



Draft Minutes

Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: Virtual through Microsoft Teams.

Date of Meeting: Wednesday March 17, 2021.

Time of Meeting: 6:00pm.

Present: Debbie W, Will P, Stephen B, Melanie C, Sierra J, Meagan, Jim M and Deron J (staff).

Absent:

Regrets: Shelley.

Guests: Gary D, Matt G, Wendy E, John B and Hilary T.

Call to Order: 6:04pm

Review of Agenda: Done.

Motion to approve agenda: Moved by Meagan, seconded by Sierra. Carried.

Disclosure of interest: None.

Review of Executive Committee Notes: Done.

Review of the BoM minutes of February 17, 2021: Done.

Motion to approve minutes: Moved by Melanie, seconded by Sierra. Carried.

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

Opening Statements

- Chair Debbie Wilson.

Deputations

- Old Town Kemptville BIA Bylaw – North Grenville CAO Gary Dyke.
 - Gary responded to a list of questions that had been submitted in advance.
 1. Offering to add it into our operational and not the bylaw / separate line item in our budget.
 2. Will and Shelley can stay on our board. BIA just needs to provide this as a motion to council so that the BIA bylaw can be amended.
 3. Willing to have specific conversations and further specific dialogue.

4. This can be further explored. Checking into it now. Is it easier for the BIA to get their own?
5. Can be done as a service agreement.
6. Spoke to insurer. We are a committee of council, therefore we are covered up to \$25 million with deductibles of \$20000 for general claims and \$25000 for errors and omissions.
7. Whatever happens to the municipality happens to the BIA as well. Unless noted differently in the BIA bylaw, the procedural bylaw for the Municipality of North Grenville applies to the BIA.
8. Nothing has changed in terms of zoning for the old high school property yet. There have been numerous discussions with the property owner to date and the municipality will continue to work to address the zoning of the property with the owner.
9. \$7500 has been allocated for the Rural Summit which will be done through Economic Development office.
10. The municipality has not received an application to develop this property.
11. An application for a zoning exemption and a site plan have been submitted to convert the existing building into 8 residential units.
12. A parking study is included in the DKCAP. Deron further asked if the BIA recommendation of prioritizing the study will happen and Gary replied that it is one of the priorities of the DKCAP.
13. The CIL policy will follow the implementation of the CPPS and will be at Council's discretion whether they use it or not.
14. This will be part of the parking study. The municipality prefers to lease rather than buy property for parking for example Rob Thompson property.
15. Five-year eligibility only applies to the Façade part of the program. New property owners will be allowed to apply even if the property had received funding before under different ownership.
16. Yes, a plan like this could build off the work of the DKCAP.

The full answers given by the CAO to the submitted questions are also available on a separate document, available on request.

Debbie asked how the BIA could contribute and be directly involved in the development of tourism for North Grenville.

- Gary stated the BIA will continue to be a partner in the development of tourism and will be directly involved in providing input and feedback on municipal tourism efforts.

Debbie also asked if there were any plans to combine the BIA and the Chamber into the municipality.

- Gary responded “no” and that he likes having the two organizations where they are providing different perspectives and healthy friction. Debbie asked how do you see the BIA and the Chamber working together?
- Gary responded that the municipality wants to bring the two groups together more frequently as the municipality should be involved in strengthening that relationship.
- Deron added that the BIA has also begun efforts to strengthen the relationship with the Chamber by developing a stronger working relationship between the staff of both organizations and by inviting the Chamber to the past four BIA Board Meetings, along with events and last year’s AGM.

Governance

- Discussion on insurance needs of the BIA.
 - This was addressed by Gary and Stephen suggested that the BIA should have a copy of the municipal insurance policy for our records. Deron will email NG Director of Finance Brad Brookman for a copy.
- Update on Executive Director Performance Assessment.
 - Work is ongoing. More info at next meeting.
- Discussion on updating Old Town Kemptville BIA Governance.
 - Preliminary work updating the governance documents by Deron that included incorporating feedback from Debbie and the Executive Committee, has not yet been completed. This should be ready for the next meeting.
- Discussion on succession plan for Chair.
 - Debbie advised that she will bring her letter of resignation to the next Board Meeting and that we could hold an election then to replace her as Chair. Two candidates have already expressed their interest.
 - Deron noted that you must be a member of the BIA to be elected to a position on the Executive.
- Discussion on changing the night for our monthly meetings.
 - Currently Jim has difficulty making some Board Meetings as they sometimes conflict with Council Planning Meetings. Shelley also has difficulty making Wednesday night meetings. Stephen suggested a survey to choose the best night to maximize attendance. Deron will reach out to Board Members to determine the best night.
- Discussion on OBIAA professional development opportunity for the Executive Director.
 - Deron advised that OBIAA is organizing a series of online professional development workshops and that he would like to attend.

- Motion: To approve the amount of \$200 plus any additional fees and taxes to pay for a series of professional development workshops organized by OBIAA for our Executive Director. Moved by Melanie, seconded by Stephen. Carried.
- Discussion on accepting funding from the Municipality of North Grenville for Covid recovery.
 - Action and discussion on this item has been deferred to next meeting.

Reports

- Municipal Report – **Jim McManaman** and **Matt Gilmer**.
 - Update on Love NG Live.
 - Matt advised that the first show will be Monday March 22nd at 7pm and will be shown on loveng.ca website. A lot of work has gone into this project and initially looks great. He also thanked Deron for his work on the project.
 - Update on Tourism Strategy.
 - Matt advised that the tourism strategy and the request to hire a tourism coordinator have been approved by Council. He hopes to have the position filled within a month and that the BIA will be a big part of implementing the strategy.
 - Update on NG Business Support Group activities and programming.
 - Business support programs and funding for them for 2021 has been approved by Council. Deron and the BIA played a large part in the development of these programs. Digital Main Street was extended until June 4th. Continue to build off the LoveNG marketing campaign. Business webinars will continue into 2021. NG Green gift certificate programme will become a gift card program thanks to the additional support of Deron.
 - Matt also updated the Board on the effort to replace the community entrance signs along CR43 and CR44. Councillor Barclay believes that the business community should pay for the signs and has asked the KDCA to work on that project. This view was not supported by the Board. Matt advised that he will be working with business group stakeholders to replace them as part of the next municipal budget or with other municipal funding.
- Financial Report – **Stephen Bent**.
 - Stephen advised that the BIA had a small surplus for 2020 and that we have approximately \$22,000 in the bank account.
- Expansion Steering Committee Report – **Stephen Bent**.
 - No update. Expansion efforts delayed until 2022.
- Events Committee Report – **Melanie Charlebois**.
 - Kemptville Buskerfest update.

- Melanie advised that full municipal funding was received and the organizing committee voted that the KBF will now happen in spring of 2022.
 - Update on BIA events.
 - Melanie advised that the Events Committee has organized the Easter Egg Parade and the Easter Egg Scavenger Hunt which everyone can participate in.
- CHCI Update – **Sierra Jones.**
 - Sierra advised that we did not have enough time to apply for the March intake for the CHCI, but that we will apply in May for funding for the “Street Closure Kit”. If not successful, she will keep her eyes open for other funding opportunities.
- Executive Director’s Report – **Deron Johnston.**
 - Given.

Other Business Arising From Discussion

- None. Deron quickly highlighted some of the work that he’s been doing over the past month.

New Business

- Sensitive matter – Closed Session.
 - The Board entered closed session at 8:06pm and came out of closed session at 8:27pm.

Period For Questions From Members, Public and Media

- None.

Close of Meeting

Meeting closed at: 8:28pm

Motion to close: **Moved by Stephen, seconded by Meagan. Carried.**

Next Meeting

April 21, 2021.