



Draft Minutes

Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: Virtual through Microsoft Teams.

Date of Meeting: Monday November 15th, 2021.

Time of Meeting: 7:00pm.

Present: Meagan C, Will P, Sierra J, Deb W, Jim M and Deron J (staff).

Absent: Shelley M.

Regrets: Melanie C.

Guests: Josee L and Cristal L.

Call to Order at 7:05pm.

Assignment of Recording Secretary: Deron.

Motion to approve agenda: Moved by Deb W, seconded by Will P. Carried.

Disclosure of interest: None.

Review of Executive Committee Notes: None.

Review of the Board of Management Meeting minutes of: October 25, 2021.

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

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

Opening Statements

- Chair – Meagan Cumming.

Deputations

- Refreshment Vehicle (Food Truck) Bylaw Presentation – Josee Lizotte & Cristal Laanstra.
 - Bylaw was last reviewed in 2016 and was created in 2008.
 - Looking for input from Board on proposed changes.
 - Public and foodservice stakeholders will also be consulted later.
 - Fees divided into different sections and resident and non-resident fees.

Governance

- Discussion on preparation for AGM on November 22nd.
- Discussion on participation in Santa Claus Parade.
 - Deron advised that the Marketing and Programming Committee recommended that the BIA participate in the parade with a walking float.
- Discussion on resuming in-person board and committee meetings.
 - Motion: The Board has decided as of November 15th, 2021 to resume in-person Board meetings unless future changes in public health measures do not allow it. For those who still prefer or require to participate virtually may still do that as meetings could be done in a hybrid model. Location of the in-person board meetings will be the library. Proof of vaccination and masks will be required for in-person participation. Moved by Will P, seconded by Sierra J. Carried.
- Discussion on having Executive Director trained to deliver Naloxone in the event of a drug overdose in downtown.
 - Sierra and Meagan are renewing their certification to deliver Naloxone.
 - Board directs Deron to research costs involved in getting himself certified.

Reports

- Municipal Report – **Jim McManaman**.
 - Update on NG Green Program.
 - Update on 2022 IPM.
 - Update on high school property ownership situation.
 - Other Economic Development information that is relevant to the BIA.
- Financial Report & External Funding Applications Update – **Sierra Jones**.
- Expansion Steering Committee Report – **Deron Johnston**.
- Programming & Marketing Committee Report – **Melanie Charlebois**.
 - Given by Deron.
 - Kemptville Buskerfest.
 - Work continues and will ramp up in new year.
 - Kreepy Kemptville.
 - Successful despite poor weather
 - Half of treat bags were left over. May give them out during Christmas Promenade.
 - Old Town Christmas Promenade.
 - Lots of work going on. Music booked. Santa booked. Horse drawn wagon rides booked. FSEAT being completed.
- Executive Director's Report – **Deron Johnston**.
 - Given.

Other Business Arising From Discussion

Period For Questions From Members, Public and Media

Summary of Actionable Items

New Business

- Consideration of new agreement to occupy space at Bodhi Tree for the purposes of having an office for the BIA in the downtown.
- Next meeting date.
 - Motion: To move the next meeting of the Old Town Kemptville BIA Board of Management to January 17, 2022. Moved by Will P, seconded by Sierra J. Carried.

Close of Meeting

Meeting closed at: 8:56pm

Motion to close: Moved by Jim M, seconded by Will P. Carried.

Next Meeting

January 17, 2022.