



MINUTES

**REGULAR MEETING OF KINGSVILLE BIA
TUESDAY, OCTOBER 17TH, 2017 AT 6:00 P.M.
Carnegie Arts & Visitor Centre, 28 Division St. S, Kingsville, Ontario**

A. CALL TO ORDER

Beth Riddiford called the Meeting to order at 6:07pm with the following persons in attendance:

Members of BIA Board: Tony Gaffan, Beth Riddiford, Tim Sala,
Heather Brown, Brian Sanford, Roberta Weston, Jason Martin, Izabela Muzzin

Members of Administration: Karen Wettlaufer

Guests: CAO Peggy Van Mierlo, CAO; Sandra Zweirs, DOF; Jennifer Astrologo, DCS/clerk

Regrets: Mike Lauzon

Absent: Trevor Loop, Gord Queen

B. DISCLOSURE OF PECUNIARY INTEREST

Beth Riddiford reminded members that any declaration and its general nature is to be made prior to each item being discussed.

C. DELEGATIONS

1. **ASHLEY and TERRY COLASANTI/ EDDK – Re: Halloween Decorating in BIA**

Colasanti's will provide Halloween decorating material and packages with special pricing for local businesses. They also offered a \$10 donation per zombie towards the BIA, if the BIA organizes a zombie walk at the end of the Migration Festival Parade.

D. AMENDMENTS TO THE AGENDA

E. ADOPTION OF ACCOUNTS

1. **BIA Coordinator – Re: BIA Accounts as recorded by former BIA coordinator \karen Wettlaufer the monthly period ending September 30, 2017.**

BIA- 080-2017 Motion by Roberta Weston, seconded by Tim Sala, to approve the accounts. **CARRIED**

F. STAFF REPORTS

1. Former BIA Coordinator/Karen Wettlaufer – Re: Monthly Activity

The Coordinator presented her written report.

BIA-081-2017 Moved by Jason Martin, seconded by Tim Sala, to approve the accounts.

Jason Martin remarked that if the weather holds, the flowers may be able to last until after Migration Festival.

A BIA Dollars purchasing limit was previously set at \$2000.00 per person per day, and we will follow this guide line again this year. A suggestion was heard that we split the \$100,000.00 over a 4 day selling period, but it was decided this would place a larger burden on the bank, so we will leave it as it is. Discussion about providing lunch for the bank staff resulted in agreeing that we not do it this year.

2. Council Representative

Tony Gaffan remarked that there was very little to report.

3. EDDK Representative

Heather Brown provided an update that EDDK is continuing with a Santa Claus dinner, foodie week, and the student fundraiser will now work with 2 schools this year.

4. Economic Development Representative

Peggy spoke about the Economic Development Conference scheduled for Nov. 9 & 10, and advised all plans are progressing. The EDDK will be helping with the food. They are expecting 150 people from all over south western Ontario. Swag Bags are being prepared and they are asking merchants to provide coupons or something to put into the bags to encourage these people to shop in Kingsville. Excellent speakers have been retained and the cost is \$80.00 per day and the event will be held at the arena.

The new maps are in the town's budget.

G. Business / Correspondence – Action Required

Veterans Appreciation Day Luncheon Sponsorship. To sponsor one table the cost is \$500.

BIA-081-2017 – Motion by Tony Gaffan, 2nd by Isobel Muzzin, to not participate at this time. CARRIED

H. MINUTES OF THE PREVIOUS MEETINGS

Regular Meeting – September 12th, 2017

BIA-082-2017 Moved by Jason Martin, seconded by T. Sala, to approve the minutes. **CARRIED**

Minutes from Special Meeting Oct. 3, 2017

**BIA-083-2017 – Moved by Tony Gaffan and Seconded by Tim Sala to approve the minutes.
CARRIED**

I. BUSINESS/ CORRESPONDENCE - INFORMATIONAL

J. NEW AND UNFINISHED BUSINESS

Discover Kingsville – Holiday Edition - Re: Content and Timelines

The deadlines for submissions are getting very close.

Kingsducky Derby – Re: Lions Club/ Roberta Weston - Roberta Weston confirmed there are still tickets available.

FACELIFT APPLICATION– Abby Jacobs "EYES", at 30 Main St. E. applied for new signage, painting of building.

**BIA-084-2017 – Motion by Jason Martin, seconded by Tim Sala to approve the application.
CARRIED.**

FACELIFT APPLICATION – Baptist Church / Discovery Daycare at 46 Division St. N. to replace a front window on office building.

BIA-085-2017 – motion by Jason Martin, seconded by Tony Gaffan to deny the application as it does not appear to fall within our guidelines. CARRIED

APPLICATION FOR ASSOCIATE MEMBERSHIP – from Kingsville House Bed & Breakfast, Mike Maloney.

**BIA-086-2017 – Motion to approve the application by Tony Gaffan, seconded by Brian Sanford.
CARRIED**

Sandra Zweirs DFO addressed the board with topics regarding the budget.

Under Miscellaneous Revenue we include such things as Room rentals, TV spot hosting, this should be reviewed with Sandra in January.

Clock Maintenance – the BIA paid for the maintenance in 2017, and the town will be taking over that responsibility in 2018.

BIA-087-2017 MOTION That the BIA Board approve the transfer from the Clock Reserve for the unbudgeted operating and capital expenses relating to the clock in 2017.

The town has set in place weekly cheque runs from Nov 16 to Jan 31st, 2018 to accommodate the BIA merchants participating in the BIA Dollars program.

For Budget preparation Nov 30th, Sandra would like us to estimate on Facelift costs and Flower program and put the estimates in the budget.

We will be presenting our proposed budget to council some time in January if possible. Carolyn will present if the new hire is not ready.

Carolyn will send the revised associate membership fees to Sandra. Lee & Maria's fruit and vegetable stand are not associate members.

BIA-088-2017 – MOTION by Tim Sala, seconded by Brian Sanford That the BIA Board approve the transfer from the Facelift Reserve for the unbudgeted operating expenses relating to grant awards in 2017. **CARRIED**

BIA-089-2017 – MOTIN by Tony Gaffan, 2nd by Tim Sala That the BIA Board transfer the remaining balance in the Clock Reserve at the end of 2017 into the BIA General Reserve.

Christmas Decorations are included under "beautification" and also covers winter planters. Carolyn will check last year's minutes for clarification.

Watering system problems persist at the clock corner. Who is responsible for fixing it?

Trees were to be placed in the planters at the clock corner. The town asks the BIA to pay for the trees, and Andrew Plancke will plant them for us. The board agreed to leave the selection of the trees to Andrew but requests that he show us first before planting.

Jason Martin declared a pecuniary interest regarding discussion of the flowers quote. The board reviewed the quote, asked about delivery dates and watering.

BIA-090-2017 – moved by Heather Brown and seconded by Tim Sala to accept the \$26,750 + HST quote from Cindy's Gardens for planting and maintaining the hanging baskets and patio planters flowers in 2017. **CARRIED**

Carolyn will review the Grant proposal to the town and stress the extra expenses this year for the beautification program.

Building Maintenance – at the moment the Hand Dryer in the Ladies washroom barely works. In that they are “Public Washrooms” who is responsible to repair/replace. The outside of the windows by the back door are filthy and no attempt appears to have been made to clean them. The board needs to review the lease agreement with the town to determine responsibilities.

Exit Interview – Heather Brown conducted an exit interview with former coordinator Karen Wettlaufer to determine why she resigned and if we could have done something to improve the working conditions. She stated objections to cleaning the washrooms, malfunctioning hand dryer, performing tourism duties as required, etc. Following discussion, some review of the job description would be helpful, particularly as to the cleaning duties, but it was agreed that there was probably nothing else we could have done.

BIA-091-2017 – Motion by Izabela Muzzin and seconded by Tony Gaffan to accept the resignation letter. **CARRIED**

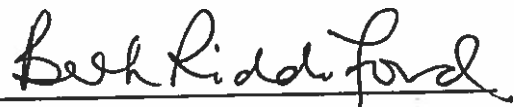
The BIA in conjunction with the town will review the lease at the next board meeting.

BIA-092-2017 – Motion to enter “closed session” made by Brian Sanford and seconded by Tony Gaffan.

Out of closed session at 8:01

K. Adjournment

BIA-092-2017 Motion by Jason Martin and seconded by Brian Sanford to adjourn the meeting at 8:00 p.m. **CARRIED**



CHAIR, Beth Riddiford



RECORDING SECRETARY, Carolyn McGillivray