

DOWNTOWN KINGSTON BIA

BOARD OF MANAGEMENT MEETING MINUTES

Wednesday, February 21, 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, Councillor Vincent Cinanni, Councillor Gary Oosterhof, Councillor Gregory Ridge, Wessam Ayad

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

STAFF PRESENT: Marijo Cuerrier, Jan MacDonald, Peter Gillespie, Josh Morgan, Katie Woodcock

OTHERS PRESENT:

REGRETS: Christine Ray Bratt, Nick Waterfield, A.J. Keilty, Yasmine Nassereddine, Melissa Eapen-Bell, Councillor Gary Oosterhof, Megan Knott

NEW *indicates an attachment is included

1. WELCOME, CALL TO ORDER

1.1 Confirmation of Start Time – **6:02 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

1.5 Additions to the Agenda

- Director of Business Development and Communications- Peter Gillespie

1.6 Declaration of Pecuniary Interests

2. APPROVAL OF AGENDA

2.1 Motion to approve February 21, 2024, Agenda as presented.

Moved by: Gregory Ridge

Seconded by: Vincent Cinanni

CARRIED

3. DELEGATIONS

3.1 Lanie Hurdle, City of Kingston: Conference Centre Update

4. APPROVAL OF BOARD MEETING MINUTES

4.1 Motion to approve January 17, 2024, Board Meeting minutes as presented*

Moved by: Steve Wallace

Seconded by: Vincent Cinnani

CARRIED

5. EXECUTIVE COMMITTEE MINUTES

5.1 Executive Committee Minutes – February 13, 2024*

Motion to approve all actions and decisions taken.

Moved by: Ed Smith

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*

Moved by: Gregory Ridge

Seconded by: Steve Wallace

CARRIED

7. EXECUTIVE DIRECTOR'S REPORT

7.1 Motion to receive the Executive Director's Report*

Moved by: Ed Smith

Seconded by: Steve Wallace

CARRIED

8. FINANCIALS

8.1 2023 Report Drafts*

- Marijo highlighted the following:
 - Due to the change over in bookkeepers throughout 2023, some items are more difficult to decipher.
 - Regarding why the bank balance was higher in 2022 than 2023 on the balance sheet:
 - The bank balance is lower in 2023, but the AR is significantly higher.
 - Supplementary bank account in 2023
 - Funds being held by Miconex for Gift Card program.
 - Interunit City of Kingston liability is not in 2023. Expenses were paid by the BIA bank account rather than being owed to the city.
 - Prepayment was made for a 2024 expense (Creos) for 27k (Other Prepaid Expenses)

8.2 Motion to receive the 2023 Reports as presented

Moved by: Ed Smith

Seconded by: Steve Wallace

CARRIED

9. UPDATES/DISCUSSIONS:

9.1 Welcoming Streets Update

9.1.1 Introduction of Josh Morgan, new Welcoming Streets Steward

- Josh has been visiting with members and providing his contact information. He is learning what their needs are providing education.
- He is working on a brochure for the program.
- First round of naloxone training took place.
- He is connecting with vulnerable persons and building rapport and the presence of the program (street outreach).

9.2 Second Quarter Events Review – Jan MacDonald

- Jan provided a hand-out and highlighted the events listed.
- Live 365 is an umbrella of interactive events taking place around downtown and is being rebranded.
- The BIA will have its own booth at Promenade this year.
- A request for members to RSVP to Michele's retirement party.

Highlights from Peter's presentation (added to the agenda):

- His new role will include:
 - Overseeing the Marketing and Communications department and acting on the strategic priorities that the department is focusing on.
 - Member Communications is one of his top priorities.
 - Advocacy and business engagement.
 - Community partnerships and sponsorships.
 - Strategy shared for partnerships and sponsorships.

9.3 Ontario and Market Street Pedestrianization Study Discussion.

Discussion points from the floor:

- The presentation went well, about 40 members attended.
- The Community Spaces Committee meeting on Feb 21 decided that a report will be provided for the March Board meeting and will ask for peer review.

9.4 Grants and Awards Update*

Program or Event in need of funding	Name of Grant	Funding Organization	Amount Requested
Waawaateg Mar-2025	Building Communities through Arts and Heritage	Gov't of Canada	\$150,000
Buskers 2024	Experience Ontario	Gov't of Ontario	\$20,000
Winter Light installation/festival	Tourism Growth for Southern Ont	FedDev Southern Ontario	\$250,000
Canada Day	Celebrate Canada	Gov't of Canada	\$25,000
Summer Student Crew	Canada Summer Jobs	Gov't of Canada	\$59,250
Downtown Florals	Community Grants Program	Community Foundations Kingston	TBA
168 Wellington St. Mural	City of Kingston Arts Fund	Kingston Arts Council	\$100,000
Placemaking downtown TK and COK	My Main Street Community Activator	FedDev Ontario	TBA

9.5 Committee Report Drafts

9.5.1 Accommodations AWG (January)*

9.5.2 Development and Intensification Committee (January)*

9.5.3 Clean and Safe (February)*

9.5.3.1 Minutes, Staff Report, and AMHS and Kingston Police Reports

9.5.4 Retail (February)

9.5.4.1 Notes and Gift Card Report.

9.5.5 Active Transportation (February)

9.5.6 Community Spaces (February)

- A member asked if the increase in crime reports will skew the results of the pilot program. It was answered that the police are aware of this. The reporting of crimes will give a true indication of the incidents and the necessity for the dedicated officer to downtown. Ideally, those requiring police service will see an increase in timely response and support.
- Multiple support options are coming into place- the officer for the program will begin in April, Welcoming Streets may add a part-time staff member, and Bylaw is also working on training their officers.
- The BIA will be working with a writer to properly craft our message for the press release (Downtown Foot Patrol).

9.6 Block Captains Discussion

- Discussion did not take place.

10. OTHER BUSINESS?

11. ADJOURNMENT

11.1 Adjournment of meeting- 7:30 p.m.

Motion to adjourn.

Moved by: Steve Wallace

Seconded by: Ed Smith
CARRIED