

**DOWNTOWN KINGSTON BIA****BOARD OF MANAGEMENT MINUTES**

Wednesday, June 19, 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, Pete Gillespie, Josh Morgan, Katie Woodcock

**OTHERS PRESENT:** Rhonda Lovell- KFL&A

**REGRETS:** Gennaro DiSanto, Cyndy Gibson, A.J. Keilty, Nicole Kemp, Tina Yan, Gregory Ridge Gary Oosterhof, Rob Tamblyn, Lanie Hurdle

NEW \*indicates an attachment is included.

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**1. WELCOME, CALL TO ORDER**

1.1 Confirmation of Start Time – 6:06 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 June 19, 2024, Agenda as presented.

Moved by: Gord Dalton

Seconded by: Steve Wallace

**CARRIED**

3. DELEGATIONS- None.

4. APPROVAL OF BOARD MEETING MINUTES

4.1 Motion to approve May 15, 2024, Board Meeting minutes as presented\*

Moved by: Vincent Cinanni

Seconded by: Wessam Ayad

**CARRIED**

5. EXECUTIVE COMMITTEE MINUTES

5.1 Executive Committee Minutes – June 11, 2024\*

Motion to approve all actions and decisions taken.

Moved by: Nick Waterfield

Seconded by: Melissa Eapon-Bell

**CARRIED**

6. PARTNER REPORTS

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

Moved by: Melissa Eapon-Bell

Seconded by: Steve Wallace

**CARRIED**

- Update from Megan regarding the pending Pedestrian Shuttle from Crawford Wharf.
- KAP is hosting a LaSalle Causeway Townhall at the Delta Hotel on Monday, June 24 at 1:00 p.m. with Steven Barbier from Goldman Hine LLP.

7. EXECUTIVE DIRECTOR'S REPORT

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

Moved by: Steve Wallace

Seconded by: Gord Dalton

**CARRIED**

- Marijo reviewed the Executive Director Report with the Board.
- Going forward, Marijo will do a quick review of our website at the Board meetings.

8. FINANCIALS

## 8.1 Motion to Approve Financial Procedures\*

Moved by:

Seconded by:

- Financial Procedures were removed from the agenda. They will be reviewed fully by the finance committee and added to September's meeting with a few more governance items included for approval.  
8.2 Q2 review will be available in August.

## 9. UPDATES/DISCUSSIONS:

### 9.1 Executive Director Evaluation

- Board members will receive an email with an evaluation form. Please complete it by June 28<sup>th</sup>. If you prefer to provide the information over the phone, please let Christine know.

### 9.2 LaSalle Causeway

- LaSalle Causeway verbal update from Megan, Tourism Kingston

### 9.3 Reminder: no meeting in July.

### 9.4 Committee Files\*

#### 9.4.1 Retail Meeting Notes (May)

#### 9.4.2 Clean and Safe (June)

##### 9.4.2.1 Meeting Minutes

##### 9.4.2.2 Welcoming Streets Report

##### 9.4.2.3 Motion to approve the Naloxone Training and Distribution MOU for Welcoming Streets Stewards.

Moved by: Vincent Cinanni

Seconded by: Wessam Ayad

**CARRIED**

## 10. OTHER BUSINESS?

## 11. ADJOURNMENT

### 11.1 Adjournment of meeting- 6:38 pm

Motion to adjourn.

Moved by: Steve Wallace

Seconded by: Vincent Cinanni

**CARRIED**