



COMMITTEE MINUTES

**KINGSVILLE BIA
OCTOBER 12TH, 2022 6:15PM
CARNEGIE ARTS & VISITORS CENTER**

A. CALL TO ORDER

Jason Martin called the Meeting to order at 6:18 p.m. with the following Members in attendance:

MEMBERS OF BIA BOARD:

Councilor Tony Gaffan
Roberta Weston
Amanda Everaert
Maria Edwards
Jason Martin
David Debergh
Heather Brown
Councilor Laura Lucier
Izabel Muzzin

MEMBERS OF ADMINISTRATION:

Christina Bedal
Jodie McIntyre

ABSENT:

NONE

REGRETS:

NONE

GUESTS:

NONE

B. DISCLOSURE OF PECUNIARY INTEREST

Jason Martin 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. NONE

E. ADOPTION OF ACCOUNTS

BIA-324-2022 Moved by David Debergh seconded by Maria Edwards to approve the accounts ending September 2022.

CARRIED

F. STAFF REPORT

1. **BIA COORDINATOR PRESENTED HER REPORT**– Partnered with Access KEYS EarlyON for Halloween promotion, E-met other local BIAs, meet with Courtney from the Town regarding storage, attended the World Tourism event, meet with Wendy from the Leamington Chamber of Commerce, continued updating the distribution lists, welcomed new member Synergy, attended the ribbon cutting ceremony at Olive on Main, continued to update welcome packages, continued work regarding Tourism Relief Grant, regained access to Facebook page, wrote town letter to Town regarding “gifting”, tracked down holiday décor., distributed the Members Mix & Mingle invite, created and distributed Halloween poster, working on securing a location to restring garland, received the signed flower contract and announced in the newsletter and sent to the membership the BIA Dollars promotion.
2. **LAURA PRESENTED HER REPORT** – Updated on by-laws for immigrant housing, Migration Festival, Fantasy of Lights and Citizen of the Year.
3. **HEATHER PRESENTED HER REPORT** – Update on being Culinary Host for Erie Shores Health Care gala and holiday Gift Card promotion.

G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. EMAIL FROM SHAUN MARTINHO DATED SEPTEMBER 20TH REGARDING SNOWFLAKE INSTANTILLATION.

BIA-325-2022 Moved by David Debergh seconded by Amanda Everaert for Jason Martin to discuss and request in writing with Shaun Martinho, the 217 hours used this far in 2022. In the event of no response the coordinator is to send a letter to council requesting the breakdown of hour details.

CARRIED

2. ASSOCIATE MEMBERSHIP APPLICATION – MITCHELL BOOKKEEPING SERVICES.

BIA-326-2022 Moved by Tony Gaffan seconded by Izbela Muzzen to approve associate membership application.

CARRIED

3. KINGSVILLE MESSAGE – FACE LIFT GRANT

BIA-327-2022 Moved by Maria Edwards seconded by Heather Brown to approve a \$500 face lift grant.

CARRIED

H. MINUTES OF THE PREVIOUS MEETING

BIA-328-2022 Moved by Heather Brown and seconded by David Debergh to approve September 13th, 2022 Kingsville BIA Committee Meeting Minutes.

CARRIED

I. NEW AND UNFINISHED BUSINESS

- **2023 Budget Approval**

BIA-329-2022 Moved by David Debergh and seconded by Roberta Weston to raise the 2023 levy 5% for all members.

CARRIED

BIA-330-2022 Moved by David Debergh and seconded by Amanda Everaert to approve the 2023 budget.

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CARRIED

- **Tourism Relief Grant** – David, Maria and Jason updated on their progress. Grant spreadsheets are updated.

BIA-331-2022 Moved by Amanda Everaert and seconded by Heather Brown to approve the down payment for the speaker system of \$30,000..

CARRIED

BIA-332-2022 Moved by Heather Brown and Seconded by Amanda Everaert to approve the purchase of a storage container through the tourism relief grant.

CARRIED

BIA-333-2022 Moved by Amanda Everaert and seconded by Maria Edwards to approve the purchase of the red holiday truck.

CARRIED

BIA-334-2022 Moved by Amanda Everaert and seconded by Heather Brown to approve the purchase of the large red ornaments.

CARRIED

BIA-335-2022 Moved by David Debergh and seconded by Izabela Muzzin to approve that any remaining tourism relief fund grant money be applied towards staff time and costs.

CARRIED

- **AGM Date** – Date for the 2023 AGM will be Tuesday, February 28th, 2023.
- **Libro Credit Union Membership Discount** – David Debergh did not vote for this motion, due to potential conflict of interest.

BIA-336-2022 Moved by Heather Brown and seconded by Maria Edwards for the BIA Coordinator to email and place in the upcoming newsletter the details regarding the Libro promotion.

CARRIED

- **Reserve Funds** – The coordinator updated feedback received from the town.



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- **Face Lift Grant reserve Holiday Window decorating proposal**

BIA-337-2022

Moved by Laura Lucier and seconded by Maria Edwards to approve the proposed program with the discussed edits.

CARRIED

- **Sharing of Board member contact information** – Moved to November agenda due to time constraints
- **Strategic Planning** – Moved to November agenda due to time constraints
- **Expansion of District Update** – Moved to November agenda due to time constraints

ADDITIONAL ITEMS:

NONE

J. NEXT MEETING DATE

The next meeting of the Committee will be held on Tuesday, November 8th, at 6:15 PM.

K. ADJOURNMENT

Meeting adjourned at 8:23 pm

Jason Martin

CHAIR, Jason Martin

Jodie McIntyre

**RECORDING SECRETARY,
Jodie McIntyre**