



Minutes

Old Town Kemptville BIA Board of Management Meeting

Status: In-person

Location: North Grenville Public Library

Date and Time of Meeting: May 15, 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: Meagan, Shelley, Courtney, John and Deron (staff).

Absent:

Regrets: Sierra

Guests: Matt.

Call to Order at: 7:04pm

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: Deron

Review of agenda for meeting of May 15, 2023.

Motion to approve agenda for May 15, 2023. Moved by Courtney, seconded by John. Carried.

Review of minutes for meeting of May 1, 2023.

Motion to approve minutes of May 1, 2023. Moved by John, seconded by Courtney.

Review of Executive Committee Minutes.

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

Disclosure of interest

Opening Statements

Deputations

Discussion

- Review of RFP for Strategic Plan.
 - Motion: To approve the draft RFP, send out a press release to advise the public and request Deron identify and distribute to qualified consultants. Moved by Courtney, seconded by Shelley. Carried.
 - John suggested that potential consultants could be contacted by the BIA rather than publicly post the RFP. OBIAA, the two Ottawa universities and some known consultants are possible.
 - Board would like to send out a press release and also reach out to known qualified potential sources of proposals.
- Board recruitment.
 - Deron suggested that it may be of benefit to request that another member of Council be appointed to the Board.
 - John suggested that capitalizing on the success of Buskerfest might help with recruitment.
 - Board members could be given BIA business cards to distribute to potential Board members. Our BIA A-frame sign could be displayed at the event.
 - Add text about recruitment to post-event press release.
 - Request that Deron provide a list of potential candidates that have been spoken to.
- New home for BIA office.
 - Deron will approach the NG Historical Society again to see if they would be willing to consider it.
 - Board to think about other potential options.

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.
 - Mayor's Address coming up on May 25th at 6:30pm.
 - Received some proposals for parking study. Will be selecting winner by next week.
 - New insurance company will be moving into the former space occupied by the surveyors.
 - NG Green program will be temporarily stopped until a new card and program can be brought on board.
 - John to request information about the potential for a grand opening for Riverside Park. BIA wants to be active participant in opening.
- Financial Report – Sierra.
 - Submitted.
- Programming & Marketing Committee Report – Shelley.
 - Focus is primarily on Buskerfest.
- Executive Director's Report – Deron.
 - Deron has hand delivered paper notices of street closure to all residents on Reuben Cres. and the west side of Prescott St over the weekend for Buskerfest. East side to follow.

Other Business Arising From Discussion

Motion: To approve payment of the OBIAA membership up to \$500. Moved by John, seconded by Meagan. Carried.

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.

Close of Meeting

Meeting closed at: 8:16pm

Motion to close: Moved by Shelley, seconded by Courtney. Carried.

Next Meeting: June 19, 2023 at 7pm.