



COMMITTEE MINUTES

**KINGSVILLE BIA
APRIL 12TH, 2023, 6:15PMPM
CARNEGIE ARTS & VISITORS CENTER**

A. CALL TO ORDER

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

MEMBERS OF BIA BOARD:

Tony Gaffan
Roberta Weston
Maria Edwards
Jason Martin
Heather Brown
Councilor Sheri Lowrie
Amanda Everaert

MEMBERS OF ADMINISTRATION:

Jodie McIntyre

MEMBER(S) OF TOWN:

Sue Rice

ABSENT:
NONE

REGRETS:
David Debergh

GUESTS:

1. Paula Parker – Town Clerk

B. LAND ACKNOWLEDGEMENT

We acknowledge the Three Fires Confederacy (Ojibwe, Potawatomie and Odawa) and the Traditional ancestral, unceded territory of Caldwell First Nation; the original people of Point Pelee, Pelee Island and its surrounding waters. We recognize and respect the First Nations who are stewards of the land and waters of Turtle Island and who have embraced this stewardship since time immemorial. We would also like to acknowledge other nearby First Nations Communities and First Nations across Turtle Island.

C. DISCLOSURE OF PECUNIARY INTEREST

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

D. PRESENTATIONS/DELEGATIONS

Paula Parker, the Town Clerk for Kingsville, presented an information session regarding how to Chair a fair, effective, and efficient meeting, when and how to facilitate closed meetings, answered questions from the board and various other topics associated to Robert's Rules.

E. AMENDMENTS TO THE AGENDA

1. Associate Membership Approval – Crate&co.

BIA-378-2023 Moved by Amanda Everaert and seconded by Roberta Weston to approve the Associate Membership of Crate&co.

CARRIED

2. The Board was informed that the By-law was passed by council on April 13th, 2023, to appoint the BIA Board members.

F. ADOPTION OF ACCOUNTS

BIA-379-2023 Moved by Tony Gaffan seconded by Maria Edwards to approve the accounts ending March 2023.

CARRIED

G. STAFF REPORTS

1. **BIA COORDINATOR PRESENTED HER REPORT** – Coordinator met with several businesses and Town employees to continue building community relationships. They will be attending the OBIAA conference from April 16th – 19th in London, Ontario. A Daytripping ad and AR code was created, and a 3-day Facebook Easter promotion was run with a large increase of the Reach numbers. Collaboration continues with DelfrescoPure regarding the Mother's Day/Father's Day promotions and the Canadian flag from the Fantasy of Lights is being lent to the BIA for Canada

Day. Other plans for the day are also in the works. The Personnel Committee has begun formatting an HR policy, with a complete date expected by the end of June. The last of the greenery has been removed from the district and flowers are expected to be planted in the first week of June. The inventory list is complete, and all inventory is now located in their designated locations.

BIA-380-2023 Motion to receive by Amanda Everaert.

CARRIED

H. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. NEW ASSOCIATE MEMBER APPROVALS

- A. Icy sidewalks & Crosswalk on Main – Laura (Pinstripes)
 - An additional reminder was sent to the membership to clear their sidewalks and both the BIA & Laura has sent an request@ email to the Town regarding the ice buildup at the curb of the crosswalk on Main Street. Sue Rice confirmed that it was being addressed.
- B. Open Streets Concern – Capri Pizza (Chris Aziz)
 - The same letter previously received on behalf of Chris was received again via email to the BIA. The BIA responded that the letter had been hand delivered and understood that the Town had reached out, however, if not the case please let us know and we will follow up.
- C. Music Downtown Complaint – Cole Howard (a concerned citizen)
 - The BIA received a complaint that he did not like the music while he was driving through the intersection at the four corners as there was already enough noise and that perhaps during Open Streets this would be more appropriate. The BIA expressed that they appreciated the feedback and that it would be noted.
- D. Winners of the Best Shopping District
 - The KBIA was recognized as the Best Shopping District in the Best of Windsor Essex Awards for the 3rd year in a row. A letter of congratulations and a plaque was sent to the BIA.

I. MINUTES OF THE PREVIOUS MEETING



COMMITTEE MINUTES

BIA-381-2023 Moved by Maria Edwards and seconded by Roberta Weston, to approve March 14th, 2023, Kingsville BIA Committee Meeting Minutes.

CARRIED

J. NEW AND UNFINISHED BUSINESS

1. New Board Member Approval – Abby Jakob – BRIGHT & EYES

BIA-382-2023 Motion to appoint by Amanda Everaert, seconded by Roberta Weston to approve for Abby Jakob to be on the BIA Board of Management.

CARRIED

2. Fire Inspection Update

- Counselor Lowrie provided some background on why there have been changes to the way the Fire Department is conducting inspections along with an increase in fees.
- She also informed the board that the Deputy Fire Chief would like to present some additional information at our next meeting on May 9th.

3. Flower Program Grant Expiring - Update:

- It has been determined that we will need to create a contract regarding the grant money that the BIA receives from the Town.
- Sue Rice and the BIA Coordinator will begin this process, seeking additional support as needed.

4. Open Streets Update:

- Road Closures: Main Street (from Spruce Street to Queen Street) and Division Street (from King Street to Pearl Street) from 4pm to 10:30pm.
- Closure dates include Saturday, July 8, 2023, Saturday, July 15, 2023, Saturday, July 29, 2023, Saturday, August 19, 2023, and Saturday, August 26, 2023.
- Currently: Saturday, July 1, 2023 – events at the Arena and Saturday, July 22, 2023 – Cottam Open Streets.

5. Hogs for Hospice

- Hogs for Hospice was brought to the table to begin the discussions of what the expectations would be of the BIA.
- Sue Rice is waiting on official information from the organization and will then provide an update to the board to further discuss expectations sooner than later.

6. Removal of 1-800 Number:

- The 1-800 number is no longer in use and the recommendation was made to discontinue the use with yearly savings of \$162 per year.

BIA-383-2023

Moved by Roberta Weston and seconded by Heather Brown, to discontinue the use of the 1-800 number.

CARRIED

K. OTHER REPORTS

1. **FINANCIAL COMMITTEE** – David & Tony – NO UPDATE

2. **BEAUTIFICATION COMMITTEE** – Maria & Amanda – NO UPDATE

3. **PROMOTIONS COMMITTEE** – Jason – UPDATE

- It was discussed that an additional person is needed on this committee, or 2 committees combined and will be discussed next meeting once Abby has joined the board.

4. **PERSONNEL COMMITTEE** – Roberta & Heather – NO UPDATE

5. **COUNCIL REPRESENTATIVE** – Sheri Lowrie – UPDATE

- The Council approved 4 new committee members to be appointed for 2022-2026 term.
- Council approved 5 days for Open Streets
- An agreement was approved for a \$25K/year agreement with the Kingsville Music Society.
- Road 2 Reconstruction Tender went to Major Construction Ltd.
- Deputy Mayor DeYoung was appointed to the Interim Board of Directors of the Union Water Supply System Inc.
- The Lions Club invite to celebrate 90 years of service on May 6th, 2023.
- Legion painted crosswalk moved to administration to quote out the upkeep.
- Invites to the Seniors Expo & the Military Dinner on May 6th were extended.

6. **EDDK REPRESENTATIVE** – Heather Brown - UPDATE

- Held their AGM and had 14 people on their board.
- They are in the works of planning a summer event.

- The board decided that the E.D.D.K. report could be removed from the agenda. Heather would bring to the table anything that may affect the BIA in the future.

7. TOWN REPORT – SUE RICE – UPDATE

- The crosswalk not working on Division near the Post Office is still with the contractor (it is extensive electrical), but Sue will continue to monitor and update on the situation.
- Sue is attending a Sports Meet & Greet on April 18th. For people looking to book the Town facilities. Utilizing a trading card which includes a BIA QR code on it.
- Launching the Town “See Your Selfie Here” campaign and rack cards for the businesses will be going out.

L. NEXT MEETING DATE

The next committee meeting will be held on Tuesday, May 9th, at 6:15 PM.

M. ADJOURNMENT

Meeting adjourned at 8:18pm

BIA-384-2023 Motioned to adjourn by Tony Gaffan.

Jason Martin

CHAIR, Jason Martin

Jodie McIntyre

**RECORDING SECRETARY,
Jodie McIntyre**