



## Draft Minutes

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### **Old Town Kemptville BIA Board of Management Meeting**

**Location: North Grenville Municipal Centre**

**Date of Meeting: Thursday October 16, 2019**

**Time of Meeting: 6:00pm**

**Present: Debbie Wilson (Chair), Kim Smalridge (Vice Chair), Stephen Bent (Treasurer), Jim McManaman, Sierra Jones, Melanie Charlebois, Shelley Mitchell and Ken Schlieman.**

**Absent: Lee McIlvenna.**

**Regrets: Joe Martelle & Wendy Embleton.**

**Guests: Matt Gilmer, Hillary Geneau, Karen Dunlop and Will Pearl.**

**Call to Order:** Debbie Wilson – Chair.

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

**Disclosure of interest** – None.

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

**Review of the BoM minutes of September 19, 2019.** – Motion to accept. Moved by Stephen, seconded by Ken. Carried.

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

### **Deputations**

- Karen Dunlop – Director of Public Works for Municipality of North Grenville.
  - Karen came to have an open dialogue with BIA.
  - Downtown lighting new in 2007. Received complaints about lights from Downtown residents and businesses. Couple of pilot tests on different bulbs and painting top of light globe do not appear to have much effect. The lights will be a potential Public Works budget item for 2020.
  - Asa Street crosswalk will not be installed this year due to only bidder was 2.5 times higher than budget allotment.

- Weed whipping (removal) has been a concern of Downtown residents and businesses. Currently work is done once a year, manually. Work to potentially be done more often in small doses before store openings in the morning 8am to not disrupt business activity. Debbie asked if there was potential to include property owners to also contribute to weed removal.
- Garbage and recycling collection was originally supposed to be done on Prescott Street before business hours. Stephen suggested that this expectation should continue because it is not consistently picked up currently. Karen will follow up with contractor to reinforce expectation.
- Snow clearing on the street itself is done by UCLG but they fail to do the parking spaces. Sidewalks and snowbank removal are done by municipality. This work is done after 10pm in the Downtown. Minimum provincial maintenance standards are used to determine when work needs to be done. 20cm of accumulation triggers the work to be done.
- Hillary Geneau – Tourism BR+E Study presentation.
  - Hillary outlined the findings of the study which involved interviewing 30 businesses, 7 of which were in the BIA footprint. As part of discussion, there is an interest in reviewing the sign bylaw to both re-evaluate it and inform business owners about what the bylaw actually contains.
  - Jim added that council has begun looking into the sign bylaw.
- Wendy Embleton – Broker – Exit Realty By Design.
  - Wendy sent her regrets as she was unable to attend.
- Joe Martelle – Editor – Leeds Grenville Business News.
  - Joe sent his regrets as he was unable to attend.

## **Governance**

- Discussion on expansion meeting with Andrea S. and next steps.
  - Stephen mentioned that the Executive Committee believed that the BIA should approach the existing members of the BIA for the purposes of seeking member feedback and in preparation for expansion.
  - Existing committee members are Stephen, Kim, Debbie, Andrew B. The Executive Committee feels that the Expansion Steering Committee will need more members.
- Discussion on purchasing a vertical banner for the BIA.
  - Board directs Deron to find three quotes for the purchase of a vertical banner and report back at next board meeting.
- Discussion on creating a business plan and budget for 2020.
  - Board directs Deron to announce that business plan and budget will be created at a special board meeting on Wednesday November 13 at 6pm and that as many board members as possible would be needed to participate. AGM agenda

will also be created. This meeting will replace the Executive Committee Meeting that would normally be held at that time.

- Discussion on setting date and planning for AGM.
  - Board confirms their wish that the AGM will take place on November 20 at 6pm at North Grenville Municipal Centre. Board directs Deron to announce the AGM to public, members and stakeholders.
- Discussion on submitting a recommendation to Council that they invite Kay Matthews to make a presentation to council, BIA members, municipal staff and community stakeholders on role, responsibilities and governance of BIAs.
  - **Motion** – The OTK BIA Board of Management recommends to council that they invite Kay Matthews, the Executive Director of the OBIAA to make a presentation to council, BIA members, municipal staff and stakeholders on role, responsibilities and governance of BIAs. Moved by Stephen, seconded by Melanie. Carried.
- Discussion on hosting an Eastern Ontario regional roundtable in Kemptville.
  - **Motion** – The OTK BIA Board of Management directs Deron to work with Kay Matthews to organize an Eastern Ontario Regional Roundtable hosted by the OTK BIA to potentially take place during the first week of December, subject to Kay’s availability. Moved by Kim, seconded by Ken. Carried.
- Discussion on recommending to Council that they become a partner for the Business Bootcamp Workshop Series. Or apply to NG Community Grants Program for funding.
  - OTK BIA would like to defer consideration for this initiative until January’s board meeting.
- Discussion on CIP outreach activities and maximizing participation.
  - Debbie advised that herself, Hillary, Matt and Deron have reached out by going door-to-door to all publicly accessible member businesses to encourage participation in the CIP, including handing out hard copies of the CIP application form.
- Discussion on feedback from Deputy Clerk on BIA Bylaw requested changes.
  - Board directs Deron to forward the approved changes back to Municipal Clerk.
- Discussion on adding Will Pearl of Stevens Creek Shutter Company as Director to OTK BIA Board of Management.
  - **Motion** – The OTK BIA Board of Management recommends to council to add Will Pearl as a director to the OTK BIA Board of Management. Moved by Melanie, seconded by Shelley. Carried.
- Discussion on making a formal request to North Grenville Council to include the OTK BIA as a stakeholder in the CEDAC discussions on the future of the Community Improvement Program (CIP).

- Debbie will ask to have the OTK BIA on the agenda of a Community and Economic Development Advisory Committee meeting to request to be involved in the discussions on the future of the CIP.
- Discussion on making a formal request to North Grenville Council to include the OTK BIA as a stakeholder in discussions on the Development Charges Bylaw concerning Downtown and the possibility of removing the DC exemption for the Downtown area.
  - Jim advised that the current DC Bylaw is good for only one year due to potential legislation that may influence the DC bylaw coming from the provincial government.
  - Board would like to defer further action on this item until potentially June 2020.
- Discussion on adding associate membership as option to help increase BIA presence.
  - Board directs Deron to prepare a proposal about having associate memberships to encourage businesses to become part of the OTK BIA and present it at the next regular board meeting.
- Discussion on setting agenda for next Board of Management meeting at each Executive Committee meeting.
- Discussion on composition of member questionnaire that Executive Committee wants Deron to use to connect with all BIA members.
  - Stephen advised that the Executive Committee believed that the BIA should approach the existing members of the BIA for the purposes of seeking member feedback and in preparation for expansion.
  - Board is to review the member questionnaire that was provided and will send any new questions they wish to see added to Deron by email by Friday October 18 at 5pm.
- Execute election to fill Secretary position on Executive Committee.
  - Debbie nominated Melanie Charlebois for the position of Secretary. Seconded by Ken. No further nominations were received.

## Reports

- Municipal Report – Jim McManaman and Matt Gilmer
  - Update on CIP.
  - Update on street furnishings through Main Street Revitalization Fund.
- Financial Report – Stephen Bent
- Expansion Steering Committee Report – Stephen Bent
- Events Committee Report – Debbie Wilson & Deron Johnston
  - Not Just Ladies Night
  - Kreepy Kemptville
  - Murder and Mayhem Fundraising Walk
  - Old Town Kemptville Christmas
  - 12 Days of Christmas

- Debbie advised the board of both recent past and future events along with the Poppy Project and the need for a sponsor for the horse-drawn wagon rides.
- Community Design Plan Committee Report – Ken Schlieman & Deron Johnston
  - Deron advised that the Executive Committee felt that the committee should delay its work for now, in order to focus all available resources on the BIA's number one strategic priority from the business plan, BIA expansion and member outreach.
- Executive Director's Report – Deron Johnston.
  - Deron outlined his activities over the past month.

### **Other Business**

- Welcome to Melanie Charlebois who is now officially a director of the Old Town Kemptville BIA Board of Management.

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

### **Close of Meeting**

*Meeting closed at 9:10pm. Motion to close. Moved by Melanie, seconded by Ken. Carried.*

### **Next Meeting**

November 13, 2019 – Business plan and budget creation night.

November 20, 2019 – BIA Board of Management meeting.