

DOWNTOWN KINGSTON BIA

## **BOARD OF MANAGEMENT MEETING AGENDA**

Wednesday, September 21, 2022 at 6:00 pm – Seaway Coworking Space

**BOARD OF MANAGEMENT MEMBERS:** Erin Allen, Bev Allinson, Sean Billing, Christine Ray-Bratt, Maria Cronk, Melissa Eapen-Bell, Richard McNevin, Tim Pater, Ed Smith (Chair), Steve Wallace, Nick Waterfield, Councillor Wayne Hill, Councillor Gary Oosterhoff

**STAFF PRESENT:** Marijo Cuerrier, Michèle Langlois, Angela Winkler

**OTHERS PRESENT:** Megan Knott – Tourism Kingston

**REGRETS:**

**Included in Board Package:**

**Board Minutes – June 15, 2022**  
**Executive Minutes – July 12, 2022**  
**Exec Notes – August 9, 2022 (Quorum not achieved)**  
**Exec Notes – September 16, 2022 (Quorum not achieved)**  
**ED Report**  
**Department Quarterly Report**  
**Financial Report (pending)**  
**Policy Manual – Draft**  
**AGM 2022 – Draft Agenda**  
**Integrated Destination Strategy**

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1. WELCOME, CALL TO ORDER
    - 1.1. Confirmation of Start Time
    - 1.2. Roll Call & Confirmation of Quorum
    - 1.3. Chair’s Remarks
    - 1.4. Additions to the Agenda
    - 1.5. Declaration of Pecuniary Interests
  2. DELEGATION: TOURISM KINGSTON – CONFERENCE CENTRE
  3. APPROVAL OF AGENDA
    - 3.1. Identification of any in camera items
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Motion to approve agenda as presented

Moved by:      Seconded by:

#### 4. APPROVAL OF MINUTES

4.1. Motion to approve June 15, 2022 minutes as presented

Moved by:      Seconded by:

#### 5. CONSENT ITEMS

5.1. Approve all decisions and actions taken by Executive Committee at the July 12, 2022, meeting (Draft minutes supplied in package)

Moved by:      Seconded by:

5.2. Motion to accept included Tourism Kingston, Kingston Accommodation Partners, and Kingston Economic Development Corporation updates

Moved by:      Seconded by:

#### 6. ED REPORT & DEPARTMENT QUARTERLY REPORTS

Motion to approve each of the Executive Director and Departmental Reports as presented

Moved by:      Seconded by:

#### 7. FINANCIAL REPORTS

7.1. Introduction of QuickBooks Internally

#### 8. REPORTS AND DISCUSSION ITEMS:

8.1. Policies Draft for approval

Motion to approve the Draft Policy Manual

Moved by:      Seconded by:

8.2. Pedestrian Only Streets 2023

8.2.1. Tourism Kingston Integrated Destination Strategy  
(provided in your Board Package)

8.2.2. Reference: <https://youtu.be/oi5wmsK-3Zk>

8.3. AGM Agenda Draft

## 9. NEW BUSINESS

## 10. IN CAMERA

## 11. ADJOURNMENT

### 11.1 Adjournment of meeting

Motion to adjourn

Moved by:

Seconded by:

## ADDITIONAL

Notes:

Action Items:

Next Meeting Agenda Items: