

# THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

## Kincardine BIA Board Meeting Minutes

Tuesday, December 17, 2024

Members Present      Erin Nichol, Chair  
                                 Sadie Al  
                                 Tonya Adams  
                                 Justine McManus  
                                 Shawna Mills  
                                 Brittany Hamilton

Members Absent      Councillor Hinchberger  
                                 Stacey Nixon  
                                 Darrel Perry

Staff Present              Amanda Goetz, DDM  
                                 Cherie Leslie, Secretary

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

The Kincardine BIA Board of Management meeting was called to Order at 9:04am on Tuesday, December 17, 2025, electronically.

#### 1.1 **Land Acknowledgment Statement**

The Chair opened the meeting with the land acknowledgement statement.

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

### 3. **Disclosure of Pecuniary Interest**

### 4. **Adoption of Minutes**

**Resolution # #2024-12-17-01**

**Moved by:** Tonya Adams

**Seconded by:** Sadie Al

That the minutes of the November 19, 2024 meeting of the Kincardine BIA Board of Management be accepted, as presented.

Carried.

5. **Delegations**

6. **Downtown Development Manager (DDM) Report**

The Chair noted that the DDM contract would need to be reviewed in the New Year and suggested this be a closed session meeting item in January. The DDM has arranged some holiday radio marketing with the remaining advertising and marketing budget to promote shopping in downtown Kincardine. Tonya questioned if the BIA Bucks can be available at a few stores for ease of pickup and customer service.

7. **New Business**

8. **Reports and Updates**

8.1 **Executive Update**

8.2 **Council Update**

8.3 **Roundtable Discussion**

Cherie is transitioning into a new role at the Municipality and a new Economic Development Coordinator will begin in the New Year. Erin noted that she is not able to run as BIA Chair in 2025 and nominations will be called at the January meeting.

9. **Financial Report**

**Resolution # #2024-12-17-02**

**Moved by:** Tonya Adams

**Seconded by:** Justine McManus

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

Carried.

10. **Correspondence**

11. **Schedule of Meetings**

Amanda will contact the Bruce Steakhouse about hosting the 2025 BIA meetings.

12. **Adjournment**

**Resolution # #2024-12-17-03**

**Moved by:** Justine McManus

**Seconded by:** Tonya Adams

That the Kincardine BIA Board of Management adjourn at 9:20am.

Carried.

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Chair

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Secretary

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