

# DOWNTOWN KINGSTON! BIA

## BOARD OF MANAGEMENT MEETING MINUTES

DATE: Wednesday, March 16, 2022 at 6:00 pm at Seaway Coworking Building

**BOARD OF MANAGEMENT MEMBERS:** Bev Allinson, Ed Smith (Chair), Steve Wallace, Nick Waterfield, Erin Allen, Christine Ray-Bratt, Melissa Eapen-Bell, Julie Tompkins (Teams)

**STAFF PRESENT:** Marijo Cuerrier, Michèle Langlois, Jan MacDonald, Angela Winkler, Pete Gillespie (Teams)

**OTHERS PRESENT:** Nour Mazloum, Krista LeClair (Teams), Jay Abramsky

**REGRETS:** Councillor Hill, Councillor Oosterhoff, Richard McNevin, Maria Cronk, Sean Billing, Tim Pater

### ITEMS PREVIOUSLY CIRCULATED:

- Board Minutes – March 16, 2022
- Executive Minutes – March 8, 2022
- ED Report
- Department Reports
- Partner Reports - EcDev and TK
- Digital Media Report
- Downtown Improvement Plan
- Downtown Improvement Plan Delegation
- Public Meeting re 2 River St
- Staff Report : Mission, Vision, Guiding Principles

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### 1. WELCOME, CALL TO ORDER

- 1.1. Confirmation of Start Time
- 1.2. Additions to the Agenda - Chair introduced new Office Admin, Angela Winkler
- 1.3. Declaration of Pecuniary Interests - None

### 2. APPROVAL OF AGENDA

- 2.1. Motion to approve agenda with the addition of BiKeep Bike Locking System under New Business 9.

Motion to approve agenda as presented

Moved by: Bev Allinson

Seconded by: Nick Waterfield

**CARRIED**

### 3. APPROVAL OF BOARD MINUTES

3.1. Motion to approve minutes of March 16, 2022 as presented

Moved by: Erin Allen

Seconded by: Steve Wallace

**CARRIED**

### 4. DECLARATION OF PECUNIARY INTERESTS -NONE

### 5. CONSENT ITEMS

5.1. Motion to approve consent items as presented

Moved by: Steve Wallace

Seconded by: Melissa Eapen-Bell

**CARRIED**

### 6. ED REPORT/DEPARTMENT REPORT

- Reminder to sign up for small group meetings of board members to discuss current issues
- Staff retreat at the end of April with multiple planning sessions – will report back
- To date 13 applications for extended patios received – Roundtable on March 21st to deal with any concerns or difficulties through the process
- Pedestrian counts highlighted – important to overlay weather and events to understand more clearly
- Committee & working groups – Development has yet to meet. Brand launch will replace the SGM this spring.
- Re land acknowledgement – waiting on reply from Grandmother Kathy.
- Special executive committee meeting booked for next week to look at Policies and Procedures following work that staff has completed.
- Two My Main Street Activator grants turned down
- Detailed report on Downtown Dollars flash sale given. Over \$100,000 in 6 hours.
- 2 shipping containers purchased for events storage
- working on swag for members with new brand
- currently building member-facing Hubspot

**ACTION ITEM:** a HubSpot demonstration at a future board meeting

Motion to approve consent items as presented

Moved by: Erin Allen

Seconded by: Bev Allinson

**CARRIED**

7. **MONTHLY FINANCIALS**  
*Not available at this time.*
8. **FEATURE/FOCUS – NONE**
9. **OUTSTANDING ITEMS FROM PREVIOUS MINUTES - NONE**
10. **PRESENTATIONS/BRIEFINGS - NONE**
11. **REPORTS AND DISCUSSION ITEMS**
  - 11.1. Downtown Improvement Plan : passed at Council on March 1. Includes funding for 2 outreach workers (One point of contact is the target) as well as \$100K to downtown beautification. Tom Greening from Home Base Housing would like attend board meeting in April or May.
  - 11.2. Ontario/Market Street Road Closure: currently in the environmental assessment phase and linked to altered traffic flow once the 3<sup>rd</sup> crossing opens. Concerns with non-event closure expressed. Question re progression of the Public/Farmers Market paper presented to council.
  - 11.3. Garbage Report: Marijo has met with City staff to discuss improvements. Potential for a green recycling program and change to receptacles (Big Belly) downtown. A reminder to discuss snow removal downtown before the next winter season hits.
  - 11.4. Brand Sneak Peek  
Motion to approve moving ahead as presented.  
Moved by: Christine Ray-Bratt      Seconded by: Nick Waterfield  

**CARRIED**
  - 11.5. Action Item: Confirm whether or not there is a charge for member registration. Motion to approve pursuit of Rainbow Registration for Downtown Kingston BIA and enroll the staff and board in LGBTQ+ training.  
Moved by: Steve Wallace      Seconded by: Erin Allen  

**CARRIED**
  - 11.6. Davis Tannery (2 River St) update: the board may wish to comment or support this development. Issue will be discussed at Development Committee and brought back to the Board.

- 11.7. Staff Report on recommendation of revised Mission, Vision and values:  
Marijo explained the rationale behind new wording of mission.

Amendment to Mission to read as follows: To cultivate and enhance Downtown Kingston's position as the regions' leading culinary, entertainment, retail and services destination, while attracting more people to experience and contribute to our vibrant downtown community.

**Motion** to approve changes in mission, vision and value as amended.

Moved by: Steve Wallace      Seconded by: Erin Allen

**CARRIED**

- 11.8. Celebrate Summer Patio Subsidy: after discussion it was agreed to remove this from the discussion at next week's roundtable session.
- 11.9. Board Confidentiality: if emails are of a confidential nature, they should be marked as such. All In Camera discussion is confidential however Board Meetings and minutes are available to the public.

## 12. NEW BUSINESS

- 12.1. BiKeep Locking System: discussion re implementing this program downtown as the grant application was not successful. A system with 18 locking stations would cost about \$60,000. The City has offered parking spots in the Brock/Ontario lot for installation. Further discussion with interested parties (biking associations, City) will continue.

## 13. IN CAMERA

## 14. ADJOURNMENT

- 14.1. Adjournment of meeting by common consent

## ADDITIONAL

Notes: