



# MINUTES

**REGULAR MEETING OF KINGSVILLE BIA  
TUESDAY, FEBRUARY 7TH, 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 6:00pm with the following persons in attendance:

Members of BIA Board: Tony Gaffan, Beth Riddiford, Roberta Weston (arrived at 6:07pm), Mike Lauzon, Tim Sala, Izabela Muzzin, Trevor Loop, Heather Brown and Gord Queen

Members of Administration: Karen Wettlaufer

Regrets: Jason Martin

**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**

**D. AMENDMENTS TO THE AGENDA**

**E. ADOPTION OF ACCOUNTS**

1. **BIA Coordinator/Karen Wettlaufer – Re: BIA Accounts for the monthly period ending January 31st, 2017**

**BIA-006-2017** Moved T. Loop, seconded by G. Queen, to approve the accounts.

**CARRIED**

**F. STAFF REPORTS**

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

**BIA-007-2017** Moved by H. Brown, seconded by T. Gaffan, to move \$3,000 from General Reserve to the Facelift Grant Program.

**CARRIED**

Roberta Weston arrived at 6:07pm.

The coordinator was also directed to include the 2017 Customer Service Hero Program on the next agenda.

**BIA-008-2017** Moved by M. Lauzon, seconded by T. Gaffan, to hold the AGM on Feb 21, 2017 at Pelee Island Winery.

**CARRIED**

**2. Council Representative**

Gord Queen presented his written report to the Board.

**3. EDDK Representative**

Nothing to report.

Heather Brown departed at 6:41pm.

**G. BUSINESS / CORRESPONDENCE – ACTION REQUIRED**

**1. The Verdin Company/Lance Fisher – Re: Winter 2017 letter regarding annual clock maintenance agreement**

**BIA-009-2017** Moved by T. Loop, seconded by T. Sala, to purchase a Planned Maintenance Agreement for 2017 in the amount of \$580 US.

**CARRIED**

The Coordinator was directed to investigate servicing the clock through other vendors beyond 2017.

**2. TWEPI – Re: Windsor Essex Pelee Island Official Visitors Guide**

**BIA-010-2017** Moved by T. Loop, seconded by T. Gaffan, to approve \$3,000 for partnering with the Town for a whole page ad or for a ½ page ad as the BIA alone.

**CARRIED**

**H. MINUTES OF THE PREVIOUS MEETINGS**

Regular Meeting – January 10th, 2017

**BIA-011-2017** Moved by T. Gaffan, seconded by T. Sala, to approve the minutes.

**CARRIED**

**I. BUSINESS/ CORRESPONDENCE - INFORMATIONAL**

**J. NEW AND UNFINISHED BUSINESS**

1. **Manager of Facilities and Property/Tim Del Greco** – Re: Dec 15 email update – regarding Snowflake Cost Sharing Proposal

**BIA-012-2017** Moved by T. Gaffan, seconded by G. Queen to defer to our next meeting.

**CARRIED**

2. **Facelift Grant Application** – Re: Lakeside Animal Hospital

**BIA-013-2017** Moved by T. Salsa, seconded by I. Muzzin to approve the grant application.

**CARRIED**

3. **Exhibition Application** – Candace Anderson/ Emily Carruthers, October 2017.

**BIA-014-2017** Moved by R. Weston, seconded by T. Sala to approve both exhibition applications.

**CARRIED**

4. **Kingsville Summer Street Party/Jason Martin** – Re: Feb 3 email regarding a new festival.

**BIA-015-2017** Moved by M. Lauzon, seconded by T. Sala to form a committee to research a unique event for 2018, such as buskers.

**CARRIED**

5. **Kingsville Apparel for Coordinator** – The Coordinator has been directed to obtain 2 Kingsville logo shirts to wear out in the community.

**J. ADJOURNMENT**

**BIA-016-2017** Moved by B. Sanford, seconded by T. Sala to adjourn this meeting at 7:14 p.m.

**CARRIED**

---

**CHAIR, Beth Riddiford**

---

**RECORDING SECRETARY, Karen Wettlaufer**