



Draft Minutes

Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: Virtual through Microsoft Teams.

Date of Meeting: Wednesday May 19, 2021.

Time of Meeting: 6:00pm.

Present: **Meagan C, Will P, Melanie C, Shelley M, Sierra J, Jim M and Deron J (staff).**

Absent: **None.**

Regrets: **None.**

Guests: **None.**

Call to Order: **6:05pm**

Assignment of Recording Secretary: **Deron**

Review of Agenda: **Done.**

Motion to approve agenda: **Moved by Jim, seconded by Melanie. Carried.**

Disclosure of interest: **None.**

Review of Executive Committee Notes: **Done.**

Review of the Board of Management Meeting minutes of: **April 21, 2021.**

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

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

Opening Statements

- Chair – Meagan Cumming.
- Meagan opened the meeting by acknowledging Debbie Wilson who is the former BIA Chair and was present at the meeting.
- Melanie thanked Debbie for her exemplary work as Chair of the BIA and presented her with a special framed photograph as a token of appreciation.

Deputations

Governance

- Accept resignation of Stephen Bent as both Treasurer and as a Board Director.
 - Meagan confirmed Stephen's letter of resignation was received by the Board and thanked him for his years of service to the BIA and wished him well.
 - Motion: To accept the resignation of Stephen Bent as Treasurer and as a Director of the Old Town Kemptville BIA Board of Management effective immediately. Moved by Jim, seconded by Sierra. Carried.
- Update on Royal Rideau chair event at Rotary Park – May 21.
 - Deron advised that this event has been postponed until at least the stay-at-home order has been lifted.
- Dates and times for monthly Board Meetings.
 - Motion: To change the time of the regular monthly meeting of the Old Town Kemptville BIA Board of Management to the third Monday of every month at 7pm. Moved by Melanie, seconded by Meagan. Carried.
- Signage for BIA office and street closures.
 - Deron advised that the new signs for the BIA office have arrived.
 - Due to the significant cost of the street closure signs, it was recommended by the Executive Committee that the sign purchase opportunity be forwarded to the municipality to see if they would be willing to purchase them.
 - Deron suggested that the street signs should be able to be stored in the basement at the office.
- Updating BIA Governance.
 - The Executive Committee recommended that this item be put on hold until at least June as there are currently other priorities for the Board at this time.
- Work plan.
 - Deron presented the BIA Work Plan.
 - Motion: To approve the 2021 BIA Work Plan as presented by the Executive Director with the understanding that this living document may be adjusted to capitalize on any new opportunities and any shifting of priorities of the BIA during the coming year. Moved by Melanie, seconded by Will. Carried.
- Municipal funding announcement.
 - Meagan shared a media release created by the municipality that outlined a municipal funding announcement that included a significant grant to the BIA.

Reports

- Municipal Report – **Jim McManaman**.
 - Update on LoveNG LIVE pilot program.
 - Update on NG Business Support Group activities and programming.
 - Update on other Economic Development activity or municipal information that is relevant to the BIA.
 - Province will no longer use colour-coded system upon reopening.

- Province will be allowing more outdoor activities starting May 25th.
- Province announced further extension of Digital Main Street program. May be funding available for businesses through the Digital Transformation Grant program. However, only businesses who have not received the grant before will be eligible for the DTG.
- Tourism coordinator will be starting May 25th.
- Tourism Advisory Committee will be created as a sub-committee of the Community and Economic Development Advisory Committee (CEDAC).
- Local North Grenville businesses being encouraged to participate in the broadband survey.
- Items recorded in blue were reported by Matt Gilmer.
- Community Strategic Planning process will begin soon. Stakeholders will be interviewed by consultants. Will be lots of public consultation.
- Participaction program is being promoted by municipality to encourage people to become active and to potentially win the grand prize of \$100,000 for the most active community.
- Financial Committee Report – **Deron Johnston**.
 - Given.
- Expansion Steering Committee Report – **Deron Johnston**.
 - Nothing to report.
- Programming & Marketing Committee Report – **Melanie Charlebois**.
 - Kemptville Buskerfest update.
 - Organizing committee meeting coming up next week.
 - Lots of work being done on work plans by individual sub-committees.
 - Need to recruit two volunteers to chair two sub-committees.
 - Update on other BIA programming.
 - Mother’s Day promo “SuperMom” contest was won by Amanda Prud’homme.
 - Promo was sponsored by Jamming Around Productions for \$200 which was given to the winner in the form of gift certificates for BIA businesses selected by the winner.
 - Yoga festival coming up this fall with opportunity for businesses to advertise for free on the event app.
- CHCI Update – **Sierra Jones**.
 - Been unable to meet with Deron recently, but fully expected to be able to meet application deadline.
- Executive Director’s Report – **Deron Johnston**.
 - Given

New Business

- Discussion on appointing Debbie Wilson to the BIA Board of Management.

- Motion: To appoint Debbie Wilson to the Old Town Kemptville BIA Board of Management. Moved by Melanie, seconded by Will. Carried.
- Deron offered that he would investigate exactly who is currently active on the roster for the Board of Management with the Municipal Clerk.

Period For Questions From Members, Public and Media

- Hilary Thomson asked for more details about the funding announcement. Meagan replied that there will be a press release coming out on Friday which had been shown earlier in the meeting and that the BIA is still deliberating the implications including having a closed session at the end of the meeting about this issue.
- Hilary also asked about the well-being of BIA businesses and Deron offered to answer any questions about that topic outside of the meeting.

Summary of Actionable Items

- Deron to follow up about the roster of the BIA Board of Management.

Other Business

- Closed session – funding.

Close of Meeting

Meeting closed at:

Motion to close:

Next Meeting

MONDAY June 21, 2021.