

THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

Kincardine BIA Board Meeting Minutes

Tuesday, August 20, 2024

Members Present Councillor Hinchberger
 Erin Nichol, Chair
 Justine McManus
 Darrel Perry
 Shawna Mills
 Brittany Hamilton

Members Absent Sadie Al
 Tonya Adams
 Stacey Nixon

Staff Present Amanda Goetz, DDM
 Cherie Leslie, Secretary
 Tammy Schneider, Kincardine Chamber of Commerce

1. **Call to Order**

The Kincardine BIA Board of Management meeting was called to Order at 9:00am on August 20, 2024.

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 # #2024-08-20-01

Moved by: Mike Hinchberger

Seconded by: Darrel Perry

That the minutes of the July 16, 2024 meeting of the Kincardine BIA Board of Management be accepted, as presented.

Carried.

5. **Delegations**

6. **Downtown Development Manager Report**

Explore Ontario social influencer will be here in September for the harvest dinner and Amanda plans to focus content on fall events and the new streetscape.

2 Market in the Parks remaining this year, with one on the street next Monday. Made approximately \$20,000 in revenue. Working with MOK on expenses of market.

The Chair and DDM are planning an initial pre-budget planning meeting and provided the board with an overview of anticipated timelines - pre-budget meeting in September, BIA budget meeting in October, share draft budget at AGM in early November and approve budget at November Board meeting. The Board was asked to review the BIA priorities/focus areas from 2024 to see if these should be updated. Amanda feels the marketing budget is high and the Board consider reallocating some funds to downtown beautification and clean-up. The Board questioned the scope of the street cleaning. area included and whether there are specific days - Amanda noted there is no defined contract and this is something the Board may wish to consider. Justine requested a breakdown of some budget lines like advertising.

The Welcome Centre had a busy summer with visitors. Potential to improve the BIA's information and presence at this location. The BIA doesn't have an updated Business directory/brochure and the 2 BIA information signs are outdated. Business directory on one side and list of events on other side. Suggested including this in the 2025 budget. Ask businesses to look at directory and ensure their address is correct.

Erin will make a google document and include the list of questions for Board members to comment as well as a line for Amanda's review/comments.

7. **New Business**

7.1 **Annual General Meeting (AGM)**

Erin presented a quick overview of the AGM. She will send out the list of priorities that were developed by the Board last year. Plan to host the

AGM on November 5th, 2024. Will share the draft budget and overview of BIA priorities and projects for 2025.

Resolution # #2024-08-20-02

Moved by: Brittany Hamilton

Seconded by: Darrel Perry

THAT the Board direct the DDM to plan and promote the AGM for the BIA on Tuesday, November 5th at 8:00am.

Carried.

7.2 Municipal Patio Policy review

Darrel has been meeting with restaurant and patio owners, and prepared a document summarizing discussions that were shared with the Board. Most businesses indicated that the costs to construction the patios and municipal fees as the biggest barrier. There was discussion around the additional bikes downtown and speed of vehicles.

8. Reports and Updates

8.1 Executive Update

Concerns with blue chairs being moved frequently. Amanda will look at options to help prevent this.

8.2 Council Update

8.3 Roundtable Discussion

Tammy reported that the Chamber is hosting the Community Achievement Awards on October 10th, Seniors Forum on October 1st, and Christmas Parade on November 30th.

Spruce the Bruce grants are still available.

The Board would like an update on the yellow ramps.

Last meeting there was a discussion around security and Amanda feels that most of the businesses have security cameras. Amanda suggested that the Board invite the OPP to a future meeting to discuss what the BIA and downtown businesses can do to help. Possibly look at inviting them to the AGM with a presentation.

For the Quinn parkette, Amanda has a list of questions that the subcommittee should consider.

9. **Financial Report**

Resolution # #2024-08-20-03

Moved by: Mike Hinchberger

Seconded by: Darrel Perry

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

Carried.

10. **Correspondence**

11. **Schedule of Meetings**

12. **Adjournment**

Resolution # #2024-08-20-04

Moved by: Mike Hinchberger

Seconded by: Justine McManus

That the Kincardine BIA Board of Management adjourn at 10:13am.

Chair

Secretary