

THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

Kincardine BIA Board Meeting Minutes

Tuesday, May 16, 2023

Members Present	Councillor Hinchberger Sadie Al Justine McManus Erin Nichol Stacey Nixon Darrel Perry Shawyna Mills
Members Absent	Tonya Adams Stephanie Tschirhart
Staff Present	Lorie Fioze, Manager of Strategic Initiatives Tammy Schneider, Kincardine Chamber of Commerce Amanda Goetz, DDM Cherie Leslie, Recording Secretary

1. **Call to Order**

The Kincardine BIA Board of Management meeting was called to Order at 9:01am on Tuesday, May 16, 2023 at the Kincardine Centre for the Arts.

1.1 **Land Acknowledgment Statement**

The Chair opened the meeting with the Land Acknowledgment Statement.

2. **Additions/Deletions/Amendments to the Agenda**

3. **Disclosure of Pecuniary Interest**

4. **Adoption of Minutes**

Resolution # #2023-05-16-01

Moved by: Mike Hinchberger
Seconded by: Justine McManus

THAT the minutes of the April 18, 2023 and the May 4, 2023, meeting of the Kincardine BIA Board of Management be accepted, as presented.

Carried.

5. Delegations

6. Outstanding Business

The Board discussed training opportunities related to procedures and code of conduct. There was also discussion about potentially developing a terms of reference for the BIA.

Resolution # #2023-05-16-02

Moved by: Justine McManus
Seconded by: Stacey Nixon

THAT the Board direct the DDM to set a date for training with the Municipal clerk's department.

Carried.

6.1 Training on Municipal policies and procedures for Boards/Committees

7. Downtown Dig Update

Cherie provided a brief project update on project, indicating the project is progressing on schedule. Phase 1 water and sewer are almost complete. Phase 2 temporary water connections were delayed.

Concern was raised with bikes on sidewalks. New signage has been ordered.

8. DDM Report

Amanda reported that the Bad Mom's event was a big success and a good fundraiser, with minimal cost to run. Will plan to run a similar event in the future.

8.1 Construction Subcommittee

Reviewed ideas presented during last meeting: Staying open late one night a week - Thursday night is the preference amongst businesses
Amanda spoke too, Music nights on Thursday nights and Sundays

afternoon (more of a family atmosphere), Music and games on Harbour Street and Quinn Park Plaza, extra 10% off during BIA bucks redemption.

Amanda will have the sponsorships for music nights out in the next e-newsletter.

8.2 Events Subcommittee Update

Amanda noted that the events subcommittee is planning to move the Pub Crawl from Thanksgiving to Halloween. Events subcommittee meets the week prior to the BIA meeting. Justine has offered to join this subcommittee.

9. Financial Report

Board is looking at additional ways to generate revenue to meet the budgeted sponsorships and donations income, including with sponsored music nights at \$250.00 and sponsorship of events. Rick and Alana indicated that they would help Amanda bands for the outdoor music.

Resolution # #2023-05-16-03

Moved by: Mike Hinchberger

Seconded by: Justine McManus

THAT the Accounts for Payment be accepted as prepared and presented.

Carried.

10. New Business

10.1 Tourism Events and 2023 Marketing

Lorie Fioze attended to provide an update on the municipal events, the online events calendar and shared a copy of the monthly community happenings calendar that is printed each month. Cross Walk paintings happening Saturday and Welcome Centre is opening on Friday and will be opened Tuesday to Saturday from 9am-5pm. Legacy of Hope exhibits at new Welcome Centre and Walkers House. Indigenous Market happening on June. Additional marketing and radio ads will be welcoming visitors back over the long weekend.

Darrel requested that the timelines be added to the excel spreadsheet with frequency and suggested that the information be shared with businesses.

The DDM has received several requests from businesses to have vendor spaces at the Saturday night piping in the park. Municipal staff are working with the pipe band to see if this request can be accommodated.

11. Reports and Updates

11.1 Executive Update

Darrel indicated that the Sunset Market was approved by the Municipality, every second Friday night in June to Labour Day.

This is a downtown business initiative that Darrel is organizing. Requested if the BIA could partner for the event, then it will fall under BIA insurance.

Resolution # #2023-05-16-04

Moved by: Justine McManus

Seconded by: Stacey Nixon

THAT the BIA partner on the Sunset Market event, happening every other Friday night from June 9 to labour Day.

AND Further that the DDM promote this on the BIA e-newsletter.

Carried.

11.2 Council Update

11.3 Roundtable Discussion

Mother's Day prize package with Shoreline Classics went overall well. Planning a similar giveaway for Father's Day.

Darrel questioned whether the BIA was having a Breakfast Meeting or an informal BIA social meeting.

Resolution # #2023-05-16-05

Moved by: Darrel Perry

Seconded by: Stacey Nixon

THAT the Board direct the DDM to organize a BIA social evening and invite all BIA members.

Carried.

12. Correspondence

13. Schedule of Meetings

As the Welcome Centre is opening soon, the DDM will seek an alternate location to host meetings, potentially in the library.

14. Adjournment

Resolution # #2023-05-16-06

Moved by: Mike Hinchberger

Seconded by: Darrel Perry

THAT the Kincardine BIA Board of Management adjourn at 10:03am.

Carried.

Chair

Secretary