



Minutes

Old Town Kemptville BIA Board of Management Meeting

Status: In-person

Location: North Grenville Public Library

Date and Time of Meeting: July 24, 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, Sierra, Shelley, John and Deron (staff).

Absent:

Regrets: Courtney and Matt G.

Guests: Paul Cormier and David Finnie.

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: Deron.

Review of agenda for meeting of July 24, 2023.

Motion to approve agenda for July 24, 2023. Moved by Shelley, seconded by Sierra. Carried.

Review of minutes for meeting of June 19, 2023.

Motion to approve minutes of June 19, 2023. Moved by Sierra, seconded by John. 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: None.

Opening Statements

- Meagan highlighted the volunteer award winners.

Deputations

Discussion

- Board recruitment.
 - A BIA member offered to join the Board if meetings were moved to mornings.
 - Sierra offered to check with library regarding availability.
 - Deron to invite the member to attend the next Board meeting.
 - Motion: To move the September 20th Board Meeting to 11:00am. Moved by Shelley, seconded by John. Carried.
- Evaluation of submitted proposals for strategic plan.
 - John felt that neither proposal fully understood the BIA's interest in expansion.
 - John wanted to send the expansion prospectus to the two strategic plan proponents.
 - Motion: To defer a decision on evaluating the submitted proposals until next Board Meeting. Moved by John, seconded by Meagan. Carried.
- Evaluation of website development quotes.
 - Recommendation: The Executive Committee recommends that Ameliamco be approved as the winning quote to design the BIA website and further that Sierra meet with Ameliamco to further discuss our expectations about the project.
 - Sierra reached out to Ameliamco to have them respond to questions that the Executive Committee had.
 - John asked for confirmation on the amount budgeted for the website development.
 - Motion: To enter into an agreement with Ameliamco to build the BIA website. Moved by Sierra and seconded by Shelley. Carried.
- Funding of the Executive Director position.

- Recommendation: The Executive Committee recommends that the Chair and Treasurer meet with municipal CAO to review funding for Executive Director position.
- Motion: The Chair and Treasurer will meet with the Mayor, CAO and Council Liaison to discuss renewal of Covid Recovery funding. Moved by Shelley, seconded by Sierra. Carried.
- Communication with municipal government.
 - Recommendation: The Executive Committee recommends that the meeting regarding the BIA letter to the municipality about future residential growth in the downtown area with Matt, John and Deron be re-scheduled and further that they discuss communication regarding future municipal projects that may impact the downtown and business community.
 - Deron expressed frustration on behalf of the members at the lack of timely information about ongoing public works projects that are negatively impacting members and residents within the BIA footprint.
 - John suggested that he is happy to share whatever information that he has available to him and agreed to meet regularly with Deron and Matt to share what he knows.
 - Recommendation: The Executive Committee also recommends that the BIA invite Karen Dunlop and Mark Guy to future Board Meetings to discuss current and future projects that may impact the downtown and business community.
 - Board agrees that this is a very good idea.
- Request for funding from Kemptville Street Piano.
 - Recommendation: The Executive Committee recommends that Deron be asked to respond to the email sent by Lisa Poushinsky regarding the financial request made for the Kemptville Street Piano and further that the BIA state that it is not prepared to contribute at this time.
 - John felt that it is worthy of some financial support.
 - Shelley added that we ask to be provided with information about next year's program.
 - Sierra suggested that we can support in ways other than financial.
 - Meagan recommended that we look at supporting it next year.
- Relocation of BIA office to the North Grenville Historical Society space. Consider paying \$25 per month to compensate for use of Wifi.
 - Motion: To email the amended MOU agreement to the NGHS regarding the use of their space at 148 Prescott St. for the purposes of having a BIA office and an occasional BIA meeting space depending on availability and further that Deron be asked to create this agreement and negotiate and execute the agreement with the Chair authorizing the agreement on behalf of the BIA by affixing their signature to the agreement. Moved by Shelley, seconded by John. Carried.

- Motion: The BIA agrees to pay \$25 monthly paid quarterly to the North Grenville Historical Society to help offset the costs of the Wifi that will be used by the BIA while occupying the Historical Society's space at 148 Prescott St. Moved by John, seconded by Sierra. Carried.
- Election for Chair and Secretary.
 - Motion: To appoint Shelley Mitchell as Chair of the Board of the Old Town Kemptville BIA. Moved by John, seconded by Sierra. Carried.
 - Motion: To appoint John Barclay as Secretary of the Board of the Old Town Kemptville BIA. Moved by Shelley, seconded by Sierra. Carried.
- Additional items brought forward by John Barclay.
 - The Executive Committee suggested seeking clarification on the three agenda items proposed by John Barclay for the Board meeting regarding intention and time-sensitivity.
 - John wanted to inform the Board about the 2018 expansion prospectus as the current Board may not be aware of the expansion process.
 - John wanted to see any new financial items added to our operating budget.
 - Deron to send DIE policy to Board.
 - Board wants to re-schedule the Executive Committee Meeting to allow John to attend as he is leaving on holidays.

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.
 - John to forward Matt's report to the Board as Matt is on vacation.
- Financial Report – Sierra.
 - John suggested that we add an item called Buskerfest, an item for rent for the new office and add an item under revenue for municipal grants.
- Programming & Marketing Committee Report – Shelley.
 - Kemptville Live - Festival Fan program included videos of participating businesses, on-site event signage, maps for overnight campers and signage, map pads at the NG Tourism booth. There was discussion about a paid video to be shown on the bigscreen which didn't materialize.
 - Disco Bus – a busload of up to 80 women will be coming to Kemptville on Sunday August 27th to thrift, shop and dine. Funding is being applied for by To Be Continued to help with costs. This is a tourism initiative.
 - Not Just Ladies Night - is coming up September 8th and we are beginning to work on organizing.

- Kreepy Kemptville – John suggested reviving the Ghost Walk.
 - Motion: To reform the Buskerfest Organizing Committee for the purposes of organizing the 2024 Kemptville Buskerfest. Moved by Sierra, seconded by Meagan. Carried.
 - Motion: To approve reimbursement of \$450.16 to Meagan for payment of the bill at Salamanders for Volunteer Appreciation Night. Moved by Shelley, seconded by Sierra. Carried.
- Executive Director's Report – Deron.
 - Given.

Other Business Arising From Discussion

- Meagan has given her resignation from the Board effective immediately.

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.

- David Finnie asked about downtown parking situation and the Mr Mozzarella building.

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 can only be requested and authorized by the Board as a whole through collective decision-making or by the Chair.

Closed Session

Close of Meeting

Meeting closed at: 9:13pm

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

Next Meeting: September 20, 2023 at 11am.