



MINUTES

REGULAR MEETING OF KINGSVILLE BIA TUESDAY, MARCH 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 6:00 pm with the following persons in attendance:

Members of BIA Board: Tony Gaffan, Beth Riddiford, Tim Sala, Brian Sanford, Mike Lauzon, Robert Weston, Gord Queen.

Regrets: Heather Brown, Trevor Loop, Izabel Muzzin, Jason Martin

Absent:

Guests – Anthony and Janet DelBrocco

Members of Administration: 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

E. ADOPTION OF ACCOUNTS

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

BIA- 021-2018 Motion by Tony Gaffan and seconded by Tim Sala, to approve the accounts. **CARRIED**

F. STAFF REPORTS

1. BIA Coordinator Christina Bedal – Re: Monthly Activity

The Coordinator presented her written report.

2. **COUNCIL REP** Gord Queen – discussed the Municipal Drainage Act and the local projects resulting from the act. The Grovedale House construction is proceeding and the steel work was commencing earlier this week. The New Gazebo located south of Park Street and West of Grovedale has been getting some finishing touches by staff. The ceiling is being closed in. Benches are to be installed. The Playground Equipment at Prince Albert Street Park is being upgraded this year. RFP issued. Residents in the area to be provided some options moving forward. The Lions Park Design Project has sought out input from residents received by staff and the design firm. Parks Committee has now received input and suggestions as well from the Pickle ball group and more recently from Mr. Murray and others in support of a site for youth to play basketball in our community. Council has responded to Community requests to have Canada Day fireworks on Canada Day. The Second Concession, in the area north of the Arena will be closed to traffic during fireworks and preparation for same. Additionally, Division Street South is to be repaved this summer.

The Communities in Bloom Committee is an advisory Committee to PRAC (Parks, Recreation, Arts and Culture). At last PRAC meeting motion passed not to go for National judging this year. Concept to work on many projects and tasks at Provincial level in 2018 without the added task or role of being judged.

Migration Festival, Fantasy of Lights, 55plus Committees working to prepare for upcoming months. March 6th. The Parks staff meeting with our summer user groups included Ball, Soccer groups from Cottam area and old Kingsville.

SERT Committee (Special Events Committee, with Police, Fire, Parks, Municipal Services, and Alcohol & Gaming) had a meeting March 7th at the Arena. Several applications received, for discussion, review and submission to PRAC on March 29th. Included in the suggestions or Topics were:

- May 26th, 2018 Tutu Run and Ride (Starts at Town owned Lions Park)
- August 10-12 Folk Fest (at Lakeside Park) set up Aug 7, to Aug 13th 5pm
- Sunday Sept 30th, 4th Annual Super Ethan's Steps (2k walk ,support Childhood Cancer / using outside Gazebo
- First Friday of June, July, Aug & Sept Carnegie Social (Night Market) at Carnegie Parakeet

This concept is being developed by three of our fine dining establishments.

- Canada Day July 1, Celebration at Arena Expected to start around 3pm, Fireworks in evening.

Other ideas:

Evidently after the SERT Committee meeting another Town Employee is exploring the idea of

Bazaar Nights that may involve the use of the Carnegie Building, Park, parking lots First and Third Thursday (or Friday) June, July and August.

Tony Gaffan – Three farmers are being given permission to grow medical marijuana. Additionally he discussed information pertaining to the Economic Development & Tourism Committee Meeting pertaining to the Night Market concept. It is felt that the Carnegie Social and the Night Market should be two separate events.

3 EDDK – No Report Was Given

G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. Artist Application – Artist sample work was reviewed. Artist is David Creed for July 2018. **BIA- 022-2018** Motion to approve by Tony Gaffan and seconded by Mike Lauzon. **CARRIED**
2. BIA Coordinator suggested using the BIA owned television during meetings and trainings to provide a screen to illustrate some documents for the meeting to potentially reduce printing needs. The board indicated they would try it.
3. The Travel Brochure was reviewed and it was discussed and decided to not participate. **BIA- 023-2018** Motion to deny by Tony Gaffan and seconded by Mike Lauzon. **CARRIED**
4. Customer Service Hero Award Program – BIA Coordinator presented the idea of altering the program to be a quarterly recognition program and provided basic information to learn if the Board had an interest to pursue. Through discussion several ideas and alternatives were recommended that will be taken into account in refreshing the program. The BIA Coordinator was instructed to revise the program to present at the next Board Meeting.

H. MINUTES OF THE PREVIOUS MEETINGS

BIA-024-2018 – motion to approve the minutes from the February 13, 2018 meeting made by Tim Sala and 2nd by Brian Sanford. **CARRIED**

I. BUSINESS/ CORRESPONDENCE - INFORMATIONAL

1. Letter to the Town of Kingsville was sent regarding suggestions and concerns with Pop Up Businesses. The BIA Coordinator updated that a conversation with Roberta Baines took place on 3/13/18 where it was shared that the letter had been discussed and there was an appreciation for the suggestions. The town is trying to determine how to deal with pop ups without targeting or being unfair in treatment to businesses. The town views the pop up businesses as friendly competition and rules are in place that are being followed to their knowledge. It was indicated that this is a new way of doing business and they are figuring it out as they experience it. The town fully agrees and supports that transit vendors are a separate topic and needs to be addressed. The BIA Coordinator asked if it would be possible for the Town to require BIA Associate Membership when awarding licensing to both Pop Up and Food Truck Businesses. This was something that Roberta needed to discuss with her boss. She indicated that they could certainly suggest that they become members. The BIA Coordinator was educated on this call that Food Trucks follow a separate process for licensing approval and any concerns or questions should be directed to Roberta Baines directly. The BIA Board discussed the idea of having a designated area for food trucks and pop ups to utilize and charge them for it. Roberta Weston suggested that the BIA educate its members of consequences to fellow members when permission is given for pop up and food truck businesses. The BIA Coordinator was instructed to send a follow up letter to Jennifer Astrologo to communicate that the BIA Board has continued concerns to raise.
2. AGM – a post event discussion was held to discuss options to change how this event is administered and hosted next year. This topic was tabled due to the number of missing board members and will be pondered to discuss at the next meeting.
3. 2018 Small Business Seminar Series – The BIA Coordinator updated that the topic will be Effective Hiring for Small Businesses and will be hosed late April.
4. Newsletter – The BIA Coordinator requested to begin highlighting one Board Member in each newsletter to continue to educate members of their representation. It was requested that the most tenured members be highlighted first and in that order.
5. Department of Labor – A free training session is to be planned for members to discuss new labour legislation in Ontario.

J. NEW AND UNFINISHED BUSINESS

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

- Beth Riddiford and Christina Bedal met with Tim Del Greco and Jennifer Astrologo on 3/9/18 to suggest consideration of a change to our lease allowing us to rent the basemen solely. It was advised that we would need to send a letter to Council for this consideration. The Board decided that we would send this letter.

2. BIA Dollars –

- \$99,400 has been redeemed as of 3/13/18

3. Letter of Intention – Catering Company

- Anthony and Janet DelBrocco read a letter of intention to the Board Members outlining that Jacks, The Main and Mettawa's Restaurant are forming a catering company called 86 Catering in an effort to fill the void of the old night market offering food, drinks and paying tribute to arts and culture. The request was to setup and use the parking lot, lawn and restrooms at the Carnegie Building. This event would be called Carnegie Social Nights hosted the first Friday in June, July, August, and September. They have been to SERT to request their liquor licensing. Somebody from the BIA must be present in the building for the hours of the event 5-11 PM. Roberta Weston offered to assist with coverage. The event hosts will be responsible for ensuring the restrooms and entry are cleaned at the end of their event. Gord discussed hydro limitations as well as restroom limitations. BIA Coordinator to contact Tim Del Greco to see if the elevator can be turned off for the event. **BIA-025-2018** – motion to approve made by Roberta Weston and 2nd by Tim Sala. **CARRIED**

4. TWEPI Visitor Guide Ad

- The selected and approved art for the ad was viewed. **BIA-026-2018** – motion to approve made by Tony Gaffan and 2nd by Tim Sala. **CARRIED**

5. BIA Coordinator Benefits-

- Coordinator updated that Town of Kingsville HR has provided benefits package information options and would like to participate in the full time nonunion plan. The cost is \$320 a month and provides all benefits one could desire. **BIA-027-2018** – motion to defer made by Brian Sanford and 2nd by Tony Gaffan. **CARRIED** Further discussion took place regarding what amount the board would contribute and it was decided that the BIA would pay \$70 per month and the Coordinator would pay the balance. **BIA-028-2018** – motion to approve made by Mike Lauzon and 2nd by Tim Sala. **CARRIED**

6. Printer Contract –

- Coordinator shared that the town does pay half of the lease amount for the printer as well as their usage.
- Coordinator was unable to locate any evidence of discussion or approval given to past Coordinator to change the printer or the costs involved
- The BIA will continue with the existing printer contract for the time being due to the large cost involved to terminate the agreement.
- Alternatives to be sought and brought for Board approval when the contract expires.

7. Clock Expenses–

- Coordinator updated that the money spent on the clock in 2017 was for plaques that had been paid for by donation in 2016. Motion to request \$5239 to transfer from the clock reserve to the capital budget for the purpose of funding the 2017 expenses. **BIA-029-2018** Motion by Tim Sala and seconded by Roberta Weston. **CARRIED**

8. Night Market Tourism Event–

- Board was provided a memo from Natalie Cobby, Tourism outlining a Tourism event for hosting Night Markets. This is a separate event from the Carnegie Social Events. It was suggested that the Night Markets be held Thursday evenings in opposing weeks of the Carnegie Social Events to avoid competition and confusion. Coordinator will take all suggestions back to Tourism and the Board was supportive of the Coordinator partnering with Tourism to support the event. Three events are planned June, July and August tentatively. Tourism is planning to partner with the BIA, ASK, Folk Music Society, Heritage Advisory and Heritage Society. If music is offered it was suggested that it begin later in the event. It is anticipated that the parking lot on King Street would be designated for BIA Members to set up if they choose to participate there. Coordinator to contact the Farmers Market to ensure they will be able to participate. An update is expected at the next meeting. **BIA-030-2018** Motion by Gord Queen to support and review plans for next year and seconded by Tim Sala. **CARRIED**

9. Promotional Opportunities Handout–

- Coordinator presented the idea to create a handout for members illustrating promotional opportunities provided by the BIA. Discover Shopping Guides to be removed per Beth Riddiford's request due to this guides potential of no longer being offered to us.

10.2019 Events-

- Beth Riddiford updated that in 2019 Kingsville will be hosting The Tall Ships and Highland Games.

11. Advertise in PeeWee Hockey Tournament Program-

- After discussion and review of ad options for the program **BIA-031-2018** Motion by Tony Gaffan to approve a \$100 ad and seconded by Brian Sandford. **CARRIED**

K. Adjournment

BIA-032-2018 Motion by Tim Sala and seconded by Tony Gaffan to adjourn the meeting at 8:02 p.m. **CARRIED**



CHAIR, Beth Riddiford



RECORDING SECRETARY, Christina Bedal