

## DOWNTOWN KINGSTON! BIA

# BOARD OF MANAGEMENT MEETING MINUTES

Wednesday, May 18, 2022 at 6:00 pm – Seaway Co-working

**BOARD OF MANAGEMENT MEMBERS:** Bev Allinson, Christine Ray-Bratt, Maria Cronk, Melissa Eapen-Bell, Steve Wallace, Nick Waterfield

**STAFF PRESENT:** Marijo Cuerrier, Angela Winkler

**OTHERS PRESENT:** Krista LeClair – KAP, Caitlyn Cox - KPMG, Latoya Powder - Patry Enterprises, Michèle Langlois, Nour Mazloum- Kingston EcDev, Jay Abramsky

**REGRETS:** Councillor Wayne Hill, Councillor Gary Oosterhoff, Tim Pater, Erin Allen, Richard McNevin, Ed Smith (Chair), Sean Billing

### Attachments to package:

Draft Board minutes – April 20, 2022  
Executive Committee Minutes – May 10, 2022  
Draft Audit 2021  
ED Report  
Financials to date  
Staff Report – Project Tracking Tool  
Revised budget 2022 Proposed Closed Door/Air Conditioning By-law  
Staff Report re: Downtown Dollars

---

## 1. WELCOME, CALL TO ORDER

- 1.1. Confirmation of Start Time – 6:05pm (going ahead without quorum)
- 1.2. Roll Call & Confirmation of Quorum
- 1.3. Chair's Remarks – Not your average SGM (Wednesday, May 25 – Blu Martini)  
Amazing Downtown Run-Around (Monday, May 30) 1:30pm – 5:00pm
  - Prizes for upcoming event – reach out if you would like to donate
  - Deadline to sign up: May 29<sup>th</sup>, 2022
  - 4-6 people per team
- 1.4. Additions to the Agenda
- 1.5. Declaration of Pecuniary Interests

## 2. APPROVAL OF AGENDA

- 2.1. Identification of any in-camera items

Motion to approve agenda as presented

Moved by:                      Seconded by:

Generally, agree to approve agenda

### 3. DELEGATION

#### 3.1. Caitlin Cox, KPMG – 2021 Audit

- Clean Audit – apply with public sector accounting standards
- Downtown Dollars – more sold in 2021 but not redeemed in 2022
- Additional spending on downtown beautification this year then previous
- Events, Advertising & promotions increase
- Deficit of 150,000 in 2021 – Downtown Dollars being paid out alone
- Positive cash flow of 500,000

#### 3.2. Latoya Powder – Patry Enterprises - Davis Tannery Redevelopment Proposal

- Urban planner of Patry Group
- In-fill development primarily
- Davis Tannery begun in 2018 – applications
- Last 2 years reviewed comments and hosted 2 public meetings
- Once approved, will submit to the Ministry of Environment
- Total residential: 1669
- 100k commercial space opportunities
- Insure affordable housing – 340 units with CMHC
- Open space 10 acres for residents and community access
- Green roofs? Possibly on lower levels
- Solar rooftop amenities.
- Go above and beyond the building code standards
- Aim to begin development next year 2023
- Feedback: protect turtles, protect existing oak trees.
- 75% rental, 25% condos
- Wood frame buildings – climate & environment friendly

### 4. APPROVAL OF MINUTES

#### 4.1. Motion to approve April 20, 2022 minutes as presented

Moved by:                      Seconded by:

Generally, agree to approve minutes

### 5. CONSENT ITEMS

#### 5.1. Approve all decisions and actions taken by Executive Committee at the May 10, 2022, meeting (Draft minutes supplied in package)

#### 5.2. Accept included Tourism Kingston, Kingston Accommodation Partners, and Kingston Economic Development Corporation updates

KAP:

- Confederation Basin Promenade going ahead with option C
- Destination fund committee agreed to support
- KAP victim services – prevention of human trafficking event for people who would like to attend
- Seniors and second careers – labour pool and how to access
- SLC & Queens Convocation in June (light up city hall & buttons)
- Tourism Kingston – business events campaign

ECDEV:

- First week of June – food learning hub
- Summer company applications close Monday night

Motion to approve consent items as presented

Moved by:      Seconded by:

**Generally, agree to approve as presented**

## 6. EXECUTIVE DIRECTOR'S REPORT

Motion to approve the Executive Director Report as presented

- Solutions for board recruitment (process in place to engage members)
- Ed, Richard & Melissa – committee
- Team strengths are starting to show and complement each other
- 16 personalities workshops (best ways to work with each other)
- Gained more direction moving forward – as an organization
- Pedestrian counts: 4,300 people in the downtown area
- More transparency in our finances – amended budget
- Under budget by end of April
- How are we going to make the downtown succeed and who needs to be involved?
- Increase security in evening hours (city bylaw working with us)
- 2 dedicated outreach (7 days a week/ 8am-8pm) 24hour phone service
- Protocol training for front line staff to deal with deescalating confrontation
- Video info session with staff, police officers, outreach and business owners
- 'Cheat sheet' to be distributed by Marijo before brand launch
- Flower beds & baskets to be planted first week of June
- Banners to go up evening on May 25<sup>th</sup> with new brand
- 7 compactors for garbage – to arrive mid August
- Working with land acknowledgement with Grandmother Kathy

Moved by:      Seconded by:

**Generally, agree to approve as presented**

## 7. MONTHLY FINANCIALS

- Federal grants \$19,329 – Summer Students

- Pewter sales \$6,879
- Storage Containers
- Event Actuals 20,000 – Kingstonlicious (Debrief from TK?)
- Contracted Services – C'est L'hiever
- Event Accommodation – Queens for Buskers in 2019
- Artist Fees currently at 2%

## 8. REPORTS AND DISCUSSION ITEMS

### 8.1 DK! Project Tracking Tool

- Airtable to manage tasks, strategies and level of importance

### 8.2 Revised Budget

Motion to approve the Revised 2022 budget as presented

- Budget approved in November 1.4m for proposed expenses
- Corrected numbers to be more transparent and realistic
- Proposed amended budget – asking for more money
- 149,329 – 131k of this total is event sponsorships
- Open the floor to questions to be approved by the board

Moved by:      Seconded by:

**Generally, agreed to accept revised budget**

### 8.3 Proposed Closed Doors/Air Conditioning By-law

- 18 business (to date) said they would be affected
- By law enforced
- Business that do not have access to their air conditioning thermostat?

**Generally, agree to approve to motion against moving forward with by law.**

### 8.4 Davis Tannery Proposal

- Do we support it?
- Outside BIA boundaries – will still affect downtown businesses?

### 8.5 Recruitment Strategy – Board Election 2022

- Ed, Richard, Marijo, & Melissa on the committee with the help of Maria and Bev will come up with a strategy to recruit members.
- SELL IT to the members (start with SGM sign ups)

8.6 Audit 2021

Motion to approve the Audit 2021 as presented

Moved by:      Seconded by:

Generally, agree to approve as presented

8.7 Downtown Dollars Report

Motion to approve the Downtown Dollars plan for 2022 as presented

- Move downtown dollars into a gift card program
- Working on a system that will allow you to use it like a VISA
- Software to minimize administration – business will see instant money return
- Pull from reserves to get this program up and running
- Will it be reloadable?
- Can it be used in the pay & display for parking?

Moved by:      Seconded by:

Generally, agree to approve as presented

9. NEW BUSINESS

- Ontario Job Grant – most not applicable to small employer (group of businesses could come together as a consortium and split grant) for retail training and so on. Can the BIA organize that?
- Challenge you to bring new members to SGM

10. IN CAMERA

11. ADJOURNMENT

11.1. Adjournment of meeting

Motion to adjourn

Moved by:                      Seconded by:

ADDITIONAL

Notes:

Action Items:

Next Meeting Agenda Items: