kemptville Pride recommend to Council that Kemptville Pride be allowed to paint the public metal benches in front of the CIBC and in front of the LA Group property in rainbow colours. Kemptville Pride has offered to provide the paint and any other necessary supplies at their expense and will provide volunteer labour to complete the job. This will be completed to any required specifications provided by municipal staff. Moved by Melanie, seconded by Will. Carried.

## Governance

- Discussion on the potential for street closures in the downtown.
  - Deron gave an update on street closure situation. Discussions have taken place with KDCA and the BIA Events Committee about the potential for a street closure in late August.
  - Deron advised of a recent discussion with Mayor, Deputy Mayor, Economic Development, Debbie and himself whereby the conclusion reached was that the decision has been placed on the BIA to lead any street closures moving forward. BIA wants to take advantage of this in a way that is well done, meaningful and respects current COVID regulations.
  - Deron emphasized the importance that we all work together to provide consistent messaging regarding the subject of street closures in order to avoid further confusion on behalf of BIA members and residents and to make it a successful endeavour.
  - Shelley asked if restaurants have asked to have expanded patios in downtown which was one reason for moving forward for street closures.
  - Deron shared that the municipality has developed an application process for our members to expand their patios. He also advised that he had approached each of the seven foodservice businesses in the downtown about developing individual plans to expand their outdoor seating capacity. Some of these individual plans included the potential closure of parking spaces. Only two the seven have applied for the expansion.
  - Hillary talked about the ease of the application process and how two downtown business had applied. Using the parking spaces however requires more work and is harder to do.
- Discussion on finalizing Executive Director's contract.
  - Vacation language should be changed to up to three weeks. Jim suggested that Connie Lamble be asked to review latest version of contract.
- Discussion on expansion of patio or seating space for downtown including using public spaces like parking spaces, Rotary Park, sidewalks etc.
  - Deron advised that since picnic tables have been added to our downtown, someone has been asking for outdoor public washrooms as well. Deron added that Matt had mentioned in a previous meeting that more than just restaurants

can apply for added space, but this can be done by other businesses as well. Deron will continue to engage with businesses to encourage an expansion of patios and outdoor selling space moving forward.

- Discussion on Digital Main Street and the opportunity to do a joint application with the Municipality of North Grenville to create another Digital Service Squad.
  - Deron advised that there is an opportunity to submit a joint application to the Digital Service Squad grant program with the Municipality of North Grenville. Hilary G is working on the application now and will work with Deron to help move forward. The new Digital Service Squad would now potentially include more businesses across the municipality including those in the hamlets.
  - Motion: The Old Town Kemptville BIA agrees to submit a joint application in partnership with the Municipality of North Grenville in order to access grant funding that would allow for the creation of a Digital Service Squad that would provide services to eligible members of the North Grenville business community. Moved by Jim, seconded by Will. Carried.
- Discussion on potential to create an associate membership program due to delay in plans for expansion. *Deferred to next meeting.*
- Discussion on permanent office for the Old Town Kemptville BIA.
  - Deron informed the board about an offer made by Melanie that would allow the OTK BIA to set up permanent office space at the Bodhi Tree Yoga Centre. MOU that we had with Exit. Event title sponsorship in exchange for space. Board instructs Deron to prepare another MOU.
  - Deron advised that the Old Town Kemptville BIA has been offered a permanent office space at Bodhi Tree Yoga Centre at 28 Prescott Street. Deron feels the space is a good fit and centrally located. As per previous efforts to secure permanent office space with Exit Realty, it was suggested to compensate Bodhi Tree Yoga Centre with a title sponsorship of one of the BIA's signature downtown events. The board directs Deron to create a Memorandum of Understanding (MOU) with Bodhi Tree Yoga Centre for the use of the space and it be brought to the next meeting for review.
- Discussion on adding an electric vehicle charging station to the downtown area.
  - This agenda item was brought to Deron's attention during some research he was conducting several months ago and he wanted to bring it to the Board. He believes that this initiative could help bring more people to the downtown area as electric vehicles become more popular. Jim mentioned that there have not been any discussions about car charging stations at Council Meetings. The stations would need to be added to municipal property in the downtown area. Jim believed that it would be a good idea to request this of Council.
  - Motion: The Old Town Kemptville BIA recommends to Council that the Municipality of North Grenville add electric car charging stations in the downtown

area. The Old Town Kemptville BIA believes that this would help to encourage more people to visit the downtown area and would be an environmentally responsible addition to the services offered in the downtown area. Moved by Melanie, seconded by Jim. Carried.

- Discussion on making a recommendation to Council that Downtown Kemptville become a designated tourist area.
  - Deron advised that he wanted the board to have a preliminary discussion to gauge the appetite for a recommendation be made to council that downtown be designated as a tourist area. Deron added that this designation would allow businesses in the downtown to open on statutory holidays and it would help people to identify downtown as a tourism area. The Board felt that further research would be needed to determine if downtown is eligible for the designation.
  - Board directs Deron to explore the matter further and bring a report to the next meeting for consideration.

## Reports

- Municipal Report – Jim McManaman and Matt Gilmer
  - Update on #LoveNG marketing campaign and working group activities. **Small Biz Grants program. Ad discount program. Local currency. Marketing company chosen.** Hillary Geneau gave an update on the Love NG campaign. A consultant has been chosen for the marketing component of the Love NG campaign. First meeting with them is Monday. Work continues on a local currency program to be rolled out in September and business onboarding begins in August. The NG Small Business Grant Fund offers grants of \$1000 to qualifying local small businesses with almost \$50,000 of \$100,000 already committed to. 46 applications have been accepted.
- Financial Report – Stephen Bent – **submitted by Stephen.**
- Expansion Steering Committee Report – Stephen Bent – **nothing to report.**
- Events Committee Report – Melanie Charlebois
  - **BIA dinner club concept was discussed as a potential activity to bring additional revenue to downtown restaurants. It would be a ticketed event with some money going to a local charity.**
  - **Events Committee recommended that Kreepy Kemptville in October include a street closure this year.**
  - **Based on past success, hosting another trivia night was also mentioned.**
  - **The potential for a poker run to be organized on the river was mentioned.**
  - **Events Committee recommends to explore the possibility of a Busker festival for next spring 2021. Deron requested a motion to create a sub committee to review the potential of hosting a busker festival in the downtown.**

Motion: To create an Old Town Kemptville BIA sub-committee that would be tasked with exploring the possibility of working cooperatively with other community partners in order to create a busker festival hosted in the downtown area during the spring of 2021.. Moved by Melanie, seconded by Debbie. Carried.

- Executive Director's Report – Deron Johnston
  - What's happening downtown – picnic tables have been added and they are a great hit.
  - There is going to be a gate added beside the Prescott street bridge to block off the Salamanders right of access.
  - Geronimos had a successful Virtual Drag Bingo, about 130 people tuned in.
  - Phase 3 starts on Friday! Great for Get Cronk'd and Bodhi Tree and our local restaurants who could now begin seating people indoors.
  - Good news - only 1 business Willow & Rose left our downtown so far, but they were already planning to move to a home-based business model.
  - Development Charges exemption for developing in the downtown has expired. This exemption encourages further improvements to the downtown including more residential spaces and more commercial spaces. The BIA is expecting that Deputy Mayor Jim McManaman will champion the importance of this exemption for the future success of the downtown business community.
  - KDCA's event Meet Me On Main Street that was to be hosted in the downtown coming up in September has been cancelled.
  - Private security initiative for downtown has been successful and well received by local business community. It is believed that the potential for vandalism and theft has been reduced over the last few months.
  - Newsletters are coming out almost weekly and getting a good feedback.
  - Digital Service Squad report has been submitted. Some additional information has been requested and now provided.
  - Old North Grenville High school property has had a number of break-ins. There has been some damage. Working with the security company and the OPP to watch property more closely. Municipality is now also engaged.
  - Thank you to Matt for helping us secure free virtual meeting access to allow us to conduct our own virtual meetings.

## **Other Business**

### **Period For Submitted Questions From Public and Media**

### **Close of Meeting**

*Meeting closed at 8:30pm. Motion to close. Moved by Melanie, seconded by Sierra. Carried.*

**Next Meeting**  
*August 19, 2020.*