

DOWNTOWN KINGSTON BIA

BOARD OF MANAGEMENT MEETING AGENDA

Wednesday, November 16, 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:

REGRETS:

INCLUDED IN BOARD PACKAGE:

Board Minutes DRAFT– October 19, 2022
Executive Minutes DRAFT – November 8, 2022
ED Report (Pending)
Financial YTD
Draft Levy Estimation

1. WELCOME, CALL TO ORDER

- Confirmation of Start Time
- Roll Call & Confirmation of Quorum
- Chair’s Remarks
- Additions to the Agenda
- Declaration of Pecuniary Interests

2. DELEGATION – One Red Maple – Mike Savatovsky

3. APPROVAL OF AGENDA

- Identification of any in camera items

Motion to approve agenda as presented

Moved by:

Seconded by:

4. APPROVAL OF MINUTES

- Motion to approve October 19, 2022 Board Minutes as presented

Moved by: Seconded by:

- Approve all decisions and actions taken by Executive Committee at the November 8th, 2022, Executive Meeting (Draft minutes supplied in package)

Moved by: Seconded by:

5. CONSENT ITEMS

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

Moved by: Seconded by:

6. ACTION ITEMS FROM OCTOBER 19, 2022

ACTION ITEMS: 2023 Planning to be completed

- Will be presented at the board meeting

ACTION ITEMS: Stop Gap project delayed until spring.

- Further updates at the board meeting

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

- December or January item for Marijo

ACTION ITEMS: Consider uploading meeting minutes from committees

- December project: Admin

WINTER PRESENTATION:

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.

- Email poll approved spending. Optic has been booked. Embrace the Season is in production according to plan.

PEDESTRIAN ONLY STREETS:

ACTION ITEM: Callout to activate Ad Hoc Committee (4 board members included)

- Nick Waterfield
- Steve Wallace
- Ed Smith

- Bev Allinson
- More discussion at the board meeting

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

- More discussion at the board meeting

7. ED REPORT

Motion to approve the Executive Director Report as presented

Moved by: Seconded by:

8. FINANCIAL REPORT

- Year to Date Financial Report

9. REPORTS AND DISCUSSION ITEMS:

- AGM Update
- Winter Plans Update
- Draft Annual Report
- Draft Roadmap 2023

10. DRAFT LEVY ESTIMATION

11. PEDESTRIAN ONLY STREETS

12. OTHER BUSINESS

- Pop up Patio (brought forward from October Board Meeting)

13. IN CAMERA

14. ADJOURNMENT

- Adjournment of meeting

Motion to adjourn

Moved by: Seconded by:

ADDITIONAL

Notes:

Action Items:

Next Meeting Agenda Items: