

DOWNTOWN KINGSTON BIA

BOARD OF MANAGEMENT MEETING MINUTES

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, Ed Smith (Chair), Steve Wallace, Nick Waterfield

STAFF PRESENT: Marijo Cuerrier, Michèle Langlois, Angela Winkler

OTHERS PRESENT:

REGRETS: Tim Pater, Councillor Wayne Hill, Councillor Gary Oosterhoff, Richard McNevin

INCLUDED IN BOARD PACKAGE:

Board Minutes DRAFT– October 19, 2022
Executive Minutes DRAFT – November 8, 2022
Financial YTD
Draft Levy Estimation

1. WELCOME, CALL TO ORDER

- Confirmation of Start Time 6:02
- 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
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Moved by: Bev Allinson

Seconded by: Melissa Eapen-Bell

CARRIED

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

Moved by: Nick Waterfield

Seconded by: Erin Allen

CARRIED

5. CONSENT ITEMS

- Motion to accept included Tourism Kingston, Kingston Accommodation Partners, and Kingston Economic Development Corporation updates
 - Report to council in February
 - Airport Update: Holding Air Canada accountable
 - Loss of community rehearsal space
 - Patio Bylaw: How many patios are outside the downtown boundary?
TK, BIA and the City of Kingston working on improvement of patios located downtown.

Moved by: Erin Allen

Seconded by: Christine Ray-Bratt

CARRIED

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/Michele

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. Optik 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
- ***Add Christine Ray-Bratt**
- 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

- Annual Report in place of ED report

8. FINANCIAL REPORT

- Year to Date Financial Report

9. REPORTS AND DISCUSSION ITEMS:

9.1. AGM Update

- Recommending proxy votes to people who cannot attend
- No virtual component to the AGM
- Vendor tables this year for the 2022 AGM

9.2. Winter Plans Update

- Working with individuals from the Indigenous Community
- Installation in Downtown Kingston
- Rochleau Court beginning to take shape
- Optik installation (Sydenham St OR Springer Market Square) Board all in favor to have installation on Sydenham St.
- **ACTION ITEM:** Find security system solution for installation on Sydenham St

9.3. Draft Annual Report

- Vulnerable Population report is a separate document and not included in report

9.4. Draft Roadmap 2023

- Marketing & Events Strategy
- Individual goals set by staff members & departments

10. DRAFT LEVY ESTIMATION

- 4% increase on levy – increased costs, activities and staff support
- **ACTION ITEMS:** Have examples for different properties and the levy difference from 2021 to 2022

Motion to approve the 2023 Levy Estimation

Moved by: Erin Allan

Seconded by: Melissa Eapen Bell

CARRIED

11. PEDESTRIAN ONLY STREETS

12. OTHER BUSINESS

- Pop up Patio (brought forward from October Board Meeting)
- Benefits – Looking for endorsements from the Board
- **ACTION ITEMS:** Add Benefits presentation to the Members site as a resource.
- **ACTION ITEMS:** Reach out to Kings Town and Sydenham District Councillors and encourage them to run for the Board (Ed & Marijo)

Motion to endorse Benefit Provider that was presented in October Board Meeting

Moved by: Nick Waterfield

Seconded by: Bev Allinson

CARRIED

Motion to extend deadline for Proxy submission from 5 days before AGM to morning of up to 5pm on day of AGM.

Motioned by: Maria Cronk

Seconded by: Erin Allen

CARRIED

13. IN CAMERA

14. ADJOURNMENT

- Adjournment of meeting

Motion to adjourn

Moved by: Maria Cronk

Seconded by: Steve Wallace

CARRIED

ADDITIONAL

Notes: Move the December Board Meeting to December 14th

Action Items:

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

- Nick Waterfield
- Steve Wallace
- Ed Smith
- Bev Allinson
- ***Add Christine Ray-Bratt**

ACTION ITEM: Find security system solution for installation on Sydenham St

ACTION ITEM: Have examples for different properties and the cost difference from 2021 to 2022

ACTION ITEM: Add Benefits presentation to the Members site as a resource.

ACTION ITEM: Reach out to Kings Town and Sydenham District Councillors and encourage them to run for the Board (Ed & Marijo)

ACTION ITEM: Move the December Board Meeting to December 14th

Next Meeting Agenda Items: