

DOWNTOWN KINGSTON BIA

BOARD OF MANAGEMENT MEETING MINUTES- DRAFT

Wednesday, January 17, 2024, at 6:00 pm – Station View Room at City Hall

INVITED MEMBERS: Christine Ray Bratt (Chair), Gord Dalton (Vice-Chair) Ed Smith (Past Chair), Nick Waterfield (Treasurer), Melissa Eapen-Bell, Gennaro DiSanto, Cyndy Gibson, A.J. Keilty, Nicole Kemp, Yasmine Nassereddine, Stephanie Quick, Alexander Splinter, Steve Wallace, Tina Yan, Wessam Ayad, Councillor Vincent Cinanni, Councillor Gary Oosterhof, Councillor Gregory Ridge

LIAISONS: Rob Tamblyn-Kingston Economic Development, Lanie Hurdle – City of Kingston, Megan Knott – Tourism Kingston

STAFF PRESENT: Marijo Cuerrier, Michèle Langlois, Katie Woodcock, Peter Gillespie, Faith Casselman

OTHERS PRESENT: Matt Kussin, City of Kingston; Ian Semple, City of Kingston

REGRETS: Ed Smith, Nick Waterfield, Melissa Eapen-Bell, Vincent Cinanni, Gary Oosterhaf, Gregory Ridge, Rob Tamblyn, Lanie Hurdle, Megan Knott

NEW *indicates an attachment is included.

1. WELCOME, CALL TO ORDER

1.1 Confirmation of Start Time – 6:03 p.m.

1.2 Land Acknowledgement read by the Chair:

Respectfully acknowledging that downtown Kingston resides on land which is the traditional territory of the Huron Wendat, Anishinaabe and Haudenosaunee, we work towards deeper understanding by engaging in relationship and teaching.

1.3 Roll Call & Confirmation of Quorum

1.4 Chair Remarks

1.4.1 Welcome to Wessam Ayad as our new board member and Treasurer.

1.5 Additions to the Agenda

1.6 Declaration of Pecuniary Interests

2. APPROVAL OF AGENDA

2.1 Motion to approve January 17, 2024, Agenda as presented.

Moved by: Steve Wallace

Seconded by: Cyndy Gibson

CARRIED

3. DELEGATIONS

3.1 Patio Guidelines- Matt Kussin, City of Kingston

3.1.1 There will be no presentation. Matt is attending for questions about the Patio Standards Guidelines.

Discussion points:

- Members expressed concern regarding whether the patio operators were thoroughly consulted.
- The following consultation touch points were confirmed:
 - One-on-one interviews were conducted by the BIA and written notes were provided to the city.
 - Site visits were conducted by the city.
 - In-person meeting was held with the city that all patio operators were strongly encouraged to attend. We had approximately 10 operators there, including some that owned multiple locations.
 - A final draft with highlighted changes was provided to all patio operators on December 18, via email with instructions that all changes or concerns needed to be submitted by January 4th, 2024.
 - Two operators responded with a few concerns. Their concerns were communicated to the city and response was relayed back to the individuals.
 - A second email reminder from the BIA with an attachment went out on January 12th letting the operators know:
 - The Draft Street Patio Standards and Application Guide will be presented to the Board of Management at our January meeting for approval **stating that stakeholders were fully engaged**. Then it will go before Council again on February 6th.
 - By way of this email, I am confirming that the last draft of this document was presented to stakeholders with a deadline of January 4th, 2024, to submit any changes. All changes or concerns have been addressed at this time.
- Board Discussion:

- Everything has been approved from the stakeholder's point of view, except for one sticking point: the current patio license agreements between the patio owners and the city do not transfer over if a business is sold. Regarding this point, members expressed concern over the potential loss of finances for operators selling (due to the potential changes required that the new owner would be responsible for). It was pointed out by the city that there will always be a point in time when new ownership provides an opportunity for assessments to be conducted and that agreements can always be adapted based on bylaws or the changing of street configurations, etc. All potential changes exist under the previous bylaw and will continue to exist. License agreements that exist to use an area are all temporary in nature and are leased for a period of time.
- There are temporary exemptions in place for patios that have been in operation for a significant length of time, but this is a stop-gap measure.
- The Standards approval timeline depends on the complexity of the submission, but if the required materials are submitted accordingly, the typical aim would be 6-8 weeks. A member challenged that the city could do better than two months.
- A landlord asked if a potential prospect looking to add on a patio can easily understand the guidelines. The response was that the city tried to put up front what the standards and configurations are and that the city and the BIA are always available during the process to answer any questions.
- Points regarding patios using parking spaces:
 - A policy was introduced to require any patio obstructing the frontage of an adjacent building, the patio operator would need a letter of support from that adjacent building.
 - Patio operators are required to be open five or more days a week.
 - If there is a concern regarding a patio using up parking space and the patio is not being fully utilized, the city and the BIA can help sort these concerns.
 - There is a recognition that parking needs to be balanced with patio needs.
- The next step is to provide a report that will include discussion points from tonight's meeting along with the referenced exemptions to the Environment and Transportation Committee.

4. APPROVAL OF BOARD MEETING MINUTES

- 4.1 Motion to approve November 15, 2023, Board Meeting minutes as presented*

Moved by: Gord Dalton

Seconded by: Steve Wallace

CARRIED

5. EXECUTIVE COMMITTEE MINUTES

- 5.1 Executive Committee Minutes – January 9, 2024*

Motion to approve all actions and decisions taken.

Moved by: Cyndy Gibson

Seconded by: Steve Wallace

CARRIED

6. PARTNER REPORTS

- 6.1 Motion to accept included Tourism Kingston, Kingston Accommodation Partners, and Kingston Economic Development Corporation updates*

- 6.2 Regrets from the city as they are in budget meetings.

Moved by: Stephanie Quick

Seconded by: Gord Dalton

CARRIED

7. EXECUTIVE DIRECTOR'S REPORT

- 7.1 Motion to receive the Executive Director's Report*

Moved by: Cyndy Gibson

Seconded by: Steve Wallace

CARRIED

Marijo highlighted the following:

- Our new Welcoming Streets Steward will begin in February.
- Regarding the closure of Ontario and Market St, as board members, it is very important that you are all informed of the details.
 - The BIA has no official status, and staff are no more knowledgeable than anyone else.
 - It will be public knowledge on the Get Involved app.
- We had our first Finance Committee meeting; Nick will continue to stay on the committee for the term. There will be significant changes in how we are tracking our chart of accounts going forward.
- Staff have begun work on action plans for the Strategic Plan.
- Regarding the plans for the DT Foot Patrol Officer:

- Mayor Paterson will match the funding provided by the BIA.
- Concerns were discussed at length with the Clean and Safe Committee, and it was decided that the need for a dedicated officer downtown is vital. Data will be compiled during the pilot project to show that it is municipally beneficial and that the BIA should not be required to fund a dedicated officer going forward.
- Private funders have invested in the project and we only need to raise another \$7,000. Funders are listed in the package.
- Specific stipulations have been drafted to present to the Kingston Police.
- The Downtown Officer is to be an additional service (regular policing and our Police liaison will still be available).

8. FINANCIALS

Q4 2023 Reports will be reviewed in February's meeting as scheduled.

9. UPDATES/DISCUSSIONS:

9.1 Motion to approve the provided Street Patio Standards and Application Guide with the acknowledgment that stakeholders have been-consulted*

9.1.1 Motion to approve.

Moved by: Nicole Kemp

Seconded by: Gord Dalton

CARRIED

9.2 Official motion to approve independent funding for foot patrol officer*

9.2.1 Motion to approve.

Moved by: Gord Dalton

Seconded by: Steve Wallace

CARRIED

9.3 Pedestrian counts*

- There was a 7% increase in pedestrian counts in 2023 as compared to 2022 counts (King and Princess St. Only).
- King and Princess, Sydenham and Princess, Barrie and Princess- share similar pedestrian counts.

9.4 Committee files

9.4.1 HR Update

- Michele Langlois will be retiring. A retirement celebration will be announced at a future date.

9.4.2 Clean and Safe*

9.4.3 Retail*

- **ACTION ITEM:** Request for additional gift card stats to be provided, such as the dollars redeemed, the average dollar loaded and spent, and the percentage of spending by industry.

9.5 Discussion regarding Ontario and Market Street Pedestrianization Study meeting.

- It is an opportunity for BIA members to have a chance to understand the project, ask questions, and bring up concerns/objections. Attendance is encouraged.

9.6 Discussion regarding moving the AGM to the Spring.

- The move to Spring will allow the BIA to provide more information.
- The next election can still take place in the month of November, but it wouldn't be labelled as an official AGM.
- There were no objections to the idea of moving the AGM from November to the Spring.

10. OTHER BUSINESS?

- There was a request for members to participate in the Lunar New Year activities.

11. ADJOURNMENT

11.1 Adjournment of meeting – 8:24 p.m.

Motion to adjourn.

Moved by: Steve Wallace

Seconded by: Tina Yan

CARRIED

ACTION ITEMS:

- **ACTION ITEM:** Katie to provide additional gift card stats, such as the dollars redeemed, the average dollar loaded and spent, and the percentage of spending by industry.