



COMMITTEE MINUTES

**KINGSVILLE BIA
OCTOBER 11, 2023, 7:00PM
CARNEGIE ARTS & VISITORS CENTER**

A. CALL TO ORDER

Jason Martin called the Meeting to order at 7:04p.m. with the following Members in attendance:

MEMBERS OF BIA BOARD:

Tony Gaffan
Maria Edwards
Councilor Sheri Lowrie
Abby Jakob
Heather Brown
David Debergh
Jason Martin

MEMBERS OF ADMINISTRATION:

Jodie McIntyre

MEMBER(S) OF TOWN:

Sue Rice

ABSENT:

Roberta Weston
Amanda Everaert

GUESTS:

1. NONE

B. LAND ACKNOWLEDGEMENT

Jason Martin read the Land Acknowledgement.

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.



COMMITTEE MINUTES

D. PRESENTATIONS/DELEGATIONS

1. NONE.

E. AMENDMENTS TO THE AGENDA

1. NONE

F. ADOPTION OF ACCOUNTS

BIA-429-2023 Moved to receive the accounts ending September 2023 by Tony Gaffan.

CARRIED

G. STAFF REPORTS

BIA Coordinator presented highlights from her report, incorporating the key elements of the KBIA Strategic Plan including:

1. Engagement/Support

- Next MMM meeting will be Wednesday, November 29th, 5:30pm – 7:30pm at Joe's HOT + COLD Coffee.
- AGM date will be Tuesday, February 27th, 2024, at the Pelee Island Winery. Doors at 6pm, meeting starts at 6:30pm – 7:30pm. Room: TBD.

2. Promotion

BIA-430-2023 Motioned by Heather Brown, seconded by Abby Jakob to approve the purchase of \$300 in BIA dollars to go towards Christmas Facebook contest in December 2024.

CARRIED

3. Policies & Procedures

- We have implemented a new procedure for emergencies requiring quicker attention than the @request route. Weekends and after hours, the Town has someone on call. To report an emergency, we will call 519-733-2305. Sue is verifying the extension.



COMMITTEE MINUTES

4. Beautification

- Specs for potential future toppers have been sent to Shaun Martinho. The BIA has requested to meet with the Town to discuss planters at the 4 corners.

5. Maintenance

- Ongoing disposal of appropriate files pre 2016 and the removal of unnecessary furniture in the BIA office area.

BIA-431-2023 Motion to receive report by Tony Gaffan.

CARRIED

H. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. GREENSPACE ELEMENTS – ASSOCIATE MEMBERSHIP APPROVAL

BIA-432-2023 Motion to approve by Maria Edwards, seconded by Heather Brown to approve GreenSpace Elements as an Associate Member.

CARRIED

2. JIM'S SUB SHOP – FACELIFT GRANT APPROVAL

BIA-433-2023 Motion to approve by Maria Edwards, seconded by David Debergh to approve Jim's Sub Shop for a maximum of \$577.98 pending the application being filled out with the business owner claiming one receipt and the building owner claiming the remaining receipts.

CARRIED

I. MINUTES OF THE PREVIOUS MEETING

BIA-434-2023 Motion to accept the minutes by Heather Brown, seconded by Abby Jakobs.

CARRIED

J. NEW AND UNFINISHED BUSINESS

1. Finalize Budget

BIA-435-2023 Motion to move in camera by Tony Gaffan, seconded by Abby Jakob.

CARRIED

- Discussion about employment contract negotiations with the BIA Coordinator.
- Clarifying questions asked to the Personnel committee.

BIA-436-2023 Motion to move out of camera by Abby Jakob, seconded by David Debergh.

CARRIED

- The board approved submission of the 2024 budget to the Town of Kingsville noting that GL 099-60327 & 099-60329 are tentative due to current negotiations regarding the office proposal sent to Mayor Rogers.

BIA-437-2023 Motioned by David Debergh, seconded by Heather Brown to approve the 2024 budget with noting of tentative GL 099-60327 & 099-60329 accounts.

CARRIED

2. Flower Program 2024 Review

- The Board proposed that the Coordinator renegotiate the Winter Greens portion of the 2023 Flower Program, to only include 8 “wow” factor planters at the 4 corners opposed to 38 planters throughout the district. The remaining 30 planters will be collected by the Town once the mums are removed.

BIA-438-2023 Motioned by Heather Brown, seconded by David Debergh to renegotiate the Winter Greens portion of the 2023 Flower Program and just decorate the 4 corners.

CARRIED

3. Facelift Grant Review & Holiday Décor Program

- Facelift Grant
 - Not going to add camera purchases within the facelift grant as it is not a good fit.
 - Going to clarify the wording regarding allowing both the building owner and the business owner to both apply for the grant.
 - Add additional questions – How long in business? Have you applied before? When?

BIA-439-2023 Motion by Maria Edwards, seconded by David Debergh to increase the Facelift Grant amount allowed from \$500 to \$750.

CARRIED

- Holiday Window Décor Program

BIA-440-2023 Motion by Abby Jakob, seconded by Heather Brown to run the Holiday Window Décor Program again, similar to last year's, with an increase from \$200 to \$300 to cover décor. The maximum directed at the program will be at the discretion of the board.

CARRIED

4. December Meeting Date

- The Board determined that they would not have a quorum for the December 12th meeting.

BIA-441-2023 Motion by Abby Jakob, seconded by Tony Gaffan to cancel the December 12th meeting due to lack of quorum and move the November 14th meeting to November 28th at 6:15pm .

CARRIED

5. Other Lights & Decorations on Garland

- The Board will get together on October 30th, at Cindy's, at 6pm to put an extra string of lights on the lite garland and to add decorations to the 8 garlands at the 4 corners.

BIA-442-2023 Motion by Heather Brown, seconded by Abby Jakobs to spend up to \$1,000 on additional decorations to put on the 8 pieces of garland that are hung at the 4 corners.

CARRIED

BIA-443-2023 Motion by Heather Brown, seconded by Abby Jakobs to spend up to \$200 on food and beverage for the team that is decorating the garland on October 30th.

CARRIED

BIA-444-2023 Motion by Tony Gaffan, seconded by Maria Edwards to extend the meeting by 20 minutes.

CARRIED

K. OTHER REPORTS

1. FINANCIAL COMMITTEE – David & Tony

- \$8,000 has been moved to our reserves from the Libro account to gain a better rate of return/

2. **BEAUTIFICATION COMMITTEE** – Maria & Amanda
 - NONE
3. **PROMOTIONS COMMITTEE** – Jason & Abby
 - NONE
4. **PERSONNEL COMMITTEE** – Roberta & Heather
 - NONE
5. **COUNCIL REPRESENTATIVE** – Sheri Lowrie

TOWN

- Council approved the Official Plan Amendment No. 16 and Zoning By-law Amendment OPA & ZBA 2023-1 to establish definitions and policies related to land use within the Main Street Corridor in the Main Street Corridor, (pending County approval), as follows:
 - Sub-Area One - Main Street Core – Recommended maximum 3 storeys.
 - Sub-Area Two - Main Street Neighbourhoods – Maximum of 4 storeys.
 - Sub-Area Three - Main Street Gateways – Maximum of 6 storeys.
- Council also approved an increase to the Basement Flooding Protection Subsidy program by the plumbing permit fee for a period of 12 months effective October 1, 2023; and those that have already applied in 2023 and paid a permit fee be reimbursed for the permit fee.
- Council approved that Council and committee meetings be relocated to the Unico as a temporary relocation for three to five years until Council approves a plan for the permanent future location for meetings, per the recommendations of the Facilities Review.

BIA DISTRICT WALK

- Shared interest in a Mural for side of O'Sarracino' s block. Heather Brown has identified that the building owner does not want anything on their building, however the owners of the Taphouse 127 maybe interested in placing a mural if they have input into what is to go on the building.
- BIA Meeting Recaps – Currently a meeting recap to come from Sue, Sheri thinks it would be best coming from the coordinator – a bullet point 'recap' of the meeting with any outstanding issues in regard to the town in an email
To: Sheri & Sue and Copy: Ryan MacLeod & John Norton

- Sheri's opinion is that we have too many planters. Invest in specific areas and make them look good.

6. TOWN REPORT – Sue Rice

- Sue wants to ensure the BIA receives information from Karen regarding the Open Streets in a timely manner, to make a statement if they would like. Sue to see if she can find out how much data was collected.
- Thank you to the BIA to for attending the Mayor's Golf Tournament, it was well received.
- Sue & Jodie will be attending a meeting with the Accessibility Committee next month.
- Gluten Free Pantry is opening on Division Street South & Windblown & Weathered is also opening in the old Wineology.
- Sue and Jodie meet before the meeting to review that all items have been covered.
- Any businesses that have any concerns about the lighting by-law to refer to Sue as she would like to collect any data from businesses with concerns. The purpose of the b-law is to reduce light pollution.

L. NEXT MEETING DATE

- The next committee meeting will be held on Tuesday, November 28th, at 6:15pm.

M. ADJOURNMENT

Meeting adjourned at 9:19pm

BIA-445-2023 Motioned to adjourn by Heather Brown.

Jason Martin
CHAIR, Jason Martin

Jodie McIntyre
**RECORDING SECRETARY,
Jodie McIntyre**