



# COMMITTEE MINUTES

**KINGSVILLE BIA**  
**JULY 14, 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  
Councilor Tony Gaffan  
Councilor Laura Lucier  
Heather Brown  
Roberta Weston  
Trevor Loop  
Amanda Everaert  
Dave Debergh  
Maria Edwards  
Izabel Muzzin  
Jason Martin

### **MEMBERS OF ADMINISTRATION:**

Sarah Haefling

### **Guests:**

Troy Loop  
Al Timmins

## **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**

None.

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

1. COUPON BOOKS



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## E. ADOPTION OF ACCOUNTS

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

**BIA-194-2020** Moved by Tony Gaffan, seconded by Trevor Loop to receive the accounts ending JUNE 2020

**CARRIED**

## F. STAFF REPORTS

1. SARAH HAEFLING PRESENTED HER REPORT- Community support, Committees and meetings; Membership support; Project updates; Administrative work update; BIA Dollar Summer Giveaway; and Kingsville Open Streets Initiative.
2. LAURA LUCIER PRESENTED HER REPORT – It was shared that Council is not granting the demolition permit and that there is discussion on adding an access road on Main St East.
3. EDDK REPORT – Izabela Muzzin updated that there are no EDDK updates.

## G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. Email from member on rent relief program

An email was sent to the BIA asking to follow up with landlord to ensure that they pursue the rent relief program. The BIA Coordinator will draft up a letter of encouragement to landlords on behalf of the BIA that business owners can send to their landlords if they are refusing to participate in the rent relief program. The letter will include resources for landlords to turn to if they would like assistance with applying for the rent relief.

**BIA-195-2020** Moved by Trevor Loop, seconded by David Debergh for the BIA Coordinator to draft a letter of encouragement for landlords to participate in the rent relief program on behalf of the BIA.

**CARRIED**

## H. MINUTES OF THE PREVIOUS MEETING



# COMMITTEE MINUTES

## 1. Kingsville BIA Committee Meeting Minutes—June, 16, 2020

**BIA-196-2020** Moved by Roberta Weston, seconded by David Debergh to receive the minutes of the Kingsville BIA Meeting dated June 16, 2020

**CARRIED**

### I. NEW AND UNFINISHED BUSINESS

1. MAIN STREET CLOSURE – The BIA had received a lot of feedback from the first weekend of the street closure with a lot of positive responses, and a few safety concerns to be discussed. The Town had also sent a list of recommendations on the initiative that were discussed including a point person for the closures, hours of the open streets, and the areas closed. Troy Loop presented that in partnership with the Town and TWEPI, there is grant money available to hire a Coordinator for the Open Street's initiative that can be hired right away. The 'point person' for Open Street will be Laura Lucier and Roberta Weston until the Open Streets Coordinator has been hired. Trevor Loop will create a 'Best Practices' document that will go out to all of the businesses participating in the Open Streets initiative.

**BIA-197-2020** Moved by Trevor Loop, seconded by Laura Lucier to change the hours of the street closure to Friday's at 4:00PM and Saturday's at 3:00PM.

**CARRIED**

**BIA-198-2020** Moved by Laura Lucier, seconded by Trevor Loop to keep Division Street closed as part of the Open Streets initiative to allow businesses in that area to participate.

**CARRIED**

**BIA-199-2020** Moved by Tony Gaffan, seconded by David Debergh to allocate \$1,500 to the hiring of a Coordinator for the Open Streets initiative.

**CARRIED**

A call for volunteers will be posted on social media for the Open Streets weekends. The Town staff will continue to close down the streets and put up the barriers, but the volunteers will be asked to take them down and open the streets back up at the end of the night. A request will be made to the Town to install

temporary speed bumps on residential streets affected by the street closures for safety. There have been inquiries about allowing artist/musicians to perform/participate in Open Streets; this will be reevaluated once we have entered Stage 3.

2. \$10,000 BIA DOLLAR SUMMER GIVEAWAY – The Giveaway began on social media on Sunday, July 12<sup>th</sup> with lots of participation and positive feedback thus far on the campaign. Over 750 shares on Facebook and over 100 on Instagram within the first couple of days. The business will be able to trade their vouchers in for cash/cheque directly from Libro Credit Union. Woobox has been purchased to conduct the giveaway, and the instruction sheet for businesses has been sent out.
3. FACELIFT GRANT APPLICATION – Erie Shores Rehabilitation has submitted an application for a facelift grant to replace/repair portions of their road signs.

**BIA-200-2020** Moved by Tony Gaffan, seconded by Trevor Loop to approve Erie Shores Rehabilitation facelift grant application of \$480.88.

**CARRIED**

#### 4. BIA COORDINATOR POSITION

Sarah's last day as the BIA Coordinator will be July 16<sup>th</sup>, 2020. Christina has volunteered to conduct the Summer Giveaway, run the social media accounts, and pay the bills for the BIA. Beth will be in charge of monitoring the BIA emails. The Town will be approached about running the Flower Program moving forward. The board will rotate who takes board meeting minutes, starting with Laura for the August meeting. The position will be posted and a temporary position was discussed.

#### ADDITIONAL ITEMS:

#### 5. COUPON BOOKS

The coupon book campaign will be wrapped up with an email to the members that the money from sales and the coupon books will be collected. The coupon books will no longer be given away for the Summer Giveaway and all remaining coupon books will be disposed of.

#### 6. ADDITIONAL ITEMS



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There was discussion on keeping things positive on social media and the possibility of doing a 'welcome back' video campaign. It was also encouraged for business owners to share their stories of their businesses to promote supporting local.

**BIA-201-2020** Moved by Tony Gaffan, seconded by Heather Brown to ask Council that all businesses in the BIA district, but strongly encouraged for all businesses in Kingsville, to be given a 2 to 3 month break in commercial property taxes.

**CARRIED**

## **J. NEXT MEETING DATE**

The next meeting of the Committee will be held on Tuesday, August 11<sup>th</sup>, 2020 at 6:15 p.m.

## **K. ADJOURNMENT**

The meeting adjourned 8:10 p.m.

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**CHAIR, Beth Riddiford**

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**RECORDING SECRETARY,  
Sarah Haefling**