

DOWNTOWN KINGSTON BIA

BOARD OF MANAGEMENT MEETING MINUTES/NOTES

Wednesday, October 19, 2022 at 6:00 pm – Seaway Coworking Space

BOARD OF MANAGEMENT MEMBERS: Bev Allinson, Sean Billing (virtual), Christine Ray-Bratt (virtual), Maria Cronk, Tim Pater (virtual), Ed Smith (Chair), Steve Wallace, Nick Waterfield

STAFF PRESENT: Marijo Cuerrier, Michèle Langlois, Angela Winkler, Jan Macdonald

OTHERS PRESENT: Patrick Good, John Tripp, Nour Mazloun

REGRETS: Councillor Wayne Hill, Councillor Gary Oosterhoff, Richard McNevin, Melissa Eapen-Bell, Erin Allen.

INCLUDED IN BOARD PACKAGE:

Board Minutes DRAFT– September 21, 2022
Executive Minutes DRAFT – October 11, 2022
ED Report
Financial YTD

1. WELCOME, CALL TO ORDER

- 1.1. Confirmation of Start Time 6:05
- 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

2.1. John Tripp and Patrick Good – Peak Benefits

- Have their own service specialists
 - Services: benchmark analysis, mental health services, employee assistance programs, benefits for large or small groups
 - Partners with Empire life, Green Shield Canada and Benefits by Design
 - Pooling with a larger group = savings
 - Can help with sponsorships, promotional items and marketing
 - Will compare what you have and what you need to create the best plan
 - Free comprehensive reviews
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3. APPROVAL OF AGENDA

3.1. Identification of any in camera items

Motion to approve agenda as presented

Moved by: Steve Wallace Seconded by: Nick Waterfield

CARRIED

4. APPROVAL OF MINUTES

4.1. Motion to approve September 21, 2022 minutes as presented

Moved by: Maria Cronk

Seconded by: Bev Allinson

CARRIED

4.2. Approve all decisions and actions taken by Executive Committee at the October 11th, 2022, meeting (Draft minutes supplied in package)

Moved by: Nick Waterfield

Seconded by: Steve Wallace

CARRIED

5. CONSENT ITEMS

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

Moved by: Maria Cronk

Seconded by: Steve Wallace

CARRIED

6. ED REPORT

Motion to approve the Executive Director Report as presented

Moved by: Sean Billing

Seconded by: Steve Wallace

CARRIED

- Working to activate the Farmers Market (could take up to a year)
- **ACTION ITEMS:** 2023 Planning
- Financial Meeting with the city – May be able to get us back on the city drive
- **ACTION ITEMS:** Stop Gap project delayed until spring.
- Urban Racks Pilot project in effect
- Winter Plan Presentation
- 3rd Crossing opening and the shift of traffic

- **ACTION ITEMS:** Investigate Mental Health First Aid (Safety and Training for Staff)

7. FINANCIAL REPORT

Motion to approve Financials as presented

Moved by: Steve Wallace

Seconded by: Bev Allinson

CARRIED

7.1. Year to Date Financial Report

- We are at 80% of our budget
- Downtown Dollars update

7.2. Internal Financials Update

8. ANNUAL GENERAL MEETING PRESENTATION

- Hard copy AGM invitation being hand delivered on Friday
- QR code to RSVP in AGM Timeline slide
- Voters will be verified once they have RSVP'd to event
- Wally Viner and Rob Tamblyn have agreed to help with the AGM Election
- If a voting member is unable to attend but would like to vote, the business owner will have to come in person to the BIA before the AGM and sign over their proxy which will have to be witnessed by Marijo OR Michele.
- New Business Support, Partners & Trade Show Booth? – to have in attendance at the AGM.

9. COMMITTEE UPDATES

- **ACTION ITEMS:** Consider uploading committee meeting minutes to website
- **WINTER PRESENTATION 2022-2023**
 - Activation: Pole wraps with lights and garland, Life-sized snow “globes”, window wonderland block competition, holiday hanging baskets.
 - Downtown window decorating competition may not be welcomed this year (business owners feeling run down, tired and short-staffed)
 - Consider making the competitions worthwhile: money towards a charity of choice and the business can win \$500 or so of Marketing with Postmedia
 - How to get people on the streets and off Amazon during the holiday season.
 - Block system in place before competitions
 - Are we able to offer a unified image for business owners to use for decorating windows?
 - Would like to invest in proper propane fire pits for next year (gas line from city??)
 - 60 floats currently signed up for the Santa Parade
 - Try and create an experience people will want to stay the weekend for

- Look into the projection of lights onto Shoal Tower from the docks?
- Light up the locomotive (train downtown)?
- 2023 for Downtown Dollars to go into card format
- 2022 Pewter ornaments: SEPPS, Isabel Bader center, Kingston Frontenacs, Kingston Trolley,
- Considering extending Festive Fridays
- Develop complementary programming to Kingstonlicious to increase pedestrian counts
- Confed Park Floodlights with donated old light-up deer? (2022-2023 idea)
- Allocate up to \$80,000 for Embrace the Season light activation Downtown Kingston
- Can we use the old orange light strands elsewhere?
- **ACTION ITEM:** As quorum had been lost, Marijo is to compose a communication to the Board detailing the Winter “Embrace the Season” lighting/decor” plan, along with the detailed budget. An additional component – but separate question is re: the CREOS “Optic” installation in Feb/March (TBC) of 2023. The communication to the Board will be asking for 2 motions: one to approve a dollar amount for Q4 2022 and the other to approve the dollar amount for the CREOS installation in 2023. The installation needs to be booked ASPP, hence the urgency.

10. PEDESTRIAN-ONLY STREETS

- Integrated Destination Strategy 2022-2027
- Series of meetings and research will take place so we can make the right decision about this.
- Do we want to explore community spaces?
- **ACTION ITEM:** Callout to activate Ad Hoc Committee (4 board members included)
 - Nick Waterfield
 - Steve Wallace
 - Ed Smith
 - Bev Allinson
- **ACTION ITEM:** Ad Hoc Committee to reach out to members about their thoughts on closed streets and pedestrian-only streets (guide us to make an informed choice)

11. REPORTS AND DISCUSSION ITEMS:

12. NEW BUSINESS

12.1. Pop up Patio (not addressed)

13. IN CAMERA

14. ADJOURNMENT

14.1. Adjournment of meeting (quorum was not met)

ADDITIONAL

Action Items:

ED REPORT

ACTION ITEMS: 2023 Planning

ACTION ITEMS: Stop Gap project delayed until spring.

ACTION ITEMS: Investigate Mental Health First Aid (Safety and Training for Staff)

COMMITTEE UPDATES

ACTION ITEMS: Consider uploading meeting minutes from committees

WINTER PRESENTATION

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PEDESTRIAN ONLY STREETS

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- Steve Wallace
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- Bev Allinson

ACTION ITEM: Reach out to members about their thoughts on closed streets and pedestrian-only streets (help guide us to make the right choice)