

KINGSVILLE BIA
FEBRUARY 11, 2020 @ 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
Heather Brown
Roberta Weston
Trevor Loop
Amanda Everaert
Jason Martin
Dave Debergh

MEMBERS OF ADMINISTRATION:

Christina Bedal

Absent:

Maria Edwards
Izabel Muzzin
Sarah Trudell

Guests:

Peggy Van-Mierlo-West
Andrew Plancke

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. **ANDREW PLANCKE & PEGGY VAN-MIERLO-WEST** – attended the meeting to discuss wedding plans and protocols. Andrew updated that summer students are expected to be performing more weeding duties and indicated that the downtown areas of Kingsville were a priority where they are working to get ahead of the

weeds. Andrew shared they are often busy and sending communications to the Coordinator of their planning is not possible. The Coordinator is asked to proactively communicate with the Town when any wedding activities are being planned by the BIA to avoid duplication of work. Andrew said that requests should go through City Request and if no response is given after 2 days that the Coordinator should call for an update. The Town is working to put together a stronger horticulture team to help stay ahead of the needs.

D. AMENDMENTS TO THE AGENDA

1. NONE

E. ADOPTION OF ACCOUNTS

1. **BIA Accounts** – RE: Budget actuals ending JANUARY 2020

BIA-166-2020 Moved by Trevor Loop, seconded by Heather Brown to receive the accounts ending January 2020

CARRIED

F. STAFF REPORTS

1. CHRISTINA BEDAL PRESENTED HER REPORT- Community support, Committees and meetings; Membership support and interactions; Project updates; 2020 AGM planning update, Administrative work update; BIA Dollars; Associate Membership Invoices, recruiting and interviewing efforts for replacement Coordinator. Proposed Tourism Map was shared
2. LAURA LUCIER PRESENTED HER REPORT – It was shared that there had been meetings regarding greenhouse policy, 183 Main Street East updates, budget deliberations had taken place. Mettawa Park project progress was shared, Main Street West resurfacing tender is out.
3. EDDK REPORT - none

G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. KINGSVILLE BUSINESS AWARDS SPONSORSHIP COMMUNICATION from Tara Hewitt request date January 16, 2020 RE: Sponsorship of an award

BIA-167-2020 Moved by Heather Brown, seconded by Trevor Loop to sponsor Business of the Year Award.

NOT CARRIED

2. FACELIFT GRANT APPLICATION COMMUNICATION from Green Heart Kitchen request date February 2020 RE: Seeking Approval

BIA-168-2020 Moved by Trevor Loop, seconded by Heather Brown to approve \$500 for Facelift Grant Application

CARRIED

3. ASSOCIATE MEMBERSHIP APPLICATION COMMUNICATION from Folk Fest request date February 2020 RE: Seeking Approval

BIA-169-2020 Moved by Roberta Weston, seconded by David Debergh to approve Application

CARRIED

H. MINUTES OF THE PREVIOUS MEETING

1. Kingsville BIA Meeting Minutes—January 14, 2020

BIA-170-2020 Moved by Laura Lucier, seconded by Roberta Weston to receive the minutes of the Kingsville BIA Meeting dated January 14, 2020

CARRIED

2. Kingsville BIA Special Meeting Minutes—January 29, 2020

BIA-171-2020 Moved by Laura Lucier, seconded by Heather Brown to receive the minutes of the Kingsville BIA Special Meeting dated January 29, 2020

CARRIED

I. NEW AND UNFINISHED BUSINESS

1. BIA 2020 LEVY ASSESSMENTS – Information as of the date of the meeting has not yet been received from the town for the Board to review. Coordinator will follow up again.

BIA-172-2020 Moved by Trevor Loop, seconded by Roberta Weston to approve the levy assessment and levy rates for 2020

CARRIED

2. CROSS ROAD BANNER INPUT – No communications have been received from the Town to date for the Board to review or discuss
3. AGM – Planning is in process
4. BIA COORDINATOR RESIGNATION AND RECRUITMENT & CONTRACT – an update was provided to the board on recruitment activities and interview progress.

BIA-173-2020 Moved by Jason Martin, seconded by Trevor Loop to edit the BIA Coordinator job description be edited to become a 24 hour per week part time role and advertise at a rate of \$21 per hour with an annual August compensation review.

CARRIED

J. CLOSED SESSION

BIA-174-2020 Moved by Heather Brown, seconded by Tony Gaffan to move into closed session.

CARRIED

EXIT INTERVIEW OF BIA COORDINATOR CONDUCTED

K. NEXT MEETING DATE

The next meeting of the Committee will be held on Tuesday, March 10, 2020 at 6:15 PM

L. ADJOURNMENT

The meeting adjourned 8:04 p.m.



CHAIR, Beth Riddiford



RECORDING SECRETARY,
Christina Bedal