



# Draft Minutes

---

## Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: Remote

Date of Meeting: Wednesday May 6, 2020

Time of Meeting: 6:00pm

Present: **Debbie, Stephen, Melanie, Shelley, Sierra, Will and Deron.**

Absent: **Jim.**

Regrets: **Ken.**

Guests: **Matt, Hillary.**

Call to Order: **6:10pm.**

Review of Agenda - **Accepted.**

Disclosure of interest – **none.**

Review of Executive Committee Notes – .

Review of the BoM minutes of **February 19, 2020.** – Motion to accept. Moved by Melanie, seconded by Sierra. Carried.

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

## Deputations

## Governance

- Discussion on what will happen with levy and budget with deferral of taxes. Potential for waiving of levy and finding alternative source of revenue to cover expenses.
  - **Stephen advised that the municipality did not anticipate any issue with the BIA receiving their levy despite the deferral of taxes.**
- Discussion on finalizing Executive Director's contract.
  - **Melanie sent a new version of the contract to the board, but another edit needs to be done before being signed.**

- Discussion on creating a strategy for post-pandemic efforts including potentially partnering with Chamber and municipality.
  - Deron advised that the BIA is working with the Chamber and Economic Development and other stakeholder groups to create a joint strategy. Matt added that good things will be coming with the strategy but council needs to approve the strategy first.
- Discussion on landlords and tenants with CERCA program.
  - Deron advised that the Executive Committee discussed sending out a media release to encourage property owners to apply so that their tenants can benefit from the relief offered by the program. This would help ensure that the landlord and tenant relationships remain positive. Deron added that the BIA is in a delicate position that we represent both the property owners and the tenant business owners. Stephen added that property owners can also go to commercial banks to find out what options they have. Motion: To direct Deron to draft a media release regarding the benefits of applying to the CECRA program. The media release is to be distributed to local media, property owners, business owners and municipal staff. Moved by Stephen, seconded by Melanie. Carried.

## Reports

- Municipal Report – Jim McManaman and Matt Gilmer
  - NG conference calls with Chamber and BIA.
    - Matt updated board.
  - Update on #LoveNG campaign and working group.
    - Matt and Hillary advised of the Love NG marketing efforts and the new website.
  - North Grenville COVID 19 Emergency Reserve Fund.
    - Matt advised that council set aside \$150,000 for the Love NG marketing and recovery plan to support the local business community and \$13,000 for private security for the Kemptville commercial area. Debbie asked about the \$50,000 in the CIP and whether it could be moved into the reserve fund to help businesses. Matt didn't want to speculate at this time.
  - North Grenville Business Awards.
    - Hillary advised that the winners will potentially be announced at the end of May. The winners have been chosen by the selection committee.
  - Deferral of property taxes and impact on timing of paying out BIA levy.
- Financial Report – Stephen Bent – Stephen advised that we are in the middle of having our financial statements reviewed by the municipal auditor. He added that we have approximately \$15540 in the bank. Only recent payouts have been payments to our Executive Director.

- Expansion Steering Committee Report – Stephen Bent – Nothing further at this time. Stephen suggested focus on associate membership as expansion plans may not be realistic due to current financial situation because of COVID 19 for 2020. Stephen asked that this item about associate membership be added to the next meeting agenda.
- Events Committee Report – Melanie Charlebois
  - Discussion on the future of events and promotions for the BIA. Stephen suggested a virtual shopping spree to encourage support of businesses that are currently open. Will's idea for a virtual trade show was mentioned. Will suggested a virtual trivia night. Deron suggested that the events committee could still meet to discuss ideas. Melanie suggested doing short videos for businesses that are currently open. Debbie advised that KDCA is still moving ahead with a re-imagined Canada Day and the Meet Me On Main Street event that is being considered for September 27<sup>th</sup>. Debbie advised of her participation in an OBIAA conference call on Monday that was attended by board members and staff of other BIAs across Ontario.
- Executive Director's Report – Deron Johnston – Given as submitted. Deron also advised the board that he has been working daily out of space at the Bodhi Tree, thanks to the generosity of Melanie. He added that a newsletter will come out this week and how positive the experience has been working so closely with the Chamber and Economic Development.

### **Other Business**

- Change communication method for BIA Board meetings to allow for meeting participation through phone or digitally.
- Motion: To request that the BIA bylaw be changed to allow the BIA to conduct meetings by phone or online from time to time at the discretion of the chair and as long as quorum is met. As well, to allow the BIA to conduct meetings even when members are not available to participate in person by permitting them to participate virtually or over the phone and be allowed to count towards quorum. Moved by Stephen, seconded by Shelley. Carried.

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

### **Close of Meeting**

*Meeting closed at 7:15pm. Motion to close.*

### **Next Meeting**

*June 17, 2020.*