



MINUTES

REGULAR MEETING OF KINGSVILLE BIA TUESDAY, FEBRUARY 13, 2018 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 6:03 pm with the following persons in attendance:

Members of BIA Board: Tony Gaffan, Beth Riddiford, Tim Sala, Brian Sanford, Heather Brown, Roberta Weston, Trevor Loop, Gord Queen, Izabel Muzzin.

Regrets: Mike Lauzon

Absent:

Guests –

Members of Administration: Carolyn McGillivray, Christina Bedal

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

1. **ASSOCIATE MEMBER REVIEW (B & B – DIANE BUSKA).** Board felt that the location was too far out of the BIA area and was denied.
BIA-008-2018 – motion to deny the application made by Tim Sala and 2nd by Brian Sanford. CARRIED
2. **BIA VOUCHER DEADLINE EXTENTION** was approved for Chiaroscuro at full value.
BIA – 009-2018 – Motion to approve the request was made by Heather Brown and seconded by Roberta Weston. CARRIED

3. **2018 TOWN GRANT REQUEST** – Both grant requests were approved by Council to include the Flower Grant and Facelift Grant. It was recommended that the BIA consider applying for pre-approval of the flower grant from the town for 2019.

E. ADOPTION OF ACCOUNTS

BIA Coordinator – Re: BIA Accounts as recorded in the monthly period ending January 2018.

BIA- 010-2018 Motion by Tim Sala and seconded by Roberta Weston, to approve the accounts. **CARRIED**

F. STAFF REPORTS

1. BIA Coordinator Christina Bedal – Re: Monthly Activity

The Coordinator presented her written report.

The website was discussed due to concerns of the content. Tony Gaffan requested that a computer be provided at the next meeting for a group review. The Coordinator will work to remove non-member businesses from the site prior to the next meeting.

2. **COUNCIL REP** Gord Queen – discussed the Access lease and that they too are responsible for restrooms in their building. By Law 32-2016 was reviewed. Tony and Gord to pursue the idea to approach the town to change our lease regarding bathroom cleaning. CIB budget was reviewed at their last meeting and they have changed their judging to National consideration to which CIB paid this bill. BIA has committed to attend meetings and be involved with CIB. Council met 2/12/18 where the new medical centre was approved and parking will be reduced to allow for proper storm water drainage. Condos to be built at a later time behind the medical centre. The Official Plan is being updated and a consultant has been hired by the town.

Tony Gaffan – Colasanti House is being designated as a Heritage Home. Ryan McCloud was promoted and Tony requested we invite him for a visit. Artifacts were found at the site of the new school property and a study is to take place by the school board. Budgets for the town have been completed. Lions Hall Park Meeting took place. Affordable Housing Meeting took place.

- 3 **EDDK** – It was confirmed that the budget for AGM food was \$20. Coordinator is to send RSVP information to Trevor and Heather. It was reported that Restaurant Week is being planned.

G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. Official Visitor Guide – It was discussed that we wish to participate and share a half page ad with Tourism. The Board needs to approve the ad prior to going to print. **BIA- 011-2018** Motion to approve by Tim Sala and seconded by Roberta Weston. **CARRIED**
2. Request for BIA Map and Guide – Due to quantities being low we will not be sending 100 copies to Barrie. Coordinator to send a friendly regret email. We plan to print more this year in keeping with the current look and size. 10,000 copies were discussed. Coordinator to obtain costing and quantity information and provide an email to the Board as a FYI. **BIA- 012-2018** Motion to approve by Heather Brown and seconded by Roberta Weston. **CARRIED**
3. Co-Op Student – KDHS has a student interested in performing her Co-Op Placement with the BIA. Coordinator met with the facilitator and interviewed the student and recommends participating in the program that will run February to June 2018. **BIA- 013-2018** Motion to approve by Trevor Loop and seconded by Roberta Weston. **CARRIED**
4. Probable Space Rental Request – Windsor Essex Pride Festival may wish our lower level space for 6 weeks, once a week for 2 hours for a Therapeutic Arts Expression Program. **BIA- 013-2018** Motion to approve by Tony Gaffan and seconded by Tim Sala. **CARRIED**
5. Artist Application – Artist sample work was reviewed. Artist is Kym Brundritt for December 2018. **BIA- 014-2018** Motion to approve by Heather Brown and seconded by Izabel Muzzin. **CARRIED**
6. Motion to request to transfer \$5239 from the clock reserve to the capital budget for the purpose of funding 2017 clock expenses in excess of the 2017 clock donations was tabled. Coordinator to obtain details for the expenses occurred to present at the next meeting.
7. Motion to transfer \$5000 from the BIA general reserve to the BIA facelift reserve. **BIA- 015-2018** Motion to approve by Gord Queen and seconded by Heather Brown. **CARRIED**

H. MINUTES OF THE PREVIOUS MEETINGS

BIA-016-2018 – motion to approve the minutes from the January 9, 2018 and January 23, 2018 meetings made by Tony Gaffan and 2nd by Tim Sala. **CARRIED**

I. BUSINESS/ CORRESPONDENCE - INFORMATIONAL

1. Letter from the Kingsville Food Bank reviewed. Coordinator confirmed that in December 2017 the Kingsville Reporter did an article, picture and flowers were presented to recognize volunteers retiring.
2. The Kingsville BIA has been nominated by Best of Windsor Essex County as Best Shopping District. Voting instructions will be provided to members soon.

J. NEW AND UNFINISHED BUSINESS

1. Proposed Sub-Letting of part of our Space –

- Gord Queen updated that the town must approve any sub-letting activity
- Gord Queen shared that the motion went to Council asking for a plain language version of the lease and confirmed that members of Council now have copies of our lease

2. BIA Dollars –

- \$97,880 had been received as of 2/13/18

3. Printer Contract –

- Coordinator presented alternative printer leasing options provided by the vendor
- Board requested to see original contracts which the Coordinator will provide at the next meeting
- The options were discussed as a group and will be revisited at the next meeting

4. BIA Building Lease Alternative-

- Coordinator presented alternative leasing idea suggesting the BIA move solely to the basement level to realize rental and janitorial savings. The group discussed the idea and benefits of the movement as well as potential costs involved. **BIA- 017-2018** Motion of Reconsideration made by Gord Queen and seconded by Roberta Weston. **CARRIED**
BIA- 018-2018 Motion made by Gord Queen for BIA Chairperson and Coordinator to approach the town to begin discussions of this plan and seconded by Roberta Weston. **CARRIED**

5. Pop Up Businesses and Unwelcome Sidewalk Sale Vendors-

- Coordinator updated that discussions had taken place with the Town of Kingsville and OBIAA regarding both issues.
- The Town of Kingsville advised that they were implementing a requirement that Pop Up businesses are required to register each and every time they plan to pop up.
- It was requested that a letter go to the Town of Kingsville from the BIA BOM communicating the Board is unsatisfied with the approach, encourage public safety and to request notice of pop up registration information. **BIA- 019-2018** Motion made by Trevor Loop seconded by Roberta Weston. **CARRIED**
- Coordinator updated that during BIA hosted sidewalk sale events that the town recommended our members register their planned participation. This enables us to approach unwelcome vendors and invite them to leave. We may call the police if needed.

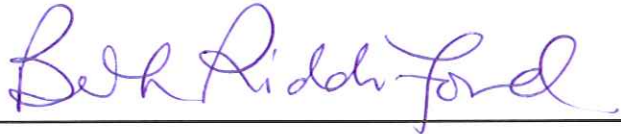
- Coordinator will include an article in an upcoming newsletter prior to asking members to be courteous of other members and to not host pop up businesses.

6. BIA Coordinator Benefits-

- Coordinator updated that Town of Kingsville HR has provided benefits package information that is different than what was previously provided and agreed upon by the Board and the Coordinator.
- The Coordinator is waiting for HR to provide details and options to be further discussed

K. Adjournment

BIA-020-2018 Motion by Gord Queen and seconded by Tony Gaffan to adjourn the meeting at 8:05 p.m. **CARRIED**



CHAIR, Beth Riddiford



RECORDING SECRETARY, Christina Bedal