



## Draft Minutes

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

**Location: Salamanders Restaurant**

**Date of Meeting: Thursday September 19, 2019**

**Time of Meeting: 5:07pm**

**Present: Debbie Wilson, Stephen Bent, Sierra Jones, Ken Schlieman and Jim McManaman.**

**Absent: Lee McIlvenna.**

**Regrets: Kim Smalridge, Shelley Mitchell.**

**Guests: Mayor Nancy Peckford, Melanie Charlebois, Matt Gilmer, Hillary Geneau, and Andrea Steenbakkers.**

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

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

**Disclosure of interest – none.**

**Review of Executive Committee Notes – No meeting in August.**

**Review of the BoM minutes of August 28, 2019.** – Motion to accept. Moved by **Stephen**, seconded by **Sierra**. Carried.

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

### **Deputations**

- None.

### **Governance**

- Review Digital Service Squad contract for Megan McDonald.
  - There was discussion around the possibility of increasing the hourly rate for the new contract, but board did not support an increase as they felt the current rate was adequate.

Motion: To offer Megan McDonald the new contract to return as the Digital Service Squad contractor for the OTK BIA which has been prepared by the Executive Director. Moved by Ken, seconded by Jim. Carried.

## Reports

- Municipal Report – Jim McManaman and Matt Gilmer
  - Development Charges Study and Bylaw.
    - Jim M advised that Downtown still has one year of Development Charges exemption. Bylaw will be reviewed in one year. Affordable housing developments will be exempt from Development Charges.
    - Debbie asked about what is happening with areas in the Downtown that are not being developed. Jim M responded that there is not much that can be done in terms of forcing development to occur.
    - Debbie asked about status of courthouse on Water Street. Mayor advised that municipal staff are looking into possible options including applying for external funding.
  - Community Improvement Plan.
    - Matt advised that \$50,000 will be available effective immediately with the deadline to apply October 31, 2019. The window to have any eligible work completed is one year ending September 1, 2020. The program is exactly the same as the previous one.
    - The program will be reviewed by the Community and Economic Development Advisory Committee and they will make a recommendation to council on how to improve effectiveness for 2020.
- Financial Report – Stephen Bent
  - Given.
- Executive Director’s Report – Deron Johnston
  - Deron advised on the success and feedback on Not Just Ladies Night.

## Other Business

### Period For Questions From Public and Media

### Close of Meeting

*Meeting closed at 5:35pm. Motion to close. Moved by Sierra, seconded by Ken. Carried.*

### Next Meeting

October 16, 2019.