



THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

Kincardine BIA Board Meeting Minutes

Tuesday, April 15, 2025

Members Present Justine McManus, Chair
Erin Nichol
Tonya Adams
Stacey Glover
Darrel Perry
Shawna Mills
Brittany Hamilton

Members Absent Rory Cavanagh, Councillor

Staff Present Amanda Goetz, DDM
Evan Vatri, Community Economic Development Officer
Lorie Fioze, Manager of Strategic Initiatives

1. **Call to Order**

The Kincardine BIA Board of Management meeting was called to Order at 9:00am on April 15th, 2025.

1.1 **Land Acknowledgment Statement**

The Chair opened the meeting with the Land Acknowledgment Statement.

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

None.

3. **Disclosure of Pecuniary Interest**

None declared.

4. **Adoption of Minutes**

Resolution # 04/15/25 - 01

Moved by: Justine McManus

Seconded by: Darrel Perry

That the minutes of the March 18th 2025 meeting of the Kincardine BIA Board of Management be approved as presented.

Carried.

5. Delegations

Downtown Sidewalk Policy

Adam Weishar presented a Staff Report addressing downtown sidewalk accessibility following a complaint. To remain compliant, the Town can no longer allow the current use of sidewalks for sandwich boards and sidewalk cafés as they exist today. Signage and café uses will be rolled into a revised Patio and Sidewalk Policy, with a recommendation to repeal and replace the current by-law based on expert input.

Key bylaw changes include: one sandwich board per eight metres of frontage (one per business), single-faced with one ad, placed at least three metres apart. Shared boards are allowed if spacing permits. Signs will be prohibited in winter, on snowbanks, and on Town infrastructure. No illuminated or animated signs are allowed. Businesses must carry \$2 million in liability insurance, and mobile signage is prohibited.

Clarifications noted the potential for a second sign if frontage allows, and the Town's openness to adjusting tree and planter placement to support signage needs. Accessibility standards (FADS) are being followed within the limits of existing downtown conditions.

Adam also made it clear that Sandwich boards need to be located in the dark grey service section of the sidewalk and not in the way of parked cars opening car doors.

A patio policy review is also underway, aiming for a clear, consistent policy. Businesses are asked to wait for the finalized version before proceeding. Key requirements include 20% accessible seating, MASH-tested barriers, and a 0.5 metre travel lane offset. All 2025 patio applications will be treated as first-time applications, and interested businesses are encouraged to reach out to the Town.

6. Outstanding Business

None.

7. New Business

None.

8. Reports and Updates

8.1 Downtown Development Manager Report

Amanda presented her April Report. She added the use of BIA Bucks has grown significantly. Sales were up and performing well. Darrel asked if Amanda had the total number of BIA Bucks that had been issued.

There were concerns about the patio timeline for the May long weekend.

It was requested that the BIA look into options for street cleaning.

8.2 Executive Update

None.

8.3 Council Update

None.

8.4 Economic Development Update

Evan informed that Patio applications need to be submitted to the Municipality by Friday May 2nd in order for the Accessibility Committee to review application and provide comments May 8th.

Evan would provided an update on the business forum with information about to the BR+E Survey, Blue Box Transition, and 3hr Parking, at a future meeting.

Evan also discussed current needs pain points and possible avenues of support for the local business community.

8.5 Roundtable Discussion

a. Wild Wing Sign - Letter of Support

The BIA is waiting for additional information from Wild Wing regarding their proposed sign. Concerns were raised about light pollution, and there is a desire for the sign to align with the aesthetic of the downtown. The BIA noted that the current Signage By-law may need to be updated to reflect modern signage options and to support ongoing downtown branding efforts.

At this time, the BIA is not comfortable providing a letter of support for the current Wild Wing sign design.

Resolution # 04/15/25 - 02

Moved by: Darrel Perry

Seconded by: Justine McManus

The Kincardine BIA recommended that the proposed sign for the Wild Wing store be denied.

Carried.

9. Financial Report

Resolution # 04/15/25 - 03

Moved by: Darrel Perry

Seconded by: Erin Nichol

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

Carried.

10. Correspondence

None.

11. Schedule of Meetings

11.1 May 20, 2025

11.2 June 17, 2025

12. Adjournment

Resolution # 04/15/25 - 04

Moved by: Justine McManus

Seconded by: Darrel Perry

That the Kincardine BIA Board adjourn at 10:11 AM.

Carried.

Chair

Secretary