



# THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

## Kincardine BIA Board Meeting Minutes

Tuesday, February 18, 2025

Members Present	Justine McManus, Chair Rory Cavanagh, Councillor Darrel Perry Erin Nichol Tonya Adams Stacey Glover Shawna Mills Brittany Hamilton Councillor Hinchberger
Members Absent	Sadie Al
Staff Present	Amanda Goetz, DDM Evan Vatri, Community Economic Development Coordinator Lorie Fioze, Manager of Strategic Initiatives Tracey Guy, Deputy Clerk
Others:	Tracey Hinchberger, Chamber of Commerce

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

The Kincardine BIA Board of Management meeting was called to order electronically at 9:02 a.m. on February 18, 2025.

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

The Chair opened the meeting with the Land Acknowledgment Statement.

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

#### 2.1 **Chamber of Commerce Update**

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

None disclosed.

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

**Resolution # 02/18/25 BIA - 01**

**Moved by:** Tonya Adams  
**Seconded by:** Rory Cavanagh

That the minutes of the January 21, 2025 meeting of the Kincardine BIA Board of Management be approved as presented.

Carried.

5. **Delegations**

6. **Outstanding Business**

6.1 **Marketing Sub-Committee Update**

Amanda indicated that the Sub-Committee has met to determine a path forward, focusing on the shoulder seasons and exploring new events. An update will be provided at the March 5th Breakfast Meeting.

7. **New Business**

7.1 **Sidewalk Patio Process for 2025**

Councillor Hinchberger noted that the Municipal Budget has not been approved, but a Resolution was passed to waive the fees for the patios, including jersey barrier rental and administration fees, for the 2025 season only. The permit process will remain the same.

Darrel is working with the businesses who have expressed an interest in having a patio in 2025, to apply for the patio permits and grants early, to be able to have the patios in place for the long weekend in May. Plans are also in the works for a patio kickoff event early in May. He recommended that both he and Amanda work together with Lorie's team, to help those hospitality businesses get all their Seasonal Patio Permit and Grant submissions completed and in for approval.

Lorie suggested that as each business is ready to apply for a patio, that they submit the application, and not wait for all businesses to apply at the same time.

8. **Reports and Updates**

8.1 **Downtown Development Manager Report**

Amanda presented her report. She noted that discussions have taken place regarding the positive communication plan for the new 3 hour parking limit on Queen Street; the owner of Finchers have announced their retirement at the end of August; and the plans for the Breakfast Meeting are underway.

A discussion ensued regarding new business opening events, to ensure a consistent approach for all grand opening ceremonies. Further discussions will take place to prepare a package for new businesses.

## **8.2 Executive Update**

None.

## **8.3 Council Update**

### **a. 2025 Budget Update**

Councillor Hinchberger indicated that the 2025 Operating and Capital Budgets have not been approved by Council; however the following provisions are included that relate to the BIA are as follows:

- Council has opted to top-up the funds and again allocate \$60,000 this year to Community Improvement Plan. Included in the \$60,000 is an allotment of \$20,000 to the Spruce the Bruce Program;
- Council waived the fees for On-Street Patios for 2025, with an estimated impact to the Operating Budget of \$6,500;
- Council endorsed the investigation of a new municipal program to provide the option for non-eligible properties to drop off recycling at the arrangements at the Waste Management Site in Armow. Provincial legislation is transitioning the collection of blue box materials to a producer responsibility funded and operated system, that will take effect in this area in 2026. Under this legislation, residential properties will continue to receive blue box collection services, but industrial, commercial, and institutional properties are generally ineligible. He noted that this municipal program would also be available to properties outside of the BIA;
- The Draft Capital Budget currently includes \$65,000 for the Harbour Street Interlocking Brick Rehabilitation. The scope includes relaying bricks on the roadway that have become deficient, and replacing the brick between the curbs and the property lines with coloured/stamped concrete similar to the new utility strip on Queen Street;

- The Draft Capital Budget currently includes \$60,000 for rehabilitation of the Victoria Park fountain and cannons, as a first step towards continued work to upgrade the facilities at the park;
- The Draft Tourism Operating Budget includes funds to upgrade the Tourism Welcome Centre, install seasonal lighting in Kincardine and Tiverton, and for barricade support to assist with road closures during pipe band parades.

b. Affordable Housing Update

Councillor Hinchberger noted that municipal staff are preparing a Request for Expression of Interest outlining the requirements that submitted proposals to develop the intended portion of the W.E. Thompson property are expected to satisfy. Council approved the use of up to \$18,000 from the Affordable Housing Reserve Fund to obtain planning and engineering services to create the planning application to sever off a portion of the W.E. Thompson property for this proposal. This severed parcel will have an entrance off Olde Victoria Street to the south of what would be the retained W.E. Thompson parcel. These actions originate out of the Housing Survey, and the Housing Action Plan, that were completed in 2022. The plan included actions to evaluate municipal lands for their potential to site affordable housing projects. This evaluation identified the W.E. Thompson site as the location best suited to be the first step to municipal involvement in addressing housing insecurity in our community. The objective is to find a suitable proponent to own, design, build, operate, and maintain the development, with the municipality's role being to contribute the land for the project, either by selling at low cost or granting the land.

c. Business Development in Kincardine

Councillor Hinchberger indicated that the updated Comprehensive Zoning By-law, which is expected to be approved in March, includes some changes that related to development in the BIA. Most notable is the removal of parking requirements for properties zoned Commercial. He believes the reduction or elimination of development charges in the Core Commercial Area is the biggest tool left for the municipality to use which could benefit development in the BIA.

He also noted that they Municipal Development Charges By-law is up for review in 2025. Many of the other factors that can affect development (real estate costs, interest rates, trades availability) are more difficult for the municipality to influence.

d. Queen Street Update

Councillor Hinchberger suggested that staff can take the placement of the large planters and muskoka chairs to the Senior Leadership Team at the Municipality, for further discussion before they are placed on Queen Street for the 2025 season.

**8.4 Roundtable Discussion**

None.

**8.5 Chamber of Commerce Update**

Tracey Hinchberger reported that the Chamber of Commerce is currently seeking a new Executive Director. She reported that the Home and Garden Expo will be proceeding, and the Chamber will be participating in the upcoming Kincardine Job Fair.

Darrel noted that Kirston Zandwyk, the new Tourism Coordinator, is requesting the information for the Tourism Guide earlier than previous years. Please provide the information needed as soon as possible.

**9. Financial Report**

**Resolution # 02/18/25 BIA - 02**

**Moved by:** Rory Cavanagh

**Seconded by:** Tonya Adams

That the Financial Report be approved as presented.

Carried.

**10. Correspondence**

**10.1 Bruce County - Smart Commute Program**

A discussion ensued regarding the new County of Bruce Smart Commute Program. The County is seeking a donation of \$50.00 in BIA Bucks, to offer a Winter Program Contest, and to promote shopping locally.

**Resolution # 02/18/25 BIA - 03**

**Moved by:** Rory Cavanagh

**Seconded by:** Tonya Adams

That the Kincardine BIA table the matter until the March 18, 2025 Meeting.

Carried.

**11. Schedule of Meetings**

**11.1 March 5, 2025 - Breakfast Meeting**

**11.2 March 18, 2025**

**11.3 April 15, 2025**

**12. Adjournment**

**Resolution # 02/18/25 BIA - 04**

**Moved by:** Darrel Perry

**Seconded by:** Rory Cavanagh

That the Kincardine BIA Board of Management adjourn at 9:51 a.m.

Carried.

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Chair

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Secretary