



**Minutes**  
**OTK BIA Board of Management Meeting**  
16 August, 2017

**Meeting Location:** Salamanders of Kemptville, 28 Clothier Street East  
6:00 – 7:10 pm

**Present:** Debbie Wilson, Stephen Bent, Paul Cormier, Connie Lamble

**Staff:** John Barclay, Executive Director

**Guests:** Andrew Beveridge, Allen McEvoy, Chris and Juliana Melnick-MacDonald, Stephanie Gilmer, Deron Johnston

**Regrets:** Lee McIlvenna

**Absent:** Blair Hamilton

**Motions:**

To open: Paul Cormier, seconded by Debbie Wilson

To approve minutes:

To approve agenda: Paul Cormier, seconded by Debbie Wilson

**Financial Management**

Andrew Beveridge presented the Financial Report

**Executive Director's Report**

John Barclay presented the ED's Report

**Parking Review**

Andrew Beveridge presented his recommendations on easing the parking situation in downtown Kemptville (see Appendix 1); **Motion:** Be it resolved that a letter be prepared to support moving forward to Municipal on the recommendations brought forward by Andrew Beveridge and that be prepared after consultation with Municipal staff that are responsible; consultation to be performed by Connie Lamble. Moved by Donovan Arnaud, seconded by Debbie Wilson.

John Barclay also noted the need for more extensive signage downtown for parking areas.

## **Governance**

BIA Foot Print expansion: Stephen Bent provided an update on the process for expansion, including the development of the Steering Committee.

Management Services Contract Renewal: **Motion:** Be it resolved that the BIA extend the current Management Services contract with Triune Productions Inc. to 31 December, 2017. Moved by Paul Cormier, seconded by Stephen Bent.

Pop-up-Shop: John Barclay will proceed with drafting the Coordinator Agreement; no motion was required.

## **Municipal Update**

Donovan Arnaud provide an update on municipal activities. He recommended that the BIA go ahead with signage projects in partnership with the Chamber of Commerce and the service clubs.

**Motion:** Be it resolved that the BIA approach the Rotary Club and the Municipality of North Grenville to modify the avenues of the Rotary Park to allow for challenged access as part of the development of the Waterfront Trail. Moved by Paul Cormier, seconded by Connie Lamble.

Chris Melnick-MacDonald asked if there were any plans to renovate the Prescott Street bridge.

A list of 2018 Municipal budget requests will go forward from the BIA to Council; John Barclay will forward a request to the Board to prepare their recommendations for submission. John Barclay will consult with Nicole Zywicki on the correct process.

## **Relationship Management**

**Motion:** Be it resolved that the BIA Board of Management accepts the applications for Board membership from Stephanie Gilmer and Christopher Melnick-MacDonald for forwarding to the Council of North Grenville. Moved by Donovan Arnaud, seconded by Paul Cormier.

## **Other Business**

It was announced that Deron Johnston has been named the new Program Coordinator for the Prescott BIA; Deron stated that he hoped that the OTK and Prescott BIA would find opportunities for collaboration and consultation.

**Motion to close:** Paul Cormier, seconded by Donovan Arnaud

**Note:** The next OTK BIA Board of Management meeting will be held on September 20th at 6pm in the board room of Exit Realty By Design, 310 Prescott Street

Authorized by



Paul H. J. Cormier, Secretary of the Board of Management

\*\*\*\*\*

## Appendix 1: Parking Recommendations

### **Downtown Kemptville Parking Issues & Possible Solutions**

July 19, 2017

#### **1. Implementation of Municipality of North Grenville By-Law 10-16**

##### *Background*

By-Law 10-16 was passed on February 8, 2016. The By-Law re-worked parking along the south branch of Reuben Crescent to ensure emergency vehicular access. The By-Law also recognized the change in use of the former fire hall, now the Pte. Blake Williamson Memorial Hall. This change allowed additional parking spaces to be created on the north branch of Reuben Crescent with one space in front of Reuben and three spaces around 21 Reuben.

##### *Issue*

As of today the areas in front of 11 Reuben and 21 Reuben remain designated as no parking.

##### *Solution*

Request Public Works to remove the no parking signs and create markings for permanent parking stalls.

#### **2. Clarification and Enforcement of 3 Hour Time Limit**

##### *Background*

The Municipality of North Grenville has instituted a 3-hour parking limit between 7:00am and 7:00pm on all streets within the boundaries of the entire Municipality. There is a sign on Clothier Street eastbound approaching Prescott Street identifying this 3-hour parking limit. Signage in certain parts of the Downtown Kemptville area indicates otherwise; including Clothier Street between Rideau Street and Sanders Street and Prescott Street between the north branch of Reuben Crescent and Asa Street for 1 hour.

##### *Issue*

Consistently there are vehicles parked for more than 3 hours along Prescott Street and side streets with available parking that may be used by Downtown visitors. Such streets include

Asa Street and Elizabeth Street. Due to the mixed-use nature of many of the buildings in Downtown Kemptville, it is likely that these vehicles are Downtown Kemptville residents and/or employees of Downtown Kemptville businesses.

*Solution*

There are several steps that need to be taken to solve this issue. The first step is to clarify the parking time limits within the Downtown Kemptville area, namely on Clothier Street and Prescott Street where 1-hour time limit signs exist. To encourage longer visits in Downtown Kemptville, removal of the 1-hour time limit signs may be advisable. The second step is to educate the public of the 3-hour Municipal-wide parking limit through low-cost options such as news releases, emails to downtown businesses and landlords and the use of mail (eg. in water bills or property tax bills). The third step which may be used at any time is enforcement by the Municipal By-Law Officers.

### **3. Accessing Underutilized Parking Areas**

*Background*

With the construction of the new North Grenville District High School and Kemptville Public School in areas away from Downtown Kemptville, these two large properties are not being used to their full potential and they have ample availability of parking.

*Issue*

More parking spots within Downtown Kemptville businesses are always needed and the former buildings of the North Grenville District High School and Kemptville Public School have many spaces to park and are not being used.

*Solution*

Old Town Kemptville BIA should contact the Upper Canada District School Board to request to advertise the availability of parking spaces to visitors of Downtown Kemptville. Contact can also be made to ask the Upper Canada District School Board of its future intentions to use the properties and if there are ways for the Old Town Kemptville BIA to help.

### **4. Review Area for Possible Parking Spots**

*Background*

With the construction of the new North Grenville District High School and Kemptville Public School in areas away from Downtown Kemptville, certain areas of Prescott Street where parking is prohibited due to bus concerns should be reviewed and changed to parking spots. Such spots may include the west side of Prescott Street in front of 301 Prescott Street and 310 Prescott Street.

*Issue*

Major changes in building usage resulting in the change of traffic patterns in Downtown Kemptville should result in reviews of parking areas.

*Solution*

Review the area to ensure all possible areas of street parking are made available.