



Draft Minutes

Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: Virtual through Microsoft Teams.

Date of Meeting: Monday October 25, 2021.

Time of Meeting: 7:00pm.

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

Absent:

Regrets:

Guests: Ryan Brault, Hillary Geneau and Matt Gilmer.

Call to Order at :7:00pm

Assignment of Recording Secretary: Melanie C.

Motion to approve agenda: Moved by Will P, seconded by Sierra J. Carried.

Disclosure of interest: None.

Review of Executive Committee Notes: Done.

Review of the Board of Management Meeting minutes of: September 20, 2021.

Motion to approve minutes: Moved by Will P, seconded by Debbie W. Carried.

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

Opening Statements

- Chair – Meagan Cumming.

Deputations

- Downtown Light Poles – Ryan Brault
 - Showed Board several options for lighting in the downtown.
 - Asked for BIA and member input.
 - Discussed traffic concerns including speed, noise, parking and use of sidewalk by cyclists, skateboards etc.

- Ryan advised that there is a bylaw that prevents use of sidewalk for cycling, skateboards etc. except by anyone 14 and under.
- The current noise bylaw is being reviewed and will be updated soon.
- Any parking concerns should be forwarded to bylaw department.
- CIP Update - Hillary Geneau
 - So far downtown CIP is underutilized.
 - Parking study expected to begin in 2022.
 - Hillary is considering asking Council for some flexibility on conditions to allow more businesses to apply to CIP. Changing 5-year grant cycle to one year cycle.

Governance

- Update on external funding opportunities – My Main Street.
 - Deron advised that discussions with Matt G and the Chamber resulted in the BIA being requested to apply to the Accelerator program and the municipality applying to the activator program.
 - Matt G advised that the municipality will apply for the Activator funding to purchase some of the items that the BIA applied for as part of the CHCI funding application (Street Opening Kit). Funding for local events will also be added into the application including funding for a potential Christmas Promenade and for Buskerfest
 - Motion: The Board of Management of the Old Town Kemptville BIA directs the Executive Director with support from Treasurer Sierra Jones to apply for the Accelerator Stream of the My Main Street program. Whereas, the Board recognizes that if successful, this will require a significant time investment on behalf of the Executive Director to implement all of the requirements of the Accelerator program including supervising and training of the program Ambassador. Whereas, the Board recognizes that this is not part of the current BIA Work Plan and needs to be added to it. Moved by Melanie C, seconded by Shelley M. Carried.
 - Motion: The Old Town Kemptville BIA agrees to provide a letter of support and the administrative support of the Executive Director to the Municipality of North Grenville as it applies for the Activator Stream of the My Main Street Program. Moved by Sierra J, seconded by Melanie C. Carried.
- Update on small business commercial property tax sub-class.
 - Motion: The Old Town Kemptville BIA agrees to create a special working group with relevant partners including the Municipality of North Grenville and the North Grenville Chamber of Commerce to explore the opportunity provided by the potential creation of a Small Business Commercial Property Tax Subclass as outlined in the 2020 provincial budget. Moved by Melanie C, seconded by Debbie W. Carried.

- Update on painting of downtown benches.
- Discussion on recommending three-hour parking limit signage for downtown.
 - Motion: To recommend that signs be installed to advise people of the three hour parking limit on Prescott St and Clothier St. Moved by Melanie C, seconded by Sierra J. Carried.
- Update on Diversity, Inclusivity and Equity Policy.
 - Motion: To approve the draft Diversity, Inclusivity and Equity Policy as presented. Moved by Sierra, seconded by Debbie W. Carried.
- Discussion on Municipal Budget request.
 - The Board felt that with the funding application opportunities currently being applied to by the BIA and the municipality, they felt there was no urgent need to apply to the Community Grants program for the 2022 Municipal Budget.
- Discussion on organizing Old Town Christmas Promenade.
 - Motion: The Old Town Kemptville BIA would like to request municipal funding in the amount of \$8500.00 to organize and host another Promenade event for Christmas. Additionally, the BIA would request support from municipal staff in recruiting volunteer firefighters to volunteer at the event. Further, the BIA would like to request the use of, delivery, setup and removal of municipal barriers, tables, chairs, garbage cans and the two street closure signs to be installed on or by December 1st. Moved by Melanie, seconded by Will P. Carried.
- Discussion on BIA budget for 2022.
 - Motion: The Board directs the Executive Director to prepare the 2022 Budget for presentation at the November AGM. Moved by Sierra J, seconded by Melanie C. Carried.
- Update on programming - BIA & community events for 2022.
 - This item was deferred until the next meeting.
- Discussion on preparation for AGM on November 22nd.
 - This item was deferred until the next meeting.
- Discussion on resuming in-person board and committee meetings.
 - This item was deferred until the next meeting.
- Discussion on development of a vaccination policy for staff, volunteers and partners who may be required to interact with the community regular BIA operations, events, activities and promotions.
 - This item was deferred until the next meeting.

Reports

All reports were to be submitted to the Board by email.

- Municipal Report – **Jim McManaman**.
 - Update on NG Green Program.
 - Update on 2022 IPM.

- Update on Food Truck Bylaw.
- 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**.
 - Kemptville Buskerfest.
 - Kreepy Kemptville.
 - Old Town Christmas.
- Executive Director’s Report – **Deron Johnston**.

Other Business Arising From Discussion

Period For Questions From Members, Public and Media

Summary of Actionable Items

New Business

- Discussion on appointing a Board member to the Tourism Advisory Committee.
 - Motion: To appoint Will Pearl to represent the BIA as the voting member on the Tourism Advisory Committee. Moved by Debbie W, seconded by Meagan C
Carried.

Close of Meeting

Meeting closed at: 9:01pm

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

Next Meeting

November 15, 2021.