

DOWNTOWN KINGSTON BIA

## **BOARD OF MANAGEMENT MEETING MINUTES- DRAFT**

Wednesday, November 15, 2023, at 6:00 pm – Station View Room at City Hall

**INVITED MEMBERS:** Christine Ray Bratt (Chair), Gord Dalton (Vice-Chair) Ed Smith (Past Chair), Nick Waterfield (Treasurer), 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 Gary Oosterhof, Councillor Gregory Ridge

**LIAISONS:** Rob Tamblyn-Kingston Economic Development, Lanie Hurdle – City of Kingston, Megan Knott – Tourism Kingston

**STAFF PRESENT:** Marijo Cuerrier, Michèle Langlois, Katie Woodcock, Jan MacDonald, Peter Gillespie

**OTHERS PRESENT:**

**REGRETS:** Melissa Eapen-Bell, Cyndy Gibson, Stephanie Quick, Steve Wallace, Councillor Gary Oosterhof, Councillor Gregory Ridge

### BOARD PACKAGE INCLUSIONS

Board Meeting Minutes – October 18, 2023  
Exec Minutes – November 7, 2023  
Partner Reports  
ED Report  
Q3 Financials  
2024 Levy/Budget Recommendation  
Committee Files

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## 1. WELCOME, CALL TO ORDER

1.1 Confirmation of Start Time- **6:03 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 November 15, 2023, Agenda as presented.

Moved by: A.J. Keilty

Seconded by: Nick Waterfield

**CARRIED**

## 3. DELEGATIONS

## 4. APPROVAL OF BOARD MEETING MINUTES

4.1 Motion to approve October 17, 2023, Board Meeting minutes as presented.

Moved by: Ed Smith

Seconded by: Nick Waterfield

**CARRIED**

## 5. EXECUTIVE COMMITTEE MINUTES

5.1 Executive Committee Minutes – November 7, 2023.

Motion to approve all actions and decisions taken.

Moved by: A.J. Keilty

Seconded by: Ed Smith

**CARRIED**

## 6. PARTNER REPORTS

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

Moved by: Nick Waterfield

Seconded by: Ed Smith

**CARRIED**

- Acknowledgment of Hugh Mackenzie receiving TIAC's Lifetime Achievement Award.

## 7. EXECUTIVE DIRECTOR'S REPORT

### 7.1 Motion to receive the Executive Director's Report

Moved by: Ed Smith

Seconded by: Alex Splinter

**CARRIED**

Marijo highlighted the following:

- Faith Casselman, our new Marketing Manager, has joined the BIA staff.
- The Community Standards Bylaw received unanimous support.
- There will be a town hall in December or January for Downtown BIA members regarding the Ontario & Market Street closure.
- The Street Patio Standards application is coming along well.
- 6 bylaw officers have been added to a street rotation until December.
- Constables Anthony Colangeli and Chris Gobeil will be dedicated to patrolling downtown. A report will come in January regarding a concept to secure a downtown beat officer full-time.
- We have been given the approval to start a taskforce with senior staff from the Kingston Police to come up with short and long-term plans to address the safety and security of downtown.
- Marijo believes our pedestrian counter has been turned around and is counting actual traffic, which she is looking into.

## 8. FINANCIALS

### 8.1 Q3 Financials

Marijo highlighted the following:

- Due to changing bookkeepers this year, some areas of our budget appear to be way over. This is due to us not having the proper accounts assigned which resulted in some accounts becoming a "dumping ground". Our budget will be more accurate next year with an improved account system to budget with. Overall, we are on track with our budget for where we should be for this time of year.

## 9. MOTION TO APPROVE THE FINAL STRATEGIC PLAN

### 9.1 Emailed Approvals

- Marijo pointed out that the emailed approvals came in before she updated "measurables" to "goals".
  1. Gord - Yes
  2. Nick - Yes
  3. A.J. - Yes
  4. Christine - Yes
  7. Ed - Yes
  8. Gennaro - Yes
  9. Tina - Yes
  10. Stephanie - Yes

- 5. Nicole - Yes
- 6. Melissa - Yes

- 11. Cyndy – Yes
- 12. Steve - Yes

Moved by: Ed Smith

Seconded by: Alex Splinter

**CARRIED**

## 10. UPDATES/DISCUSSIONS:

10.1 Wessam Ayed has been approved for the Treasurer position mentoring under Nick, and further to replace Stephanie on the Executive and Colin on the Board.  
Motion to accept:

Moved by: Nick Waterfield

Seconded by: Ed Smith

10.2 Community Policing and Welcoming Streets Discussion.

- A discussion took place regarding the suggestion to have a video presentation recorded for staff who would miss an in-person presentation from Jason about the Welcoming Streets program. Marijo advised that the goal is to have a video series available for onboarding staff members in downtown to learn about the BIA and Welcoming Streets.

10.3 Levy Discussion

Marijo, Jan and Peter highlighted that a levy increase would allow the BIA to do the following:

- Deliver on the priorities outlined in the Strategic Plan.
- Have a budget for monthly reserves (no increase = no reserves).
- Reduce significant cuts that would be required in the Marketing and Events departments to stay on budget with no increase.
- Continue with current practices while also improving and introducing new initiatives and events.
- Target important stakeholders and continue supporting third-party events.

Motion to approve the requested levy increase of 4%:

Moved by: Ed Smith

Seconded by: Alex Splinter

**CARRIED**

## 11. OTHER BUSINESS?

## 12. ADJOURNMENT

Adjournment of meeting

Motion to adjourn.

Moved by: Vincent Cinanni

Seconded by: Gord Dalton

**CARRIED**