



COMMITTEE MINUTES

**KINGSVILLE BIA
JULY 11TH, 2023, 6:15PMPM
CARNEGIE ARTS & VISITORS CENTER**

A. CALL TO ORDER

Tony Gaffan called the Meeting to order at 6:16p.m. with the following Members in attendance:

MEMBERS OF BIA BOARD:

Tony Gaffan
Roberta Weston
Maria Edwards
Councilor Sheri Lowrie
Amanda Everaert
Abby Jakob
Heather Brown

MEMBERS OF ADMINISTRATION:

Jodie McIntyre

MEMBER(S) OF TOWN:

Sue Rice

ABSENT:

1. Jason Martin
2. David Debergh

GUESTS:

1. NONE

B. LAND ACKNOWLEDGEMENT

Tony Gaffan recognized the posting of the Land Acknowledgement.

Heather recommended the Acknowledgement be read aloud at each meeting and the Board agreed.

C. DISCLOSURE OF PECUNIARY INTEREST

Tony Gaffan 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.



COMMITTEE MINUTES

D. PRESENTATIONS/DELEGATIONS

1. NONE.

E. AMENDMENTS TO THE AGENDA

1. NONE

F. ADOPTION OF ACCOUNTS

BIA-402-2023 Moved by Roberta Weston seconded by Heather Brown to approve the accounts ending June 2023.

CARRIED

G. STAFF REPORTS

BIA COORDINATOR PRESENTED HIGHLIGHTS FROM HER REPORT

1. ENGAGEMENT/SUPPORT

- Members Mix & Mingle on June 14th was a success. Good turn out and good space for members to converse.
- Introduced Digital Dragonfly on Facebook.
- Attended the Home Hardware reopening ribbon cutting.

2. PROMOTION

- Father's Day giveaway ran well in collaboration with DelFrescoPure.
- Highland games Facebook ticket give away went well. Thank you to Sheri Lowrie for donating tickets. Take away from the contest is the simpler it is the more engagement and participation we receive.
- For Canada Day we placed our red truck and a lite Canada Flag at the Carnegie and New Designs assisted with staking the flag to the ground and placed Canadian flags in the gardens around the Town clock area on Main Street. We also programmed Canadian music to play downtown from June 30th to July 2nd and received good feedback regarding this.
- Heather Brown suggested putting the large ornaments out at the Town clock area for Christmas in July. A request will be submitted for this.

3. POLICIES & PROCEDURES

- The Coordinator completed the job description review and will present it to the Personnel Committee when they meet.
- Coordinator is working on an Annual Projected Beautification/Décor form and process to present to the Board and then the Town.

4. BEAUTIFICATION

- Bricks have come in from Hallmark Memorial and they look great. WE will continue to use them for our brick engraving.
- Flower RFQ was sent out to 5 local businesses for review. Deadline is August 1st.
- Noted that large flowers, like the elephant ears used this year, do not work well in open spaces where the wind can get at them (for example at the far West and East end of the BIA district). Something smaller would last longer.

5. MAINTENANCE

- Need to follow up with Shaun from the Town regarding replacing the toppers on the light posts as they have zero life left.

BIA-403-2023 Motion to receive report by Heather Brown, seconded by Maria Edwards.

CARRIED

H. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. WEEDS/BASKETS/PLANTERS

- The KBIA received correspondence regarding concerns over weeds around the trees, any empty flowerpot on Main, overgrown trees next to the Food Bank and dying hanging pot on Main Street. All items have been addressed and resolved.

2. CATHY STEPHENSON – SOUND SYSTEM VIDEO

- Cathy had sent the BIA a video of her husband Rick Stephenson (Frank Sinatra impersonator) hearing his music being played over the downtown sound system along with a thank you and 4 free tickets to one of Rick's shows in Windsor on July 15th.
- We will be giving the tickets away on Facebook on July 13th and posting the video on our Facebook page.



COMMITTEE MINUTES

I. MINUTES OF THE PREVIOUS MEETING

BIA-404-2023 Motion to approve by Roberta Weston, seconded by Abby Jakob.
CARRIED

J. NEW AND UNFINISHED BUSINESS

1. Facelift Grant Approvals

- Miller's Bakery

BIA-405-2023 Motion to approve by Roberta Weston, seconded by Heather Brown to approve \$500 to Miller's Bakery under the Facelift Grant application process.

CARRIED

- Movati Athletic

BIA-406-2023 Motion to approve by Abby Jakob, seconded by Maria Edwards to approve \$500 to Movati Athletic under the Facelift Grant application process.

CARRIED

2. The Terry Fink Report

- The board discussed the challenges and concerns the report would have on the BIA.
- It was concluded that Heather Brown would attend the Committee of the Whole on July 17th to bring forth that the KBIA has challenges and concerns and would like the opportunity to discuss with Town Administration further.

BIA-407-2023 Motion by Amanda Everaert, seconded by Abby Jakob to have Heather to speak on behalf of the KBIA at the Committee of the Whole on July 17th.

CARRIED

3. Next MMM Date

- Dependent on availability, the next MMM will be held at Jack's Gastropub, on their patio.
- The date will be September 20th.
- Times will be changed to 5pm – 7pm from 6pm – 8pm, to see if it accommodates the membership better.
- Libro has offered to sponsor the appetizers.
- The Coordinator will reach out to Jack's to confirm availability.
- Other places such as Joe's HOT+ COLD Coffee, SECC, Home Hardware, Pelee Island Winery patio and Elite.

4. CFIB Membership

- The board recognizes the benefits of the CFIB but felt that a membership at \$34 per month would not be advantageous to the BIA at this time.

5. Mayor's Golf Tournament

- The tournament will be on September 28th at the Kingsville Golf and will have a 19th hole dinner. Sue Rice provided some background for the tournament stating it will be a spotlight on golf and local businesses, allowing a B2B connection while having fun. The cost is \$60 for dinner or \$150 for gold and dinner. Any business that has any type of offer can provide swag for the swag bag.
- The BIA would like to participate in the event and the Promotions Committee will come up with what they will do with a \$500 budget (sponsor a hole, set up a booth, come up with a fun game etc.).

BIA-408-2023 Motion by Roberta Weston, seconded by Heather Brown to spend up to \$500 on the Mayor's Golf Tournament event.

CARRIED

- Coordinator brought up that for events like this and when going to visit businesses within the district, it would be nice to have some identifying clothing (t-shirt, sweatshirt, golf shirt) to help identify who we are along with a name tag. It was also discussed that having a BIA tent would be beneficial in the future.
- A budget of \$500 was allotted for clothing, name tag and a tent (if it fits within this budget).

BIA-409-2023 Motion by Abby Jakob, seconded by Heather Brown to spend up to \$500 on clothing, name tag and tent.

CARRIED

6. Restringing of Lights Date

- Adding additional lights to the lit garland will now be done in either October or November, just before they are going to be put up, to not move them twice.
- A location to add the additional lights will be needed along with the transportation and a date on which this will be done.

BIA-410-2023 Motion by Roberta Weston, seconded by Heather Brown to place decorations on the four corners garland this year only, and if it works well add additional decorations in 2024.

CARRIED

BIA-411-2023 Motion by Amanda Everaert, seconded by Roberta Weston to extend the length of the meeting by 10 minutes as there were remaining important items to discuss.

CARRIED

7. Other New Business

- NONE.

K. OTHER REPORTS

1. FINANCIAL COMMITTEE – David & Tony

- The committee needs to meet in July to begin the 2024 budget.

BIA-412-2023

Motion by Abby Jakob, seconded by Heather Brown to purchase a dual monitor stand and laptop docking station.

CARRIED

2. BEAUTIFICATION COMMITTEE – Maria & Amanda

- The committee will set up the next meeting date.

3. PROMOTIONS COMMITTEE – Jason & Abby

- The committee will set up the next meeting date.

4. PERSONNEL COMMITTEE – Roberta & Heather

- The committee will set up the next meeting date.
- The Personnel Committee will be discussing upcoming updates to the Bylaws.

5. COUNCIL REPRESENTATIVE – Sheri Lowrie

- Sheri and the BIA Coordinator went on a walk around town and our next walk will not be until August. Sheri brought back, to John, a few points about loading zones, who's responsibility is the sidewalks and curb areas for upkeep, what are the landlord's responsibility, weeds around beds the Horticultural is responsible for and weeds around the beds is Parks & Rec responsibility, pilons over tree stumps.
- \$10,000 is going towards Senior Active Living Centre if grant is received and are partnering with Kingsville Community Centre.
- Highland Games, Open Streets, Canada Day were all successful.
- New garbage cans have been installed at in such locations as the Arena, Dog Park etc., as a pilot project that go 9 feet into the ground.
- Sheri noted we do not have 25–40-year-old programming.
- Heather Brown was inquiring about all the signs in the Eastern part of Town around the Movati plaza.

6. TOWN REPORT – Sue Rice

- Sue reviewed the allocation of Residential and Commercial tax dollars and how you tax dollar is spent.
- The loading zone review is a comprehensive review that unfortunately, currently, is not a priority.
- It was noted that the language on the loading signs does not have specific times and could be used for the public at some times and that the Food Bank loading Zone is only for them and perhaps it could be better utilized.
- On a go-forward-based Sue will meet with Ryan regarding any follow up that pertains to the Town and then send the points out to Councilor Lowrie and the BIA Coordinator.
- BIA Coordinator to post the Open Streets survey & Have Your Say Kingsville links on social media and in our website.

L. NEXT MEETING DATE

The next committee meeting will be held on Tuesday, September 12th, at 6:15 PM.

- It was reiterated that there is no meeting in the month of August due to lack of quorum.

M. ADJOURNMENT

Meeting adjourned at 8:56pm

BIA-413-2023 Motioned to adjourn by Amanda Everaert, seconded by Abby Jakob.

Tony Gaffan
CO-CHAIR,
Tony Gaffan

Jodie McIntyre
RECORDING SECRETARY,
Jodie McIntyre