



Draft Minutes

Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: Remote via Microsoft Teams

Date of Meeting: Wednesday June 17, 2020

Time of Meeting: 6:00pm

Present: Debbie W, Melanie C, Will P, Shelley M, Sierra and Jim M.

Absent: Ken S.

Regrets: Stephen B.

Guests: Matt G and Hillary G.

Call to Order: – Chair.

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

Disclosure of interest – none.

Review of Executive Committee Notes – None.

Review of the BoM minutes of May 6, 2020. – *Motion to accept.* Moved by Will, seconded by Sierra. Carried.

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

Deputations

Governance

- Discussion on upcoming expenses – Microsoft Office, McAfee Internet Security for BIA laptop.
 - **Motion: To renew the subscription to Microsoft Office and McAfee Internet Security. Moved by Melanie, seconded by Will. Carried.**
 - **Will suggested to consider purchasing these products through Setanta Solutions for next year.**
- Discussion on subscribing to a platform to conduct virtual meetings.

- Will suggested to talk to Setanta Solutions to find out if they have advice on the best option for virtual meeting platform.
- Board directs Deron to investigate options and bring report to next meeting.
- Discussion on finalizing Executive Director's contract.
 - Debbie advised ongoing work with contract and hoped to have it ready for next meeting.
- Discussion on expansion of patio or seating space for downtown including using public spaces like parking spaces, Rotary Park, sidewalks etc.
 - Matt
 - Deron advised restaurants are operating at half revenue-generating capacity because of health unit restrictions on patios. He also advised that the AGCO has waived any fees or new licence requirement for patio expansions. As well, only municipal approval is required for expansion of licenced patios and there is an application available from the municipality.
- Discussion on Digital Main Street announcement.
 - Board directs Deron to look into applying to the Digital Service Squad program again once previous is finalized.
 - Still need to repay funds that were left over from previous Digital Service Squad.
- Review and approve audited financial statements.
 - Motion: To approve the OTK BIA 2019 audited financial statements as presented. Moved by Jim, seconded by Sierra. Carried.

Reports

- Municipal Report – Jim McManaman and Matt Gilmer
 - Update on #LoveNG campaign and working group activities.
 - Matt advised that group's work is ongoing. Council approved the proposed programming brought forward by group and presented by Economic Development Department. He highlighted small business grant program with a budget of \$100,000 with up to \$1,000 per successful applicant for re-structuring of your business. He also mentioned programs developed by NG Business Support Group to support local business community such as: local currency program, co-op advertising program, LoveNG marketing campaign with RFP in process.
 - Prescott Street Closure.
 - Matt advised that last Thursday the BIA, two members, the Mayor met via Zoom to discuss closing Prescott Street every Sunday 10-2.
 - NG Small Business Grants Program.
 - Matt reviewed.
 - NG Business Webinar Series.
 - Hillary advised three webinars. Mental health in a crisis. July 7th at 7pm.

- NG Local Currency Program.
 - Matt reviewed the program
- RRRF – Grenville Community FDC.
 - Up to \$40,000 for businesses who haven't qualified or who need more assistance.
- Financial Report – Stephen Bent
 - Not given due to absence.
- Expansion Steering Committee Report – Stephen Bent
 - Not given due to absence.
- Events Committee Report – Melanie Charlebois
 - Potential busker festival for 2021 – Deron
 - Looking at potential to organize festival in downtown.
 - Old Town Concert Series – Deron
 - Considering inviting musicians to play in certain business spaces.
 - Canada Day 2020 including window contest – Debbie
 - Contest for residents and businesses with prizes.
 - Meet Me On Main Street – Debbie
 - Being organized for Sept 27 not many details yet.
- Executive Director's Report – Deron Johnston
 - Given by Deron. Thanked Melanie for temporary office space at Bodhi Tree. Thanked municipality for flower baskets, new railings along Prescott Street bridge and sidewalk repairs. Ongoing concern about damage to one property in downtown. Met with three business owners who were looking for space in downtown. Mentioned the positive impact of the private security company hired by municipality. Had a Zoom call today with local wellness & fitness businesses and the Health Unit. Call didn't go as was hoped by the participants, however the call was still informative. Community pool is may not open this summer.

Other Business

Debbie asked about the status of the development charges bylaw that exempts downtown development as it was only approved for a year.

Period For Submitted Questions From Public and Media

None.

Close of Meeting

Meeting closed at 7:50pm. Motion to close. Moved by Jim, seconded by Sierra. Carried

Next Meeting

July 15, 2020.