

# THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

## Kincardine BIA Board Meeting Minutes

Tuesday, October 15, 2024

Members Present      Councillor Hinchberger  
                                 Erin Nichol, Chair  
                                 Tonya Adams  
                                 Stacey Nixon  
                                 Darrel Perry  
                                 Brittany Hamilton

Members Absent      Sadie Al  
                                 Justine McManus  
                                 Shawna Mills

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 October 15, 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 # #2024-10-15-01**

**Moved by:** Mike Hinchberger

**Seconded by:** Darrel Perry

That the minutes of the September 17, 2024 meeting of the Kincardine BIA Board of Management be accepted as presented.

Carried.

**5. Delegations**

No Delegations.

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

Amanda noted that BIA buck sales has been slow but typically pick up before Christmas. NPX has kindly donated money to purchase candy for Spooktacular and Amanda will recognize this generation contribution in upcoming advertising/promotions. Planning for Hometown Christmas is well underway with lots of updates since the DDM report; Bruce will be providing Beavertails and Poutine, Kincardine Singers are confirmed and Willow and Ren will be decorating for Santa and Ms. Claus.

There is budget remaining in the 2024 advertising, so it was suggested the BIA do some additional marketing and advertising for fall initiatives.

**7. New Business**

**7.1 2025 Budget**

It was suggested that the BIA Board have a separate budget meeting on Tuesday, October 22nd at 9am to review the draft budget in detail.

For the AGM, it was suggested that a column be added to include the actual 2024 year to date expenses. There was questions and concerns about increasing the street cleaning budget and clarification needed on the requirements for BIA, municipal and business/property owner street cleaning. It was also suggested there be a separate line for events revenue versus fundraising. A member questioned whether the municipal bookkeeping fee would increase in 2025 and Amanda noted she will confirm with the municipality. There was also general discussion around new businesses and potential BIA expenses to welcome new businesses.

**7.2 Annual General Meeting**

The Board agreed to highlight the key strategic priorities for the BIA at the November 5th meeting and provide a general overview of the 2025 budget. The members won't vote on the budget but will be asked to provide feedback.

### **7.3 Patio Policy Review**

The Board reviewed the Patio Policy presentation that Member Perry created and provided a few suggested edits. It was acknowledged that the key barriers are financial costs for the sidewalk lease and jersey barriers rentals for restaurant owners and the BIA should advocate to the municipality to reduce this burden. Cherie provided an overview of municipal timelines for the policy update.

#### **Resolution # #2024-10-15-02**

**Moved by:** Mike Hinchberger

**Seconded by:** Tonya Adams

THAT the Board direct Member Perry to share the updated Queen Street Patio presentation to the Board and Director of Infrastructure and Development.

Carried.

### **7.4 New Zoning By-law**

Cherie provided an overview of the zoning by-law update and noted that public consultation will begin this fall. It was suggested the BIA appoint a few representatives to review the draft by-law and provide input on behalf of the BIA. The Board suggested Cherie send a summary to Amanda to be circulated to the BIA members.

## **8. BIA Subcommittee updates**

### **8.1 Events committee update**

### **8.2 Quinn Park committee update**

### **8.3 Future Queen Street Improvements committee update**

## **9. Reports and Updates**

### **9.1 Executive Update**

### **9.2 Council Update**

Councillor Hinchberger noted that the Victoria Park Open House and community consultation recently concluded. Council also held 2 Strategic Planning sessions to provide input on a new municipal strategic plan.

### **9.3 Roundtable Discussion**

Director of the Kincardine Chamber of Commerce noted that the Santa Clause parade will be held on November 30th at 4pm downtown and the Chamber Christmas social will be December 10th at Boston Pizza.

10. **Financial Report**

Amanda confirmed that the Harvest Dinner fundraising proceeds were allocated to the Fundraising revenue. Amanda is still gathering invoices so hasn't determined the total revenues for the event.

**Resolution # #2024-10-15-03**

**Moved by:** Darrel Perry

**Seconded by:** Brittany Hamilton

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

Carried.

11. **Correspondence**

12. **Schedule of Meetings**

13. **Adjournment**

**Resolution # #2024-10-15-04**

**Moved by:** Brittany Hamilton

**Seconded by:** Darrel Perry

That the Kincardine BIA Board of Management adjourn at 10:11 am.

Carried.

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Chair

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Secretary