

OLD TOWN
KEMPTVILLE
BUSINESS IMPROVEMENT AREA
Shop, Dine & Explore!

DRAFT Minutes
OTK BIA Board of Management Meeting

Location: Meeting Room #2 (2nd floor via elevator), Municipal Centre

Date: June 20, 2018

Time: 6:15pm – 7:45 pm

Attendance:

Board Members: Connie Lamble, Donovan Arnaud, Paul Cormier, Lee McIlvenna, Stephen Bent, Debbie Wilson

Regrets: Kim Smalridge,

Absent: Blair Hamilton

Staff: John Barclay

Guests: Matt Gilmer (Economic Development Officer), Paulina Hrebacka (Kemptonville Advance)

Call to Order – Deb Wilson, Chair

Motion to: open the meeting: Moved by Paul Cormier, seconded by Stephen Bent, all in favour

Review of previous Board & Executive Committee Minutes (appended) - *Motion to:* accept: Paul Cormier, seconded by Stephen Bent, all in favour

Review of Information Meeting (May 16, 2018)

Review of Agenda - *Motion to:* accept: Paul Cormier, Donovan Arnaud, all in favour

Disclosure of Interest – None

Governance

Review of Open Letter to Council (appended) - *Motion to:* approve; moved by Connie Lamble, seconded by Stephen Bent, all in favour

Resignation Letter - Chris Melnick-MacDonald - *Motion to:* accept with sincere regret; moved by Deb Wilson, seconded by Lee McIlvenna, all in favour

Financial Management

Financial Report and Cash-flow Projection – Andrew Beveridge

Andrew Beveridge reported that there was not change to the cash flow of the BIA; there is an outstanding invoice from Triune with a new invoice in; John Barclay stated that he has an expectation that Triune will be paid what is owed. Andrew is to check with the Municipality's Treasury Department on release of the first instalment of levy monies to the BIA.

Committee Reports

Events Committee – In the absence of Kim Smalridge, John Barclay provided information on events worked on by the BIA and presented the minutes of the Committee (Minutes appended). *Motion to:* accept, Paul Cormier, seconded by Lee McIlvenna, all in favour

Parking Committee - Connie Lamble reported on the discussions held by the Committee on 19 June, 2018 and particularly work to sort a walk-through from the firehall to the downtown, and following up on parking spots; minutes are pending.

Boundary Expansion Committee - Stephen Bent reported that apart from a revision to the Prospectus, there was nothing to report (Minutes appended); *Motion to:* accept Boundary Committee minutes; moved by Paul Cormier, seconded by Lee McIlvenna, all in favour

Programming - John Barclay

2018 Kemptville Pop-Up Shop Program Evaluation Report (available at:

http://www.investnorthgrenville.ca/images/Kemptville_Pop-Up_Shop_Evaluation_Report.pdf

Motion to: accept; moved by Lee McIlvenna, seconded by Stephen Bent, all in favour.

Municipal Update

Terra Marina Project - Donovan Arnaud provided an extensive report on the project involving the construction and installation of floating caissons to act as walk-ways along the South Branch of the Rideau River. His report was met with unanimous approval and support.

Destination Signage Project - Matt Gilmer provided an update on the project - an application for additional funds will go to the EODP to cover the costs of a similar 416 Kemptville sign. Banner brackets will be replaced on Prescott to prevent excessive wear and tear on banners. There will be no Canada Day banners installed this year due to damage. Banners and historic streetlights will be installed along Rideau, Sanders and part of Clothier Street to match those currently on Prescott.

Community Improvement Plan - Matt Gilmer reported that the first intake has ended with only six projects approved using \$21K of the \$50K allotted for this year. The remaining \$29K will be offered as matching funds in a second intake sometime in August or September. The BIA will promote the opportunity to its Members and Associate Members.

Other Business - none

Close of meeting *Motion to:* close the meeting moved by Lee McIlvenna, seconded by Donovan Arnaud, all in favour.

Draft Minutes
OTK BIA Executive Committee Meeting

Meeting Location: **Offices of Andrew Beveridge, CPA**

Date: **13 June, 2018** Time: **6:00 – 7:10 pm**

Attending: Deb Wilson, Paul Cormier, Stephen Bent, John Barclay (Staff), Andrew Beveridge (Guest)

Open meeting – Deb Wilson

Motion to: open the meeting: Paul Cormier, seconded by Stephen Bent

Review of previous meeting EC Minutes: None

Review of previous Board minutes: None

Review of Agenda and *Motion to:* accept: Stephen Bent, seconded by Deb Wilson

Financial Management

Financial Report – Andrew Beveridge provided a brief financial report stating that there was no cash flow, pending the arrival of the June levy.

It is recommended that the BIA not respond to Phil Gerrard's request to submit a revised budget, but rather to re-submit the original budget with a rationale for the contentious line items.

BIA Expansion Update – Stephen Bent stated that there was no report to provide on the BIA Expansion. John Barclay mentioned the latest revisions to the Expansion Prospectus.

Governance

The Executive Committee reviewed the contents of an Open Letter to Council relating to the Council's changes to the budget and the process for making it public.

Programming - John Barclay

John Barclay reviewed the contents of the second meeting of the Events Committee, which was well attended. Discussed were the Festival Fan Campaign, the Music in the Park event to be held on 18 July, and the Canada Day Parade. The Parking Committee, with Connie Lamble as Chair, will be meeting on Tuesday, 19 June at 2:00 pm. John Barclay mentioned moving ahead with a detailed map to assist visitors attending Kemptville Live with Matt Gilmer and Tammy Hurlbert from the Municipality in support.

Other Business –

Paul Cormier provided a copy of his article, *The ABCs of a Municipal Council* "for entertainment only".

Close of meeting: *Motion to:* close: Stephen Bent seconded by Paul Cormier

Open Letter to North Grenville Council

Date: 20 June, 2018
To: Members of the North Grenville Council
CC.: Brian Carré, Phil Gerrard
From: The Board of Management of the BIA
Status: Confidential until authorized for publication by the BIA Board
Re.: Changes to the BIA's 2018 budget

Introduction

On 14 May, 2018, the Council of the Municipality of North Grenville opted to accept an inaccurate staff report by Phil Gerrard on the finances of the BIA and made decisions that increase the level of difficulty for the BIA as it continues to work towards the economic development of Downtown Kemptville. This letter is an attempt to communicate our concerns regarding Council's unilateral decision to amend our 2018 Budget without any consultation with the BIA Board of Management and the impact it will have on the operations of the BIA.

BIA Concerns

- 1) The BIA considers that Council acted inappropriately by referring the BIA budget to a staff member, Phil Gerrard who is ill-equipped and lacks the proper time to perform such duties on top of everything else he is charged with. We consider that it is Council's duty to document itself on the standards of Public Sector Accounting, liaise with Municipal Auditors and make itself more aware of financial matters relating to the BIA. In the case of Mr. Gerrard's Report, it was singularly unencumbered with the facts, did not base itself on a consultation with the BIA and we of the BIA object to Council accepting an inaccurate report on which to make decisions that have an impact on the BIA's ongoing activity. The speed at which Council wished to make a decision on the BIA's budget was caused by the fact that the Board of Management could not present its financial information due to the timing of the municipal audit of its finances.
- 2) The BIA objects to any insinuation that the BIA Board of Management, its Executive Committee and its business and financial advisors are acting in any way irresponsibly when it comes to financial matters. As business people, we are well versed in financial management and accounting and show due diligence and transparency in making use of our members' levy.

- 3) The BIA considers some of the remarks made by Council and in particular, Councillor Barbara Tobin, to be highly personal, objectionable and outside of the range of her duties and purview as a Council Member.
- 4) The BIA objects to the mention of expansion in Council decisions. We have kept the Municipality informed of the Province of Ontario guidelines for expansion. Expansion is the sole purview of the members of the BIA until such time as we reach the point in the regulated process of making a formal request to Council. Such a request will not be made until fiscal year 2019 and any action on the part of Council until it receives a formal request from the BIA is outside of its purview and authority.
- 5) The impact of Council's decisions on the BIA for the remainder of its mandate to the October 2018 Municipal election is as follows:
 - The BIA will be in violation of its Management Contract with Triune and its principal, John Barclay, with a loss of some \$6400 to his company and thus, to the services provided to the BIA. It is our understanding from our advisors that the BIA is a government organization that possesses the power to contract in its own name and that can sue and be sued. Council's actions have put the Board of Management in an untenable position with reference to the BIA's contract with Triune, entered into in good faith by both parties and as a result of a rigorous staffing process.
 - We will need to reduce our activities even more, including cancelling a proposed meeting with senior staff to work on issues affecting the downtown, since no follow-up will be possible;
 - We will need to find another way to fund the BIA's Pop-up-Shop Program, to which the Board and staff is committed, due to its positive economic effect on the downtown core;
 - Since no monies will flow to the BIA until the arrival of the first levy and in the light of Council's decision, we are now forced to rethink our Business Plan for 2018 and focus on 2019.

Conclusion

We are concerned and disheartened at Municipal Council's actions in the context of the BIA as a bone fide Committee of Council expecting ongoing support. The BIA Board of Management is also an elected body and has every right to expect that Municipal Councillors will take the time to understand the fundamental role of the BIA and the impact of its activity on the economic development of Downtown Kemptville. Accordingly, as per a motion passed at the Board of Management meeting of 20 June, 2018, the BIA shall be re-submitting its 2018 budget with the necessary supporting documentation that demonstrates due diligence and the financial requirements of the BIA for the fiscal year.

Signed (on the original)

By the Executive Committee, on behalf of the Board

Debbie Wilson, Chair, Stephen Bent, Treasurer, Paul Cormier, Secretary

Date: June 20, 2018

Board of Management Meeting



DRAFT MINUTES OTK BIA Events Committee

Meeting Location: **Salamanders of Kemptville, 28 Clothier St. East**

Date: **June 12th, 2018**

Time: 6:30 - 8:00 pm

Attending: Kim Smailridge (Chair), Shelley Mitchell, Deb Wilson, Herb Clothier, Tammy Hurlbert (Parks, Rec & Culture Coordinator), John Barclay

Regrets: Boris Lysynski, Su Ouelette, Erika Cuccaro

Open meeting

Welcome & Introductions

Review of Previous Minutes and Draft Agenda

Disclosure of Interest - none

Governance

The composition of Committee versus Working Groups was discussed with formal members being Kim, Deb, Shelley and Tammy.

Upcoming Events (confirmed)

Festival Fan Campaign - June/July - John Barclay presented the current plan. It was suggested that businesses who are not retail or restaurants could participate through Facebook with participation through "Liking" the businesses page and sharing the Music in the Park picture. They would then send the merchant a private message with their name and contact details, whether they wanted to be added to the e-newsletter subscription list included. The business would then fill out a paper ballot on their behalf for entry to the Draw. The winning ballot would be drawn on Sunday July 15th at the Farmers' Market. The Winner of the two Weekend VIP tickets would be encouraged to receive their tickets on stage at Music in the Park.

Canada Day - July 1st - Businesses along the Canada Day Parade Route will be encouraged to decorate in red & white - perhaps Reinder Kuntz could get the Northrenville Srts Guild involved in some way.

Music in the Park - July 18th - Herb Clothier brought the Committee up to date on plans for a free event in Riverside Park (local music, food, kids' activities) Details can be found at: <https://www.kemptvillelivemusicfestival.com/event-info/free-community-programming>. The BIA is sponsoring the stage and BIA members are encouraged to have table set up in the park (registration Forms available from John). Balloon ride

sponsorships are available at \$250 per ride (recognition through banners on the balloon baskets). Approximately six volunteers are still needed to help with the event

Downtown Business Map - it was suggested that a map be produced to help Kemptville Live ticket holders and other visitors identify places to shop downtown. It would be available as a handout and/or a large poster that people could capture with their cell phones. The Municipality could assist with printing.

For subsequent meetings:

The Ghost Walk - tbd

Kreepy Kemptville - October 27th

Kids Christmas Downtown - December 8th

Other Business - none

Close of meeting

Next meeting - will be scheduled either before or after Canada Day



DRAFT Minutes
OTK BIA Boundary Expansion Committee Meeting

Meeting Location: **Andrew Beveridge Office, 200 Sanders**

Date: **May 3rd, 2018** Time: **2:00 – 3:00 pm**

Attending: Stephen Bent (Expansion Chair), Deb Wilson (BIA Board Chair), John Barclay (BIA Executive Director), Andrew Beveridge

Open meeting – There being no previous minutes, the agenda was reviewed and agreed upon.

May 24th Information Meeting for BIA Members & Associate Members

Stephen led a discussion about what was required for the 6pm meeting at the North Grenville Public Library's Program Room including: a powerpoint presentation run from a laptop (projector and screen courtesy of NGPL); light refreshments (sandwich paltter, water and drinks courtesy of CIBC); hard copies (70) of the Prospectus (the words Final Draft removed); an updated member list compiled with the help of the Municipality; promotion through a Facebook Event page and ad in the NG Times; inviatiions extended to Councillor Arnaud and Matt Gilmer (Eco Dev Officer)

Other Business - none

Close of meeting - 3pm