



MINUTES

OTK BIA Board of Management Meeting

Meeting Location: **North Grenville Public Library**, 1 Water Street

Date: **June 21st, 2017**

Time: **6:00 – 7:30 pm**

Motion to: Open the meeting by Donovan, seconded by Connie. CARRIED

Attendance: Deb Wilson (Chair), Stephen Bent (Treasurer), Donovan Arnaud (Director), Connie Lamble (Director), Note: a Proxy Statement from Paul Cormier was tabled authorizing Stephen Bent to vote on his behalf

Regrets: Lee McIlvenna

Absent: Blair Hamilton

Staff: John Barclay (Executive Director)

Guests: Matt Gilmer, Tammy Hurlburt, Andrew Beveridge, Deron Johnston, Chris Melnick-MacDonald

Disclosure of Interest - none

Review of previous meeting minutes. **Motion to: Accept the minutes by Donovan, seconded by Connie. CARRIED**

Review of agenda and Motion to: Accept the agenda by Donovan, seconded by Connie. CARRIED

Presentation

Tammy Hurlburt, Recreation Coordinator for Municipality of North Grenville made brief presentation regarding the recently funded **Trails Promotion Program** through the Active Transportation Committee designed to increase use of the trails and waterways in North Grenville. The Program includes updating maps and application of GIS technology, implementation of consistent branding and rules, as well as user surveys. Tammy is initiating outreach to various stakeholders including the BIA. There was expressed interest to working with the Municipality in developing the Waterfront and Railway Trail signage and to making the downtown bicycle and pedestrian friendly with events starting and finishing downtown. There was also interest in working with the newly hired Trails Coordinator within informal working groups to achieve this.

Financial Management

Financial Report – Andrew Beveridge. We have received the first installment (50%) of the business levy. Cashflow is a concern given that the funding of the Pop-Up Program is mostly contingent on submission of receipts to be re-imbursed. The current balance will be delivered via email post meeting

Governance

BIA Expansion Steering Committee Report – Stephen Bent. The committee is developing three potential working budgets based on three levies of \$0.75 per \$1000 assessed property value, \$1.00 and \$1.25. The committee plans to outline the value-added for each scenario and in teams of two approach major stakeholders in order to assess the feasibility of expansion. Once the committee has a rationale for expansion, they will take it to the Board for approval and then meet with Municipal staff to initiate the formal process. If successful a Report and Motion will go to Council.

Municipal Update

Information on Municipal Projects and Initiatives - Donovan Arnaud had nothing to report regarding negotiations with ARIO for control of Kemptville College nor the progress of the Kemptville Landing development. On June 23rd the South Wind Brigade (big canoes) will be arriving at the basin by the Prescott Street Bridge.

Eco Dev Program Review - Matt Gilmer , Economic Development Coordinator attended to discuss roles, impacts, challenges and opportunities to improve the Economic Development Program currently under internal review until the Fall. Specifically, Matt asked 1) what the BIA considered the primary role of the Economic Development Department 2) What additional services does the BIA need from the department/program in order to better support our efforts 3) Are there any specific changes the BIA would like to see made to the current Ec Dev program and 4) Were there any opportunities for additional collaboration between the Economic Development Department and the BIA. Everyone in attendance participated in the discussion. Key points raised include a consensus that the primary role of Ec Dev was on business attraction and the development and retention of existing businesses in North Grenville; that Senior management should be encouraged by Eco Dev to view their projects and programs through an Economic Development "lens"; that Eco Dev should develop a 5 to 10 year plan; that the Eco Dev's focus should be on specific target marketing (ie high-tech centre like Kanata) and should be on creating local jobs to counter commuter flight.

Marketing / Programming / Events

John Barclay reported on distribution of the Downtown Business Directory Flyer, the Pop-Up Shop Program and the Festival Fan and Windows on the Past Campaigns,

Relationship Management

The Executive Committee continues to discuss and pursue potential new Board members. In reaching out to Partners/Stakeholders it's suggested we find a project we could work on with the Chamber of Commerce

Other Business

Chris Melnick-MacDonald reported on his new business(es) that focus on event and business development - Nowtaskr has created 18 new jobs in the community; Willow & Rose, located at 10 Prescott, will host workshops and assist others to incubating their businesses.

Motion to: Close the meeting by Donovan, seconded by Connie. CARRIED

Authorized by

A handwritten signature in black ink, appearing to read "Paul H. J. Cormier". The signature is written in a cursive style with a large, stylized initial "P" and "C".

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