



# COMMITTEE MINUTES

**JUNE 11, 2024, 6:15 PM  
CARNEGIE ARTS & VISITORS CENTER**

## **A. CALL TO ORDER**

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

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

Jason Martin - Chair  
Tony Gaffan – Vice-Chair  
Councillor Sheri Lowrie  
David Debergh  
Delilah Carreira  
Amanda Everaert – Late  
Abby Jakob – Late  
Heather Brown - Late

### **MEMBERS OF ADMINISTRATION:**

Jodie McIntyre

### **MEMBER(S) OF TOWN:**

Sue Rice – Town Liaison

### **ABSENT:**

Roberta Weston  
Maria Edwards

### **GUESTS:**

1. Shaun Martinho – Town of Kingsville - Parking

## **B. LAND ACKNOWLEDGEMENT**

Councillor Lowrie 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.

## **D. PRESENTATIONS/DELEGATIONS**

1. Shaun Martinho – Discussion regarding parking in the Town of Kingsville.

- Shaun discussed that they have a budget for repairs and signage for municipal lots. Reviewing the loading zone by-laws, they state the times of 8am – 12pm, however there are no times on any of the loading zone signs and the one in front of the Food Bank says for Food Bank only.
- The Town will be reviewing patio policies this fall to make the process easier. The Town budgets \$50k for signage each year where approximately \$30k goes to the upkeep of current signs. If any worn signage is noted on weekly walks just send it to request@kingsville.
- Shaun felt putting additional money into 2-hour parking signs would not be effective as there is not one to enforce it.
- The additional turning lane at Jasper will begin once Road #2 is complete (late August). The additional turning lane on Main will begin in 6-8 weeks with most of the work done overnight.
- Shaun is recommending their consultant look at the size of the parking spaces on Main East to advise if we could add additional spots to counterbalance the loss of the recent 4 spots.
- Allowing large trucks downtown is an entirely different discussion from parking.
- A recommendation was made to place the municipal lots on google maps for parking in Kingsville.

**BIA-499-2024** Motion to add a map of municipal lots to the previous approved letter that will be hand delivered, by Tony Gaffen and seconded by David Debergh,

**CARRIED**

## **E. AMENDMENTS TO THE AGENDA**

- NONE.

## **F. ADOPTION OF ACCOUNTS**

**BIA-500-2024** Moved to receive the accounts ending MAY 2024 by Heather Brown and seconded by David Debergh,

**CARRIED**

## **G. STAFF REPORTS**

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

## 1. Engagement/Support

- Engagement with Members – Met with owners of La Dulce Vida Café, Wrobel Massage, Kingsville Legion, Amazing Bins. Attended ribbon cuttings for Fox & Hare & Some where Else Experience. Walked the district with Small Business Entrepreneurship Centre & a representative from Libro Credit Union.
- Town Relations – Met with Gary, Supervisor from Parks & Rec. to walk through planter locations & hanging baskets would be. Met with Courtney, Manager from Parks & Rec. to discuss hanging outdoor lights from the Carnegie year-round. The Board gave direction to purchase bulbs, at an approximate cost of \$500, if the Town does not receive the My Main Street grant.
- Website – Forms are now working on the website. The Board will provide their business advertisements, to be placed on the website as a trial and that space will be sold once we receive some traction on the site.
- MMM - June 4th – 5:30pm – 8pm. The Small Business Centre Entrepreneurship Centre spoke at the engagement. We had 45 people in attendance which is our best turn out so far.

## 2. Promotion

- Father's Day Promotion – Promotion will run June 12th & 13th with a DelFrescoPure collaboration, giving away a gift basket valued at \$300+.
- BIA Collaboration – Week prior to July 1<sup>st</sup> – Shop Local Canda Day. Kingsville & Essex will take the lead along with a collaboration with Downtown Windsor, Leamington & Tilbury for a social media giveaway.
- The winner of our Valentine's Day promotion chose \$200 in gift cards to Taphouse 127, which is closed so the BIA will issue her new ones to a BIA business of her choice.
- Block Party – The BIA would like to support this by providing a tent on July 20<sup>th</sup> where they can share what the BIA is about and do a drawing of 10 \$50 gift cards and potentially provide some Christmas decorations.

**BIA-501-2024**      Motion by Abby Jakob to support the Town Block party by providing a tent with some BIA information and providing 10 \$50 gift cards, given away to random winners for use at any local BIA businesses of their choice, seconded by David Debergh.

**CARRIED**

- Highland Games Promotion – Event is on June 22<sup>nd</sup>, promo will be on June 19<sup>th</sup>. Two (2) tickets were donated by Councillor Lowrie. Facebook and Instagram

with Scottish trivia or theme, what BIA business gave you exceptional service, like/share.

- Kingsville Music Society Festival Promotion – Event is August 9 - 11, promo will be on August 7th. Two (2) tickets were donated by Councillor Lowrie. Facebook and Instagram with name your favourite local band, favourite BIA business, like/share.

### **3. Policies & Procedures**

- Created a SOP of Onboarding a New Member.

### **4. Beautification**

- Shared with the board an email from Chris Tucker from Classic Display about the impact of having LED decorative pole lights and are not recommend for year-round usage.
- Following up on some other companies, the Town to provide who installed the current decorative lights.
- Glen Knight is willing to accommodate our sea-can. We are targeting near July 1<sup>st</sup> depending on when Coxen can move it. The rent for the storage will be applied to the beautification GL.
- July 1<sup>st</sup> décor – Town will put out the red truck and Canadian flag for June 24th and Maria will put up the bows the same day at the 4 corners. Working on getting 18' x 9" flags to put out around Town. WFCU has volunteered to assist. Canadian music will be programmed on June 26th for the long weekend.
- Flowers and planters are in. WE have already received compliments.

### **5. Maintenance**

- Sound System – The Northwest & east speakers were not working. The Town assisted in ensuring the GFIs weren't tripped. Netmon was required to come onsite to reboot with the assistance of the Town. They are all now working. The bill for fixing them will be applied to the sound system GL, noting the reason for the overage.

**BIA-502-2024**

Motion to receive the Coordinator report by Tony Gaffan and seconded by Heather Brown.

**CARRIED**

## H. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

### 1. A.S.K. – Creative Writing Group

**BIA-503-2024** Motion by Tony Gaffan to allow A.S.K. to use the BIA Office space on the 2<sup>nd</sup> Monday of the month from 1pm – 3pm starting in September as having the classic is difficult during gallery hours, seconded by Heather Brown.

**CARRIED**

### 2. ASSOCIATE MEMBERSHIP – CHRIS LABBATE – SEOBANK

**BIA-504-2024** Motion to approve by Heather Brown, seconded by Amanda Everaert to approve SEOBank as an Associate Member.

**CARRIED**

### 3. FACELIFT GRANT – WROBEL PLAZA

**BIA-504-2024** Motion to approve by Heather Brown, seconded by Abby Jakob to approve Wrobel Plaza Building owner Rita Wrobel \$750 from the BIA Facelift Grant.

**CARRIED**

### 4. FACELIFT GRANT – SYNERGY WELLNESS

**BIA-505-2024** Motion to approve by Tony Gaffan, seconded by Abby Jakob to approve Synergy Wellness \$750 from the BIA Facelift Grant.

**CARRIED**

### 5. FACELIFT GRANT – HUMBLE HUB – TINA WAKEFORD

- Request for Facelift grant was denied due to the request of masonry repair, which is considered safety and building maintenance and is therefore not covered under the BIA Facelift Grant.

### 6. FACELIFT GRANT – 16-18 DIVISION ST., E.

**BIA-506-2024** Motion to approve by Heather Brown, seconded by Abby Jakob to approve Mary DelCiancio, owner of 16-18 Division St. E. \$750 from the BIA Facelift program.

**CARRIED**



# COMMITTEE MINUTES

## I. MINUTES OF THE PREVIOUS MEETING

**BIA-507-2024** Motion to receive the minutes by Tony Gaffan, seconded by Heather Brown.

**CARRIED**

## J. NEW AND UNFINISHED BUSINESS

**BIA-508-2024** Motion to go into closed session by Tony Gaffan, seconded by Heather Brown.

**CARRIED**

- A discussion was had to change the Coordinator's title to "Business Manager" subject to Town approval. If not acceptable, the coordinator is to come up with 3 alternatives, not to include "Executive Director". This was because the Board was with the understanding that they were not Directors therefore the new title could not be "Executive director". Councillor Lowrie is going to investigate and provide further clarification.

### 1. Delilah Carreira

- Delilah attended the meeting and requested and was recommended by David Debergh to hold a position on the BIA as a representative of Libro Credit Union as David was resigning as of June 15<sup>th</sup>, 2024.

**BIA-509-2024** Motion by Abby Jakobs, seconded by Heather Brown that the BIA Board of Management recommend to Council that Delilah Carreira be appointed as a Director for the BIA Board.

**CARRIED**

### 2. Kingsville Trick or Treat

- The Board made the decision to not shut down Main Street for trick or treating on October 26<sup>th</sup>.
- Regular members and Associate Members will be invited to come down and hand out candy as well. If there is enough interest, we will set up an area on the side lawn at the Carnegie.

**BIA-510-2024** Motion to extend the meeting until 8:30pm by Tony Gaffan, seconded by David Debergh.

**CARRIED**

### **3. Seminar – Ian Murray**

- Sue Rice and Jodie McIntyre met with Ian on June 10<sup>th</sup> to discuss him doing a presentation for the membership and possible other business owners.
- He can provide a 60-minute, free of charge seminar on as a professional EOS implementer that can focus on small businesses.
- Ian is onboard with whatever structure the BIA would like to have and is good with looking at the first week of October for the event.
- Next Steps: Create a committee for the event, set-up a committee meeting. Delilah Carreira, Heather Brown, Sheri Lowrie, Sue Rice and Jodie McIntyre will head up the Seminar committee.

## **K. OTHER REPORTS**

### **1. FINANCIAL COMMITTEE – David & Tony**

- No Report.

### **2. BEAUTIFICATION COMMITTEE – Maria & Amanda**

- No Report.

### **3. PROMOTIONS COMMITTEE – Jason & Abby**

- No report.

### **4. PERSONNEL COMMITTEE – Roberta & Heather**

- No report.

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

- Sheri & Jodie attended their monthly walk on June 3<sup>rd</sup>. Sheri sent an [request@kingsville.ca](mailto:request@kingsville.ca) for a crosswalk button to be repaired on a South East pole on Main street and it was fixed immediately.
- 101 Mill Street, where a KBIA Associate Member business currently resides, was designated a heritage location.

### **6. TOWN LIASON– Sue Rice**

- Riley and the Town Instagram are doing very well.
- Town is doing a street mapping digital piece.
- Request for the BIA to review the Town website and see if there should be any further links to the BIA.
- Sue will send the visual map to the BIA Coordinator.
- The Mayor's golf tournament is coming up and the Town would like to see the BIA presence again.





# COMMITTEE MINUTES

- Tourism is adding a desk decal at A.S.K. with informative QR codes such as the BIA's.
- There is a ribbon cutting at Style Savvy Family Hair Solutions at 9:45am tomorrow morning.

## L. NEXT MEETING DATE

- Tuesday, July 9th, at 6:15pm.

## M. ADJOURNMENT

Meeting adjourned at 8:36pm

**BIA-511-2024**      Motioned to adjourn by David Debergh, seconded by Heather Brown.

**CARRIED**

*Jason Martin*

**CHAIR, Jason Martin**

*Jodie McIntyre*

**RECORDING SECRETARY,  
Jodie McIntyre**