



## Draft Minutes

---

### **Old Town Kemptville BIA Board of Management Meeting**

**Location:** North Grenville Municipal Centre

**Date of Meeting:** June 19, 2019

**Time of Meeting:** 6:00 pm

**Present:** Debbie Wilson (Chair), Kim Smalridge (Vice Chair), Stephen Bent (Treasurer), Ken Schlieman, Sierra Jones, Shelley Mitchell, Jim Mc Manaman (Council Liaison).

**Absent:** None.

**Regrets:** Lee McIlvenna, Connie Lamble.

**Guests:** OmShanti Charlebois, Matt Gilmer, Hillary Geneau.

**Call to Order:** Debbie Wilson – Chair at 6:05pm

**Review of Agenda** - *Motion to accept.* Moved by Stephen, seconded by Sierra. Carried.

**Disclosure of interest** – None.

**Review of Executive Committee Minutes – No meeting in June.**

**Review of the BoM minutes of May 29, 2019.** – *Motion to accept.* Moved by Jim McManaman, seconded by Sheley Mitchell. Carried.

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

### **Deputations**

- None

### **Governance**

- Review updated job description for Secretary.

Motion: To accept the Secretary job description as presented. Moved by Ken, seconded by Kim. Carried.

- Review new policy on eligibility and method of recognizing past contributors to the BIA Board of Management.

Motion: To recognize exceptional service to the BIA Board of Management in the form of a customized plaque. Moved by Stephen, seconded by Kim. Carried.

- Consider posting meeting minutes on social media including names of individuals attached to motions etc.

Board expressed a lack of interest in posting minutes to social media.

- Discussion on Expansion Committee and next steps.

Discussed that there is a need for more people to join the committee and Stephen would like to continue outreach in July. It was discussed that expansion should be the first priority for the BIA Board of Management.

- Discussion on creating a Community Design Plan Committee and deputation to council.  
Motion: To create a Community Design Plan Committee chaired by Ken Schlieman. Moved by Ken, seconded by Kim. Carried.

- Discussion on obtaining a petty cash credit card.

Deron and Stephen will continue to research.

- Discussion on Municipal Signage Strategy.

Deron expressed a potential benefit to having an updated strategy. He will continue to monitor progress on the matter through Community Economic Development Advisory Committee.

- Discussion on board recruitment and filling Secretary position.

Recruitment work will be ongoing.

OmShanti Charlebois (who attended the meeting as a guest) expressed her interest in joining the board. She also added that she would be interested in potentially becoming the Board Secretary.

- Discussion on creating conditions to encourage “busking” in the Downtown.

Deron expressed that it might be a good idea to consider some kind of strategy to encourage busking in Downtown Kemptville. It may help to create a more pleasant and inviting atmosphere based on feedback from visitors and business owners when a busker has appeared in the Downtown. The board agreed that busking is a positive, but did not have an interest in making any formal efforts on this.

Motion: To purchase a gift certificate in the amount of \$75 to a local Downtown restaurant to thank Krista George for her work on the Kemptville Live Passport Promotion. Moved by Kim, seconded by Shelley. Carried.

## Reports

- Municipal Report – Jim McManaman and Matt Gilmer – given. Development charges, CIP were discussed.
- Financial Report – Stephen Bent – given. Outlined levy repayment is done and reviewed outgoing and levy.
- Expansion Committee Report – Stephen Bent – given.
- Executive Director’s Report – Deron Johnston – given.

- Committee of the Whole meeting regarding outdoor rink.
- Two motions tabled at CoW meeting.
- DSS update.
- Future deputations on subjects of value to BIA.
  - Board directs Deron to provide subject options.
- Events Committee Report – Debbie Wilson.
  - Update on Kemptville Live Passport promotion.
  - Update on Beth Donovan Hospice.

Debbie also updated on other events such as Kreepy Kemptville, Ladies Night, Canada Day, Rockin' at Riverside and Kids Christmas Downtown.

### **Other Business**

Brief discussion occurred on the possibility of Downtown Kemptville being designated as a "Tourist Area" by the Municipality of North Grenville.

### **Close of Meeting**

*Meeting closed at 8:05pm. Motion to close. Moved by Stephen, seconded by Shelley.*

### **Next Meeting**

*July 17, 2019*