



# Minutes

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

**Status:** In-person

**Location:** North Grenville Public Library

**Date and Time of Meeting:** June 19, 2023 at 7:00pm.

*Reminder: All Board Meetings are conducted by the Chair. All Board Directors and staff are expected to raise their hand if they wish to comment or ask a question on an agenda item. The Chair has sole discretion on whether to allow someone to speak. Any BIA members, members of the public or media who have questions or wish to make a comment on an agenda item may only speak if invited to by the Chair or only during the section of the agenda marked "Period For Questions From Members, Public and Media".*

**Present:**

**Absent:**

**Regrets:** Courtney

**Guests:** Matt G. and Debbie W.

**Call to Order at: 7:01pm**

**Reading of Land Acknowledgement:** *"We begin this meeting by acknowledging that we are meeting on the traditional territory of the Anishinaabe, Haudenosaunee and Huron Wendat First Peoples. We do so respecting both the land and the Indigenous people who continue to walk with us through this world. We are grateful for the opportunity to gather here.*

*In recognition of the contributions and importance of all Indigenous Peoples, we strongly support Truth and Reconciliation Calls to Action in our nation and commit to support local endeavors where possible."*

**Assignment of Recording Secretary: Shelley.**

**Review of agenda for meeting of June 19, 2023.**

**Motion to approve agenda for June 19, 2023. Moved by Sierra, seconded by Shelley. Carried.**

**Review of minutes for meeting of May 15, 2023.**

**Motion to approve minutes of May 15, 2023. Moved by John, seconded by Meagan. Carried.**

**Review of Executive Committee Minutes. Done.**

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

**Disclosure of interest:**

**Opening Statements**

**Deputations**

**Discussion**

- Board recruitment.
  - Motion: To nominate Councilor Strackerjan as a Director of the BIA Board of Management. Moved by Sierra, seconded by Meagan. Not carried.
  - Need to continue to recruit to strengthen Board.
  - Recruiting volunteers is very challenging and people are hesitant to make a long-term commitment.
- RFP For Strategic Plan.
  - One proposal has been received.
  - Three other consultants have contacted BIA.
- Choosing key contributors/stakeholders for upcoming BIA strategic planning process.
  - Recommendation: It is recommended that the following groups and individuals be consulted as part of the BIA's strategic planning process: All BIA members, Council, Municipality of North Grenville Executive Team, CEDAC, NG Tourism Coordinator, NG Economic Development Manager, NG Chamber of Commerce Board and staff, GCFDC staff, LGSBC staff, UCLG Economic Development Manager, NG Historical Society Board, NG Arts Guild Board, Kemptville Legion, NG Curling Club and the staff of the Kemptville Campus.
  - Consider adding Heritage Advisory Committee, Arts & Culture Advisory Committee and NGBB.
- GCFDC Community Economic Development grant.
  - Recommendation: It is recommended that the BIA apply for this funding to be used for the purposes of creating a dedicated website for the BIA.
  - Deron advised that initial feedback was lukewarm about applying for a website.
  - Marketing, tourism, strategic planning and expansion marketing.
  - Board requests that Deron seek three quotes from local service providers for the development of a BIA website.

- Board requests that Deron apply to the GCFDC grant.
- Approval of payment to Sierra for annual Canva subscription and office supplies.
  - Motion: To approve the payment of \$192.91 to Sierra for the purchase of traffic counters and Canva subscription. Moved by John, seconded by Shelley. Carried.
- Responding to proposed residential growth in the downtown area.
  - Recommendation: It is recommended that Deron be requested to write a letter on behalf of the Board to Council outlining the Board's input about residential growth in the downtown area.
  - Board wants to revise the letter before sending it to Council. Deron to meet with John and Matt to discuss further.
- August summer break.
  - Recommendation: To re-schedule next Executive Committee Meeting for Tuesday July 18<sup>th</sup> and the next Board Meeting for Monday July 24<sup>th</sup> due to the absence of Sierra from July 7<sup>th</sup> to 17<sup>th</sup>.
  - Recommendation: To cancel the Board Meeting and Executive Committee Meeting for August in order to have a summer break for the Board.
- Opportunity for downtown mural.
  - Deron to send an email to the Arts & Culture Advisory Committee and Tourism Coordinator about the opportunity.

## Reports

*Speakers are encouraged to be respectful of everyone's time by being brief, concise and to remain focused on the topic.*

- Municipal Report – Matt Gilmer and Deputy Mayor Barclay.
  - Economic Development news relevant to the BIA and downtown.
  - Harry Pratt BBQ happening this week.
  - Found a consultant for creation of Waterfront Access Strategy.
  - Two downtown directional signs will be replaced. Signs are located at Van Buren & Prescott, Van Buren & CR19 and a new one will be added at Ryan's Well & CR19.
- Financial Report – Sierra.
- Programming & Marketing Committee Report – Shelley.
  - Attended Pride Parade.
  - Working on Kemptville Live promotions.
  - Updating walking map and distributed to KL overnight campers.
  - Volunteer Appreciation Night will be July 11<sup>th</sup>.
- Executive Director's Report – Deron.

## Other Business Arising From Discussion

- 2018 Boundary Expansion Prospectus.

- Election for Chair position.
  - Election for Chair will be held at the next Board Meeting on July 24.

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

*Reminder: Individual Board Directors are reminded that they do not speak for the Board or the BIA and should not be making any statements or claims on behalf of the BIA or the Board. Only the Chair, Vice Chair and Executive Director are authorized to speak on behalf of the BIA and the Board as per the BIA's Governance.*

### **Summary of Actionable Items**

*Reminder: Individual Board Directors are not permitted to provide direction or make requests of fellow Board Members, volunteers or staff. Providing direction or making requests to carry out some type of action or task are authorized only by the Board as a whole through collective decision-making or by the Chair.*

### **Closed Session**

#### **Close of Meeting**

Meeting closed at: 8:52pm

Motion to close: Moved by Sierra, seconded by John. Carried.

**Next Meeting: July 24, 2023 at 7pm.**