



# COMMITTEE MINUTES

**KINGSVILLE BIA**  
**AUGUST 13, 2019 @ 6:15 P.M.**  
**Carnegie Arts & Visitor Centre, 28 Division St. S, Kingsville**

## **A. CALL TO ORDER**

Beth Riddiford called the Meeting to order at 6:15 p.m. with the following Members in attendance:

### **MEMBERS OF BIA BOARD:**

Beth Riddiford  
Councillor Tony Gaffan  
Councillor Laura Lucier  
Trevor Loop  
Izabel Muzzin  
Jason Martin  
Maria Edwards  
Amanda Everaert  
Sarah Trudell  
Heather Brown  
Roberta Weston

### **MEMBERS OF ADMINISTRATION:**

Christina Bedal

Absent: None

Guest: Robert Brown

## **B. DISCLOSURE OF PECUNIARY INTEREST**

Beth Riddiford reminded the Committee that any declaration is to be made prior to each items being discussed and to identify the nature of the conflict, if any, as the agenda items come forward.

## **C. PRESENTATIONS/DELEGATIONS**

1. ROBERT BROWN, RE: SIDEWALK CAFÉ CONTRACT REVIEW

## **D. AMENDMENTS TO THE AGENDA**

**NONE**

## **E. ADOPTION OF ACCOUNTS**



# COMMITTEE MINUTES

## 1. **BIA Accounts** – RE: Budget actuals ending JULY 2019

**BIA-127-2019**      Moved by Trevor Loop, seconded by Tony Gaffan to receive the accounts ending July 2019

**CARRIED**

## **F. STAFF REPORTS**

1. CHRISTINA BEDAL PRESENTED HER REPORT
2. TONY GAFFAN PRESENTED HIS REPORT
3. IZABELLA MUZZIN PRESENTED HER REPORT

## **G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED**

1. Robert Brown Correspondence request dated July, 18, 2019 RE: Sidewalk Café
2. Gord Queen Correspondence request dated July 17, 2019 RE: Highland Games Appointment

**BIA-128-2019**      Moved by Jason Martin, seconded by Roberta Weston that Heather Brown serve on the Highland Games committee as the BIA representative.

**CARRIED**

## **H. MINUTES OF THE PREVIOUS MEETING**

1. Kingsville BIA Meeting Minutes—July 9, 2019

**BIA-129-2019**      Moved by Jason Martin, seconded by Sarah Trudell to receive the minutes of the Kingsville BIA Meeting dated July 9, 2019

**CARRIED**

## **I. BUSINESS/CORRESPONDENCE – INFORMATIONAL**

1. Roberta Weston sent a thank you card

## J. NEW AND UNFINISHED BUSINESS

1. BANNERS – Design options were reviewed and suggestions made for revisions.

**BIA-130-2019** Moved by Tony Gaffan, seconded by Laura Lucier to receive 5 banner styles that the Coordinator will seek revisions of for the next meeting.

**CARRIED**

2. BIA DOLLARS - \$20 denominations will be sold for the 2019/2020 program

**BIA-131-2019** Moved by Roberta Weston, seconded by Sarah Trudell to sell BIA Dollars in \$20 increments for the upcoming 2019/2020 program.

**CARRIED**

3. TALL SHIPS – Coordinator reviewed her status report
4. PARKING SIGNS – Coordinator reviewed signage needs and sizing and costing. Coordinator to confirm sizing and project with Town CAO

**BIA-132-2019** Moved by Trevor Loop, seconded by Heather Brown to proceed with the purchase of larger parking signs pending final approval from the Town CAO.

**CARRIED**

5. COUPON BOOK – Coordinator reviewed her status report and advertising pricing was discussed.

**BIA-133-2019** Moved by Roberta Weston, seconded by Izabela Muzzin to charge \$1000 for the back cover, \$750 each for inside covers and \$200 each for interior ½ size ads.

**CARRIED**



# COMMITTEE MINUTES

6. BIA MIXER – Coordinator reviewed the proposed program and \$300 per event will be budgeted in the 2020 budget.
7. FLOWER PROGRAM DELEGATION - Coordinator reviewed options to be presented to Council.

**BIA-134-2019**      Moved by Trevor Loop, seconded by Sarah Trudell to request that the BIA go before Council as delegates to discuss the Flower Program

**CARRIED**

## **K. NEXT MEETING DATE**

The next meeting of the Committee will be held on Tuesday, September 10, 2019 at 6:15 PM

## **L. ADJOURNMENT**

The meeting adjourned at 8:06 p.m.

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**CHAIR, Beth Riddiford**

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**RECORDING SECRETARY,  
Christina Bedal**