



Minutes – April 24, 2024

Board of Management Meeting

Status: In-person

Location: North Grenville Public Library

Date and Time of Meeting: April 24th at 11:00am.

Present: Shelley, Sierra, Nina, Mary-Anne and Deron (staff).

Absent:

Regrets: John Barclay.

Guests: Matt Gilmer, Karen Nickelson, Geraldine Taylor, Debbie Wilson and Talia Hreljac.

Call to Order at: 11:03am.

Reading of Land Acknowledgement: The BIA acknowledges that the BIA operates on the territory of the Anishnabek. We recognize all First Nations, Métis, and Inuit peoples who now call North Grenville their home. We respect and support the need for cultivating a strong relationship, and we commit to Indigenous-informed decision making to foster the path towards reconciliation.

Opening Statement: None.

Assignment of Recording Secretary: Deron.

Review and approval of Agenda for meeting of April 24, 2024.

Motion to approve: Moved by Sierra, seconded by Nina. Carried.

Review and approval of BoM SPECIAL Minutes March 1 2024

Motion to approve: Moved by Sierra, seconded by Nina. Carried.

Review and approval of BoM Minutes of March 20, 2024

Motion to approve: Moved by Mary-Anne, seconded by Sierra. Carried.

Review of Executive Committee Minutes of April 3, 2024.

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

Disclosure of interest: None.

Deputations: None.

Discussion:

- **Motion:** To accept Courtney's resignation with regret.
Moved by Mary-Anne, seconded by Sierra. Carried.
- **Motion:** To approve amended procurement policy as updated for credit card use.
Moved by Nina, seconded by Sierra. Carried.
- Review borrowing bylaws.
 - There is confusion around whether the BIA is eligible to borrow and what exactly the Bank requires on behalf of the BIA to obtain a credit card.
 - BIA was advised by the bank that they would need a copy of the BIA's Borrowing By-Laws policy in order to proceed towards obtaining a credit card.
 - Decision deferred until next meeting to gather more information.
- Review and approval of the DRAFT 2024 Business Plan.
- **Motion:** To approve the DRAFT 2024 Business Plan. Moved by Mary-Anne, Seconded by Nina. Carried.
 - Deron to add a link to McSweeney Report and recent North Grenville Parking Study for business plan.
 - Mary-Anne suggested that we post a link to the draft business plan in advance of the meeting to present the plan.
 - Nina suggested that a link to the draft containing both links (McSweeney & Parking) could be put in the next members-only newsletter.
 - Deron and Sierra to figure out the best online location for the draft in order to link it to the newsletter.
 - Date of meeting to present the draft business plan changed from original date to May 29th.
 - Evening meeting for member presentation of the draft 2024 Business Plan confirmed for May 29th at 7pm. Hosted at the North Grenville Public Library.
 - May 29th meeting agenda as follows: 5:30pm - period for networking, 6:00pm - presentation of draft 2024 Business Plan, 7:00pm – Board of Management Meeting to adopt 2024 Business Plan.

- **Motion:** To Strike a Hiring Committee. Moved by Sierra, seconded by Mary-Anne. Carried.
 - Deron advised that the Executive Committee would normally be in charge of doing any hiring for the BIA.
 - Debbie Wilson agreed that hiring was previously done by Executive Committee.

- Board/Committee Development.
 - Talia Hreljac expressed interest in joining the Board and spoke about her personal experience and career. Talia works for BIA member business Desjardins Insurance.
 - Board collectively expressed interest in seeing Talia be appointed to Board.
 - **Motion:** The Old Town Kemptville BIA Board of Management recommends to Council that Talia Hreljac be appointed to the BIA Board. Moved by Nina, seconded by Mary-Anne. Carried.
 - Karen N. suggested that the North Grenville Historical Society would be interested in having someone representing the society on the BIA Board.
 - Geraldine suggested that she might be able to join the Board if the Board changed their regular meeting time to the fourth Wednesday of the month.
 - Board would like clarification for eligibility to join the Board including if the individual lives outside North Grenville and if the business owner resides or the business mailing address is outside North Grenville.

Reports

- Municipal Report – Matt Gilmer
 - Matt advised the Board about the light pole banners being changed in the downtown including new Buskerfest banners on Prescott St.
 - Matt advised that the BIA's request for two over-the-street banners will probably be added to the 2025 budget.
 - Matt gave an update regarding the expansion of County Road 43. There will be a virtual public meeting coming up on May 1st. He also noted that work has begun and that there are some communications challenges.
 - Deron recommended for the BIA to closely monitor the flow of traffic from the CR 43 expansion and consider how that flow will impact the businesses of the downtown. He also suggested to invite the project management group to a Board meeting with members to allow them to ask questions about the expansion.

- Financial Report – Sierra.
 - Invoices starting to come in for Buskerfest.
 - Still haven't received a Memorandum Of Understanding from the Municipality of North Grenville regarding the BIA's approved 2024 municipal budget request.

- Programming & Marketing Committee Report – Shelley.

- Small Event Policies Update.
- Easter Bunny Hop evaluation by Marketing & Programming Committee completed and Volunteer Appreciation event on June 18th in the upstairs room at O’Heaphys is next.
- Ongoing discussion about how to effectively handle external (non-member) participation in BIA programming.
- Buskerfest – Sierra.
 - Launch event was very successful.
 - Committee meeting weekly and is very active.
 - Need volunteer coordinator to support Mary-Anne who is Chair of Buskerfest Logistics and Operations sub-committee.
- Expansion Committee Report – John.
 - Initial meeting pending completion of 2024 Business Plan.
- Executive Director’s Report – Deron.
 - Update on summer student.
 - Application has been approved but only half of requested funding has been approved. Deron has requested information from Canada Summer Jobs about possibly appealing the decision.
 - OBIAA conference update.
 - Deron advised about being offered a \$1500 bursary from OBIAA to attend the conference.
 - Executive Committee has already encouraged Deron’s participation in conference and has discussed how to finance without use of cheques which the conference does not accept.

Other Business

- Deron expressed interest in buying the BIA’s laptop

Period For Questions from Members, Public and Media

Closed

Motion: to go **into** a Closed Session pursuant to Section 239(2) of the Municipal Act, 2001, Subsection (b) - personal matters about an identifiable individual.

Moved by Nina, Seconded by Mary-Anne. Carried.

Motion: to come **out** of a Closed Session and to pass a motion based on discussions in Open
 Moved by Nina, seconded by Mary-Anne. Carried.

Open

Motion arising from the Closed Session discussion:

Motion: To approve the revised Executive Director contract with signing bonus of \$1,000 and Board-approved changes to end date of July 13th and salary of \$16,667. Moved by Mary-Anne, seconded by Nina. Carried.

Summary of Actionable Items

Close of Meeting

Motion: To close meeting of April 24, 2024. Moved by Mary-Anne, seconded by Nina. Carried.

Meeting closed at: 12:59pm.

Next Board Meeting: May 29, 2024 at 7:00pm.