



MINUTES

REGULAR MEETING OF KINGSVILLE BIA TUESDAY, DECEMBER 13TH, 2016 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 6:13 pm with the following persons in attendance:

Members of BIA Board: Brian Sanford, Heather Brown, Tony Gaffan, Trevor Loop, Jason Martin, Beth Riddiford, Roberta Weston and Gord Queen (arrived at 6:44 pm.)

Members of Administration: Sarah Holland and Karen Wettlaufer

Regrets: Mike Lauzon, Tim Sala, Izabela Muzzin

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 November 30th, 2016

BIA-106-2016 Moved by R. Weston, seconded by T. Gaffan, to approve the accounts.

CARRIED

F. STAFF REPORTS

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

The Coordinator presented her written report.

The Coordinator was directed to email Andrew Plancke and Verdin concerning the clock that is still losing time. Tony Gaffan requested to be copied on the correspondence.

2. BIA Coordinator/Sarah Holland – Re: 2016 BIA Dollar Program

BIA-107-2016 Moved by T. Loop, seconded by R. Weston, to increase the BIA Dollar amount to \$100,000 for 2017.

CARRIED

3. Council Representative

Tony Gaffan shared on behalf of Council:

- the Town has hired three new employees in Municipal Services,
- Fantasy of Lights and Sip and Shop were both quite successful, thanks to EDDK for their contribution,
- the tree decorating with ACCESS was well attended,
- the municipal holiday party was enjoyable,
- Phase 1 for Mettawas Park is completed,
- the budget is being created now, in hopes of completion by the end of February.

4. EDDK Representative

Heather Brown reported the Santa Clause dinner had more people than previous years. Also the fundraising gift card promotion with Kingsville Public School was incredibly successful. Heather will present final numbers in January.

G. BUSINESS / CORRESPONDENCE – ACTION REQUIRED

1. Nicole Chevalier – Re: Nov 10 email regarding Urban Fairy Proposal

The email was discussed by the Board. At this time, the BIA will not pursue this idea.

2. Manager of Facilities and Property/Tim Del Greco - Re: Dec 1 email regarding Snowflake Cost Sharing Proposal.

Gord Queen arrived at 6:44 pm.

BIA-108-2016 Moved by H. Brown, seconded by T. Loop, for the Coordinator to request more information, including visuals, before the Board will make a decision.

CARRIED

H. MINUTES OF THE PREVIOUS MEETINGS

Regular Meeting – November 8th, 2016

BIA-109-2016 Moved by T. Gaffan, seconded by R. Weston, to approve the minutes.

CARRIED

I. NEW AND UNFINISHED BUSINESS

1. Windsor Star Media Plan

BIA-110-2016 Moved by G. Queen, seconded H. Brown, to receive the information.

CARRIED

2. Facelift Grant Application – Re: Peralta Engineering

BIA-111-2016 Moved by H. Brown, seconded by R. Weston, to approve the grant application.

CARRIED

3. Associate Membership Application – Carole's Photography

BIA-112-2016 Moved by R. Weston, seconded by T. Gaffan, to approve the application.

CARRIED

4. 2017 Draft Budget

4a 2017 Draft Budget - Re: Proposed Associate Member Fee & Levy Increase

BIA-113-2016 Moved by H. Brown, seconded by R. Weston, to reallocate \$10,000 from the BIA Reserve (Clock project) to BIA Reserve (general).

CARRIED

BIA-114-2016 Moved by B. Sanford, seconded by T. Loop, to approve the new budget as presented.

CARRIED

BIA-115-2016 Moved by J. Martin, seconded by T. Gaffan, to increase the associate

membership fee for 2017 to \$120.

CARRIED

BIA-116-2016 Moved by T. Gaffan, seconded by R. Weston, to increase the minimum levy to \$225, effective 2017.

CARRIED

Sarah Holland informed the Board that according to the Ontario BIA Handbook, BIA's are not legally required to have the membership vote on a budget, but to only have it presented to them.

5. AGM – Re: Tony Gaffan Request to Discuss

The AGM time was confirmed for 6:30pm on Feb. 21, 2017. Heather Brown and Trevor Loop have volunteered to co-chair the AGM Committee and Tony Gaffan will also assist in the planning. The Committee will meet in January and the Coordinator will research possible speakers.

6. 2017 Seminars

The Board discussed seminar options for 2017. No set schedule was decided but the Coordinator is directed to bring any opportunities that arise to the Board.

7. Kingsville Super School

Heather Brown requested an update and Gord Queen shared that Kingsville is still waiting to hear from the School Board.

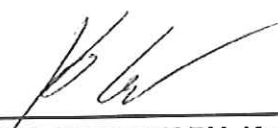
J. ADJOURNMENT

BIA-117-2016 Moved by B. Stafford, seconded by R. Weston to adjourn this meeting at 7:38 p.m.

CARRIED



CHAIR, Beth Riddiford



RECORDING SECRETARY, Karen Wettlaufer