

DOWNTOWN KINGSTON BIA**BOARD OF MANAGEMENT MINUTES**

Wednesday, May 15, at 6:00 pm – Station View Room at City Hall

INVITED MEMBERS: Christine Ray Bratt (Chair), Gord Dalton (Vice-Chair) Ed Smith (Past Chair), Wessam Ayad (Treasurer), Nick Waterfield, 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 Gregory Ridge, Councillor Gary Oosterhof

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

STAFF PRESENT: Marijo Cuerrier, Jan MacDonald, Faith Cassleman, Katie Woodcock

OTHERS PRESENT: Austin Elliot- KPMG

REGRETS: Nick Waterfield, Megan Knott, Councillor Gary Oosterhof

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

1.6 Declaration of Pecuniary Interests

2. APPROVAL OF AGENDA

2.1 Motion to approve May 15, 2024, Agenda as presented.

Moved by: Alex Splinter

Seconded by: Cyndy Gibson

CARRIED

3. DELEGATIONS- None.

4. APPROVAL OF BOARD MEETING MINUTES

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

Moved by: Vincent Cinanni

Seconded by: Steve Wallace

CARRIED

5. EXECUTIVE COMMITTEE MINUTES

5.1 Executive Committee Minutes – May 6, 2024*

Motion to approve all actions and decisions taken.

Moved by: Gord Dalton

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: Steve Wallace

Seconded by: Gord Dalton

CARRIED

7. EXECUTIVE DIRECTOR'S REPORT

7.1 Motion to receive the Executive Director's Report*

Moved by: Gregory Ridge

Seconded by: A.J. Keilty

CARRIED

8. FINANCIALS

8.1 Motion to approve the Finance Committee duties to be taken over by the Executive Committee as of May 15

Moved by: Gregory Ridge

Seconded by: Gord Dalton

CARRIED

8.2 Q1 Reports

8.2.1 Motion to receive the Q1 Reports as presented*

Moved by: Alex Splinter

Seconded by: Cyndy Gibson

CARRIED

8.3 2023 Audit presented by KPMG*

8.3.1 Motion to receive the 2023 Audit as presented.

Moved by: Cyndy Gibson

Seconded by: Tina Yan

CARRIED

- Questions/comments from the floor:
 - Cautionary spending in 2023 has begun to replenish reserves.
 - Our reserves will continue to be replenished monthly by budgeting \$10K/month for reserves.
 - Marijo and the Finance Committee will investigate investment opportunities for the reserved funds.

9. MARKETING PRESENTATION: CELEBRATE SUMMER

10. UPDATES/DISCUSSIONS:

10.1 SGM May 29, 2024: [Click to Register](#)

10.1.1 Motion to approve the May 29, 2024, SGM Agenda as presented, with the addition of “Boots on the Ground” and “LaSalle Causeway Update” topics being added.

Moved by: A.J. Keilty

Seconded by: Gregory Ridge

CARRIED

- Suggestion for a raffle prize
- Suggestion for a “Listener’s Corner”.
- **ACTION ITEM:** Marijo/staff to put a list together of members for the Board to help encourage to attend the event (less engaged members).
- Pre-meeting questions could be added to the Eventbrite invite.
- Suggestion to use an app to allow questions to circulate during the presentation
- **ACTION ITEM:** Marijo to discuss inviting our MP and Public Services and Procurement Canada with Tourism Kingston. If accepted as a good strategy, outreach will go ahead
- Agenda can be amended per the PSPC/MP attendance decision with an update sent to members.

10.2 [LaSalle Causeway May 2 Update](#)

10.2.1 Discussion

- Pedestrian access is now available to the public.
- The city is currently reviewing options to help assist with moving the boats that are

not able to come through.

10.2.2 Pedestrian Counts

- Some members have said that the drop in pedestrian counts has negatively affected them more than Covid due to having no financial support.

10.3 Gift Card Sale Update

10.3.1 Add increasing gift card spending in retail to Retail AWG agenda.

10.4 Committee Files*

10.4.1 Community Spaces Committee Meeting Minutes (May)

10.4.2 Clean and Safe (May)

10.4.2.1 Meeting Minutes

10.4.2.2 Crime Report

10.4.2.3 Welcoming Streets Report

10.4.2.4 Foot Patrol Officer Update

10.4.2.5 Community Task Force Meeting Minutes

11. OTHER BUSINESS?

12. ADJOURNMENT

12.1 Adjournment of meeting- 7:42 p.m.

Motion to adjourn.

Moved by: Tina Yan

Seconded by: Alex Splinter

CARRIED