



# COMMITTEE MINUTES

**KINGSVILLE BIA**  
**OCTOBER 13, 2021 @ 6:15P.M.**  
**Carnegie Arts & Visitor Centre, 28 Division St. S, Kingsville**

## **A. CALL TO ORDER**

Tony Gaffan called the Meeting to order at 6:21 p.m. with the following Members in attendance:

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

Councilor Tony Gaffan  
Councilor Laura Lucier  
Amanda Everaert  
Izabel Muzzin  
Jason Martin  
Roberta Weston  
Dave Debergh

### **MEMBERS OF ADMINISTRATION:**

Christina Bedal

### **ABSENT:**

NONE

### **REGRETS:**

Maria Edwards

### **GUESTS:**

NONE

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

Tony Gaffan 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**

NONE

## **E. ADOPTION OF ACCOUNTS**

1. **BIA Accounts** – RE: Budget actuals ending September 2021

**BIA-255-2021**      Moved by Amanda Everaert, seconded by Laura Lucier to receive the accounts ending SEPTEMBER 2021

**CARRIED**

## **F. STAFF REPORTS**

1. BIA COORDINATOR PRESENTED HER REPORT- Membership update, administrative duties updates, membership support and communications updates, upcoming promotions, sponsorship update, budget preparation, holiday décor update, new coordinator update.
2. TONY GAFFAN PRESENTED HIS REPORT – Updated on new clerk, bee pollinator friendly community status, phase 2 of Lions Park approved, cityworks review, Highland Games committee membership update.
3. EDDK REPORT – membership has been updated

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

1. Resignations from the Board

**BIA-256-2021**      Moved by Jason Martin, seconded by Roberta Weston to accept the resignations of Beth Riddiford, Trevor Loop and Heather Brown from the BIA Board of Managers.

**CARRIED**



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## H. MINUTES OF THE PREVIOUS MEETING

1. Kingsville BIA Committee Meeting Minutes—September 14, 2021

**BIA-257-2021** Moved by Laura Lucier, seconded by Amanda Everaert to receive the minutes of the Kingsville BIA Meeting dated September 14, 2021

**CARRIED**

2. Kingsville BIA Committee Meeting Minutes—September 28, 2021

**BIA-258-2021** Moved by David Debergh, seconded by Amanda Everaert to receive the minutes of the Kingsville BIA Meeting dated September 28, 2021

**CARRIED**

## I. NEW AND UNFINISHED BUSINESS

1. BIA COORDINATOR RECRUITING UPDATE –Kelsey Coon has been hired and will begin November 1, 2021
2. BIA DOLLAR AGREEMENT – reviewed and edits will be made and it will be implemented
3. REINDEER GAMES UPDATE – all items are in progress
4. VOLUNTEERS NEEDED – for gift wrapping and garland lights
5. BOARD SUBCOMMITTEES- Personnel Committee, Beautification Committee, Promotion Committee and Finance Committee are to be developed and discussed at the next meeting.
6. CHAIR PERSON-

**BIA-259-2021** Moved by Amanda Everaert, seconded by Roberta Weston that Jason Martin will act as the Chair Person the remainder of the existing BIA Board term.

**CARRIED**



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## **ADDITIONAL ITEMS:**

**NONE**

## **J. NEXT MEETING DATE**

The next meeting of the Committee will be held on Tuesday, November 9, 2021 at 6:15 PM in person at Carnegie.

## **K. ADJOURNMENT**

The meeting adjourned 8:06 pm.

*Tony Gaffan*

**CHAIR, Tony Gaffan**

*Christina Bedal*

**RECORDING SECRETARY,  
Christina Bedal**