



Draft Minutes

Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: Virtual through Microsoft Teams.

Date of Meeting: Monday September 20, 2021.

Time of Meeting: 7:00pm.

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

Absent:

Regrets: Melanie C.

Guests: Matt G and Judy L.

Call to Order at 7:05pm

Assignment of Recording Secretary: Deron.

Motion to approve agenda: Moved by Debbie, seconded by Will. Carried.

Disclosure of interest: None.

Review of Executive Committee Notes: Done.

Review of the Board of Management Meeting minutes of: June 21, 2021.

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

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

Opening Statements

- Chair – Meagan Cumming.

Deputations

Governance

- Small business commercial property tax sub-class opportunity.
 - Recommendation to pass motion of support and discuss best approach to move this item forward.
 - Deron outlined the issue and options for path to success.

- Jim suggested that Council should have a chance to discuss and get a report from municipal staff.
- Will suggested it would be advantageous to add business groups from other municipalities to the list of supporters.
- Motion: The Old Town Kemptville BIA Board of Management would like to express its support for the development of a bylaw that would create a commercial property tax sub-class for small businesses. And further that this sub-class be used to reduce the rate of taxation for small businesses. Moved by Debbie, seconded by Will. Carried.
- Letter to Minister Clark about renewing provincial small business support grant.
 - Recommend to submit a letter to Minister Clark on behalf of the BIA as a call to renew provincial small business support grant program.
 - Shelley asked if there was any federal programming for small businesses that included grant funding and not debt.
 - Deron suggested that the BIA could reach out to our MP and make a request for this.
 - Matt added that he could reach out to GCFDC to find out if there are any other funding options.
- McAfee anti-virus subscription renewal.
 - Recommend to purchase two year subscription at cost of \$130 plus tax.
 - Motion: To purchase a two-year subscription to McAfee Anti-Virus software. Moved by Will, seconded by Debbie. Carried.
- Canva graphic design website subscription.
 - Recommend to purchase a one year subscription to Canva website at cost of \$150.00 plus tax.
 - Motion: To purchase a one-year subscription to Canva website. Moved by Will, seconded by Sierra. Carried.
- Update on painting of downtown benches.
 - Will updated the Board on the status of the benches that were requested to be painted in rainbow colours. He suggested that we should follow up with Public Works to find out what kind of coating is currently on the benches and what would be needed to proceed to painting. Will offered to email Karen at Public Works to resolve the situation.
- Appointment of Kemptville Buskerfest Organizing Committee.
 - Recommend that the roster of the committee be approved as presented.
 - Motion: To appoint the following people to the Kemptville Buskerfest Organizing Committee: Melanie Charlebois, Sierra Jones, Herb Cloutier, Hilary Thomson, Mary-Anne Leang, Amanda Leang, Diane Lapierre and Deron Johnston. Moved by Sierra, seconded by Debbie. Carried.
- Approval of Buskerfest Organizing Committee Terms of Reference.

- Recommend to approve the Terms of Reference for the Kemptville Buskerfest Organizing Committee as presented.
- Motion: To approve the Terms of Reference for the Kemptville Buskerfest Organizing Committee as presented. Moved by Will, seconded by Shelley. Carried.
- Discussion on sidewalk and road safety in the downtown.
 - Deron outlined some concerns about road and sidewalk safety in the downtown.
 - Will suggested to put link to traffic concern form in the newsletter.
 - Debbie advised that she can bring our concerns to the Police Services Board.
 - Shelley suggested that local roads are narrow and some cyclists are nervous about being so close to vehicle traffic.
 - Meagan advised that Hilary Geneau will be making a presentation to the Board in an upcoming meeting about a bicycle friendly designation for downtown.
 - Jim advised that he'll request support from Public Works about providing some data about traffic problems in the downtown.
- Discussion on BIA budget for 2022.
 - Recommend that Executive Committee be tasked with providing Board with a draft 2022 budget for approval at next Board Meeting.
- Discussion on making a budget request for the 2022 municipal budget.
 - Deron suggested that a request to Council for the municipal budget could be made to seek funding for something that the BIA feels could be important.
- Set date for AGM and begin process of notifying members.
 - Motion: To set the date for the Annual General Meeting for the Old Town Kemptville BIA at Monday, November 22nd at 7pm. Moved by Jim, seconded by Will. Carried.
- Appointment of Board Member to the Tourism Advisory Committee.
 - Motion: The Old Town Kemptville BIA Board of Management appoints to represent the BIA at all meetings, events and activities of the North Grenville tourism Advisory Committee. Moved by , seconded by . Carried.
 - Board has decided to defer this item until the next meeting.

Reports

- Municipal Report – **Jim McManaman**.
 - Update on progress of food truck bylaw and how it will impact BIA.
 - Jim advised that the conversation is ongoing.
 - Update on progress of changing of light poles in downtown.
 - Jim advised that Karen would like to attend the next Board meeting to discuss options with the Board.
 - Update on activities of IPM 2022.

- Jim advised that a lot of work is being done on the site of the event to prepare it for next year.
 - Jim advised that volunteer recruitment has begun with Councillor O’Sullivan as Chair.
 - Update on Christmas lights for downtown.
 - Matt presented the Board with several options for improved Christmas decorations for the downtown and sought their feedback..
 - Update on other Economic Development information that is relevant to the BIA.
 - Matt reminded Board about fall maple event this weekend on the Kemptville Campus and Agro-forestry Centre.
- Financial Committee Report – **Deron Johnston**.
 - Given.
- Expansion Steering Committee Report – **Deron Johnston**.
- Programming & Marketing Committee Report – **Melanie Charlebois**.
 - Downtown Promenade update.
 - Kemptville Buskerfest update.
 - Kreepy Kemptville update.
- Grant Applications Update – **Sierra Jones**.
- Executive Director’s Report – **Deron Johnston**.

Other Business Arising From Discussion

Period For Questions From Members, Public and Media

Summary of Actionable Items

- Deron to write a letter to Minister Clark to encourage provincial government to revive the Ontario Small Business Grant program.
- Deron to secure McAfee subscription and Canva subscriptions.
- Will to email Karen Dunlop about type of coating on downtown benches.
- Deron to add link to traffic concern form to the newsletter to encourage people to report any concerns about downtown road and sidewalk safety.
- Jim to email Karen Dunlop about getting some information about traffic concerns in the downtown.
- Deron to begin notifying members of the upcoming AGM on November 22nd.
- Deron to bring a recommendation to the Board about a municipal budget request.
- Executive Committee will create a draft budget for 2022 and bring it to the next Board meeting for review.

New Business

- Closed session – Creation of an Inclusivity policy.
 - Board entered closed session at 9:00pm.

- Closed session – Executive Director’s contract status.

Close of Meeting

Meeting closed at:

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

Next Meeting

October 18, 2021.