



Draft Minutes

Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: Virtual meeting using Microsoft Teams.

Date of Meeting: Wednesday October 21, 2020.

Time of Meeting: 6:00pm.

Present: Debbie W, Will P, Melanie C, Sierra J, Shelley M, Jim M and Deron J.

Absent:

Regrets: Stephen B.

Guests: Hilary Thomson, Kai Liepins, Clark Hoskins, Julie DeBoer, Karen Dunlop, Paulina Hrebacka, Meagan Cumming, Matt Gilmer and Hillary Geneau.

Call to Order: – 6:04pm

Review of Agenda – Motion to approve. Moved by Sierra, seconded by Melanie. Carried.

Disclosure of interest – None.

Review of Executive Committee Notes – None.

Review of the BoM minutes of September 16, 2020. Motion to approve. Moved by Will, seconded by Melanie. Carried.

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

Opening Statements

- Introduction of new Digital Service Squad team member Julie DeBoer.
 - Julie introduced by Deron.
- Debbie wished Will good luck on his move and expansion of his business.
- Debbie welcomed Meagan Cumming and mentioned her as a potential board member.

Deputations

- North Grenville Tourism Strategy - MDB Insight
 - Kai and Clark spoke representing MDB Insight based out of Kingston.
 - Team of will be working on this project.
 - There is a survey seeking input from community especially businesses.

- There have been a number of small group and individual interviews with key stakeholders including one with Deron. Deron noted that his 30 minute interview lasted 75 minutes and included suggesting a prominent role for the BIA in the tourism strategy.
- Hope to have report completed by end of year and ready for Council's review.
- North Grenville Waste Management Program – Director of Public Works - Karen Dunlop
 - Changes coming to waste management program. Adding green bin for organic waste and reducing non-organic waste pick up to every two weeks.
 - Green bin and recycling will be picked up weekly. Fibre and plastic recycling will continue to alternate weeks.
 - Financial impact – Feb 1st will be \$2.75/waste bag tag, \$12.50/tag per bulky items, \$1/bag leaf waste.
 - Everyone will receive a green bin, a kitchen catcher and information package before Feb 1st.
 - Most businesses in downtown currently use the tag system and collection and they will still be on this program.

Governance

- Discussion on the proposed correctional facility.
 - Debbie advised that herself and Deron have been invited to represent the BIA at a stakeholder meeting with various agencies and groups who are part of the correctional facility project.
- Discussion on finalizing an associate membership program.
 - Motion: To approve the Associate Membership Policy as presented. Moved by Melanie, seconded by Shelley. Carried.
- Discussion on providing feedback or input to the Police Services Board on the effectiveness of the OPP on behalf of the downtown business community.
 - Debbie to continue to update Board on negotiations for new OPP contract as relates to activities of OPP in the downtown.
- Discussion on setting date for AGM.
 - Date of November 18th has been set.
- Discussion on updating code of conduct and harassment policies for the Board.
 - Board instructs Deron to create a BIA Board Harassment Policy.
 - Meagan Cumming offered to work with Deron on development of policy.
- Discussion on creating a tourism office in downtown.
 - Board expressed interest in seeing a tourism office hosted in the downtown.
 - Board also sees the benefits to local business community of having downtown as a major contributor in the tourism strategy being developed for North Grenville.

Reports

- Municipal Report – Jim McManaman and Matt Gilmer.
 - Given by Matt G.
 - Update on #LoveNG marketing campaign, NG Green.
 - Given out \$4000 in NG Green so far, 45 businesses signed up, remaining funds will be given out in the next month and a bit.
 - Love Ng Marketing Campaign 2.0 will begin over the next couple of weeks.
 - Update on Sunday Downtown Promenade.
 - Nothing further planned.
 - Update on status of development charges exemption for downtown.
 - Council decided to extend the exemption for 30 months.
 - Update on Digital Service Squad.
 - Deron advised that Julie DeBoer has just begun working with BIA businesses.
- Financial Report – Stephen Bent
 - Given by Deron.
 - Approximately \$30,073 in BIA bank account.
 - Cheque to repay OBIAA (for balance owed for unused portion of DSS grant program) has been cashed.
- Expansion Steering Committee Report – Stephen Bent
 - No report.
- Events Committee Report – Melanie Charlebois
 - Given by Melanie.
 - Kreepy Kemptville – Lots of work to do including carving of pumpkins for Pumpkin Trail but positive feedback coming from residents and businesses.
 - Kemptville Buskerfest – Melanie requested that Jim be the BIA's advocate/sponsor at budget deliberations for the budget ask for Kemptville Buskerfest and he agreed.
- Executive Director's Report – Deron Johnston
 - Given by Deron.
 - Lots of activity involving new businesses and openings.

Other Business Arising From Discussion

- Debbie noted that efforts are still ongoing to finalize the Executive Director's contract. She has discussed contract with CAO Dyke and was going to send his feedback to Board for further review.
- Deron asked the Board to consider moving forward with the MOU with Bodhi Tree for BIA office space in the downtown due to the feedback from the Clerk that it is not appropriate for her professionally to comment on the MOU. Deron also noted that the

MOU has already been reviewed by Connie Lamble who provided some minor feedback for Board to consider.

New Business

- None.

Period For Submitted Questions From Public and Media

- None.

Close of Meeting

Meeting closed at 8:10pm. Motion to close. Moved by Will, seconded by Sierra. Carried.

Next Meeting

November 18, 2020.