

# THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

## Kincardine BIA Board Meeting Minutes

Tuesday, January 16, 2024

Members Present	Councillor Hinchberger Tonya Adams Justine McManus Erin Nichol Stacey Nixon Darrel Perry Brittany Hamilton
Members Absent	Sadie Al Shawna Mills
Staff Present	Tammy Schneider, Kincardine Chamber of Commerce Amanda Goetz, DDM Cherie Leslie, Secretary

### 1. **Call to Order**

The Kincardine BIA Board of Management meeting was called to Order at 9:01am on January 16, 2024.

#### 1.1 **Appointment of Chair and Vice-Chair**

The Secretary called for nominations for the Chair and Vice Chair positions.

**Resolution # #2024-01-16-01**

**Moved by:** Mike Hinchberger

**Seconded by:** Tonya Adams

THAT the Board appoint Erin Nichols as the Chair and Darrel Perry as the Vice-Chair for 2024.

Carried.

## 1.2 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 # #2024-01-16-02

**Moved by:** Mike Hinchberger

**Seconded by:** Darrel Perry

That the minutes of the December 19, 2023 meeting of the Kincardine BIA Board of Management be accepted as presented.

Carried.

## 5. Delegations

## 6. Outstanding Business

### 6.1 2 hour parking limit downtown

Jennifer provided an update on additional information she gathered from clerks in surrounding communities that charge for beach parking or have time restrictions downtown. The DDM did a quick poll to gather feedback from businesses but minimal responses have been received to date. It was suggested that the Board defer the decision to allow more businesses to respond to the poll.

There was also questions about frequency of by-law enforcement, overnight parking on Queen Street and in the public parking lots. The Clerk can provide a summary of where tickets are issued. Currently they are doing nighttime patrol only for the winter, in the summer they do daytime patrols.

Are landowners required to provide parking spaces for residential tenant? Questions around parking in lieu costs and if there is reserve funds for future parking lots or parking upgrades, which Clerk confirmed there was.

### Resolution # #2024-01-16-03

**Moved by:** Mike Hinchberger

**Seconded by:** Darrel Perry

THAT the Board defer a decision on downtown street parking until more businesses respond to the poll.

Carried.

## **7. New Business**

### **7.1 BIA Board Governance Policies**

John McManus prepared a draft template and will help facilitate the development of the governance policies. Preference for a small subcommittee to help development draft policies that would be brought back to the Board for review and approval, with the plan to bring sections back as a standing item on the monthly BIA Board agenda. The DDM and Justine offered to assist with the sub-committee and policy development.

### **7.2 Downtown Development Manager Report**

The DDM noted that in addition to her report, there was one additional consignment store announced downtown.

Amanda is also working on updating the BIA website.

Blinky requires cleaning and repairs in Toronto; Darrel has offered to drop it off.

## **8. Reports and Updates**

### **8.1 Executive Update**

The Chair provided an update to the Board following the closed session meeting on December 19, 2023 that she has completed the contract negotiation with the DDM.

The DDM is working on a list of 2024 BIA events. It was questioned whether the BIA Breakfast should be in March to share plans with members or have an AGM later in the year. The Board asked the DDM to look into a breakfast in March.

### **8.2 Council Update**

Councilor Hinchberger noted that Council is in the midst of the 2024 budget deliberations. A few items specific downtown include seasonal lights,

downtown beautification items related to the dig streetscape like benches, planters, trees, etc and the outdoor speakers were also proposed.

Darrel questioned whether there was anything in the budget for the east car park improvement? Mike noted that the replacement of the EV charging stations is in the budget as is a new charging station at Victoria Park. Darrel offered to draft a letter for the Board's review requesting additional parking lot upgrades.

There was a question if additional business supports would be provided from Municipality in 2024 for marketing and promotions. Cherie noted that tourism is working on marketing promotions, but the business support budget from 2023 came from the downtown dig capital budget. There may be a small amount of funds remaining to support another initiative this spring. Amanda noted that there is planning underway for a kick off to summer event.

### **8.3 Roundtable Discussion**

The Chamber has hired a part-time staff, Kirston Zandwyk. A Mayors Breakfast is planned for early May. Home and Garden Expo will be April 27 & 28 with a small business market on the Saturday. Chamber and BIA are working together for an event.

## **9. Financial Report**

### **Resolution # #2024-01-16-04**

**Moved by:** Tonya Adams

**Seconded by:** Mike Hinchberger

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

Carried.

## **10. Correspondence**

### **10.1 Notice of Public Meeting - February 14, 2024, Community Improvement Plan (CIP)**

Cherie encouraged the BIA Board to review the draft CIP which has now been reviewed by the province and is coming forward for a public meeting on February 14th.

## **11. Schedule of Meetings**

The Chair questioned the meeting dates and times and inquired whether there was a better time or day of week. The DDM will send an email seeking input from the Board on preferred dates and times.

12. **Adjournment**

**Resolution # #2024-01-16-05**

**Moved by:** Mike Hinchberger

**Seconded by:** Darrel Perry

That the Kincardine BIA Board of Management adjourn at 9:59am.

Carried.

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Chair

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Secretary