

# THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

## Kincardine BIA Board Meeting Minutes

Tuesday, November 19, 2024

Members Present      Councillor Hinchberger  
Erin Nichol, Chair  
Sadie Al  
Tonya Adams  
Justine McManus  
Darrel Perry

Members Absent      Stacey Nixon  
Shawna Mills  
Brittany Hamilton

Staff Present      Amanda Goetz, DDM  
Cherie Leslie, Secretary

Others:      Amanda Saxton and Andrew Evans of the Kincardine  
Environmental Action Network  
Ruth Nicolson from the Art Gallery.

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

The Kincardine BIA Board of Management meeting was called to Order at 9:04am on November 19, 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 # #2024-11-19-01

**Moved by:** Mike Hinchberger

**Seconded by:** Darrel Perry

That the minutes of the October 15, 2024 meeting of the Kincardine BIA Board of Management be accepted, as presented.

Carried.

**5. Delegations**

**5.1 Kincardine Environment Action Network**

Members of KEAN shared information on existing local recycling programs including the film plastic recycling, TerraCycle and Styrofoam collection. KEAN is hoping to work with downtown Kincardine businesses on a new Tetra Pack collection program. Suggested that businesses place their tetra pack cartons in their blue box, starting December 10th, and their volunteers will pick them up. The DDM is to circulate the presentation to the BIA members for awareness.

**6. Outstanding Business**

**6.1 2025 BIA Budget**

The Board reviewed the member budget survey results. There was discussion around the long term maintenance of BIA and MOK downtown assets, dependance of the market in the park for BIA budget and acknowledgement that most members enjoyed and benefited from the street markets.

**Resolution # #2024-11-19-02**

**Moved by:** Justine McManus

**Seconded by:** Tonya Adams

THAT the BIA Board approve the draft 2025 budget as presented, which includes a 2% levy increase;

AND FURTHER THAT the DDM share the draft 2025 budget with the Municipality for final approval by Council.

Carried.

**Resolution # #2024-11-19-03**

**Moved by:** Mike Hinchberger  
**Seconded by:** Justine McManus

THAT the DDM work with the Municipality to come up with formal agreements or Memorandum's of Understanding for downtown streetscape assets outlining ownership, operating costs (if applicable), maintenance requirements and potentially replacement responsibilities.

Carried.

## **6.2 3-hour downtown parking limit**

The Board discussed the municipal staff report on the 3 hour parking implementation, which will begin in April 2025. Councillor Hinchberger noted that the costs don't include additional by-law enforcement costs, so this is something that may need to be monitored and considered over time if issues arise. Cherie noted the importance of positive communications and collaboration through initial implementation.

## **7. Downtown Development Manager (DDM) report**

Amanda noted that Hometown Christmas was well attended, great event and the main issue was drivers ignoring the road closure signs and barricades. The Board discussed the need to keep pedestrians safe and potential options to address similar issues at future events, such as involving the OPP at events, reporting drivers to the OPP that disobey road closure signs, installing signs on the street the day of the event to notify people of the upcoming road closure (like Cruise Night) and having barricade volunteers wear safety vests. The DDM will notify Municipal staff involved with special events to discuss further.

## **8. BIA Sub-committee updates**

### **8.1 Events Sub-Committee**

Amanda noted that a group is going to work on marketing and promotions.

### **8.2 Quinn Plaza Parkette**

Justine met with the property owner and there may be reluctance to proceed with a long term lease. It was suggested that the Board may need to consider other options if they wish to proceed with project.

### **8.3 Future Queen Street Improvement sub-committee**

Darrel noted that most of the restaurants want a decision on the patio policy in January.

**Resolution # #2024-11-19-04**

**Moved by:** Darrel Perry

**Seconded by:** Mike Hinchberger

THAT the Board prepare a delegation or letter to Council regarding the patio policy review and associated fees.

Carried.

**9. New Business**

**9.1 Draft Zoning By-law**

Deadline for comments is November 22, 2024.

**10. Reports and Updates**

**10.1 Executive Update**

**10.2 Council Update**

**10.3 Roundtable Discussion**

**11. Financial Report**

The DDM noted that the Santa and Mrs. Claus suit rentals were added to the financials.

**Resolution # #2024-11-19-05**

**Moved by:** Justine McManus

**Seconded by:** Mike Hinchberger

That the Accounts for Payment be accepted as amended.

Carried.

**12. Correspondence**

**12.1 Gratitude for Spooktacular - Beth Blackwell**

**13. Schedule of Meetings**

**13.1 Tuesday, December 17, 2024**

The December meeting will be a virtual meeting.

**14. Adjournment**

**Resolution # #2024-11-19-06**

**Moved by:** Darrel Perry

**Seconded by:** Mike Hinchberger

That the Kincardine BIA Board of Management adjourn at 10:28am.

Carried.

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Chair

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Secretary

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