

DOWNTOWN KINGSTON BIA

BOARD OF MANAGEMENT MEETING MINUTES

Wednesday, February 15, 2023 at 6:00 pm – Stationview Room, City Hall

INVITED MEMBERS: Christine Ray Bratt (Chair), Gord Dalton (Vice-Chair) Ed Smith (Past Chair), Melissa Eapen-Bell, Gennaro DiSanto (virtual), Cyndy Gibson, A.J. Keilty, Colin Morris, Yassmine Nassereddine, Stephanie Quick, Alexander Splinter, Tina Yan, Councillor Vincent Cinanni, Councillor Gregory Ridge

LIAISONS:

STAFF PRESENT: Marijo Cuerrier, Michèle Langlois, Angela Winkler, Jan MacDonald, Peter Gillespie

OTHERS PRESENT: Mayor Bryan Paterson

REGRETS: (Ex-Officio): Lanie Hurdle – City of Kingston, Krista Leclair – Kingston Accommodation Partners
Rob Tamblyn-Kingston Economic Development. Nick Waterfield (Treasurer), Steve Wallace, Nicole Kemp

BOARD PACKAGE INCLUSIONS

Board Meeting Minutes – January 18, 2023
Exec Minutes – February 6, 2023
Partner Report(s)
DRAFT Procedure – Bringing forward new business
ED Report
Draft Budget 2023

1. WELCOME, CALL TO ORDER

- 1.1 Confirmation of Start Time – 6:03pm
- 1.2 Roll Call & Confirmation of Quorum
- 1.3 Additions to the Agenda
- 1.4 Declaration of Pecuniary Interests
 - 1.4.1 Chair's Remarks
 - 1.4.2 Waawaateg

2. APPROVAL OF AGENDA

- 2.1 Motion to approve February 15, 2023 Agenda as presented

Moved by: Melissa Eapen-Bell

Seconded by: Colin Morris

CARRIED

3. DELEGATION: Mayor Bryan Paterson

- Always available for questions and discussion
- Expressed the importance of BIA and City of Kingston relationship.
- Mental Healthcare Issues – Top of mind and will advocate for downtown business and with downtown businesses (empathetic approach)
- Board of Management is the voice of downtown businesses and is welcomed and encouraged.
- Communicate with Ontario BIA's as we are all experiencing the same challenges.
- Priority: Housing in core of the city, investment opportunities (possible conference center), animating public spaces, downtown waterfront investments.
- Council Strategic Planning Sessions begin next month (Feb 28th deadline)
- Large scale projects: best time to introduce in March during Strat plan.
- Encourage BIA to put forth a list of priorities for the next 4 years.
- BIA challenges Mayor Bryan Paterson to ask locals about downtown.
- Mayor Bryan Patterson attending Police Board tomorrow to talk about Police presence downtown.

4. APPROVAL OF BOARD MEETING MINUTES

4.1 Motion to approve January 18, 2023 Board Meeting minutes as presented

Moved by: Councillor Vincent Cinanni Seconded by: Cyndy Gibson

CARRIED

5. EXECUTIVE COMMITTEE MINUTES

5.1 Executive Committee Minutes – February 8, 2023
Motion to approve all actions and decisions taken.

Moved by: Councillor Vincent Cinanni Seconded by: Gord Dalton

CARRIED

6. CONSENT REPORTS

6.1. Committee Reports and Recommendations:
1. Street Pedestrianization
2. Clean & Safe (pending)

Motion to accept the Consent Reports

Moved by: Melissa Eapen-Bell Seconded by: Ed Smith

CARRIED

7. PARTNER REPORTS

Motion to receive the Partner Reports

Moved By: Colin Morris Seconded by: Gord Dalton

CARRIED

8. ED REPORT

Motion to approve the ED Report

Moved by: Colin Morris Seconded by: Tina Yan

CARRIED

- 3 board orientation sessions completed – 1 left.
- Events/Marketing Staff working on Production Calendar
- Summer Student Grant/Ontario Grant applications have been submitted.
- Pedestrian Counter comparison 2022/23
- Amended Budget (Printout provided)
- Lost Murney the horse – means we lost police presence downtown.
- Marijo reached out to police volunteer services about additional downtown presence.
- Taking down some holiday décor weekend of Feb 20, remainder March 6 week
- Pilot Project on Sydenham St in 2023

9. NEW BOARD ORIENTATION

9.1 Orientation Topic: Finances: Levy vs. Budget

- **Levy:** Amount of money raised from downtown members (based on property assessment)
- **Budget:** Amount of money received (including grants, sponsorships, fundraising, contributions, and merchandise)

9.2 Procedure for introducing “new business” to the Board

- Can bring it up to Marijo or Christine before the Board Meeting – for feedback, additional background or research
- Also, acceptable to bring up in “Additions to the Agenda” or “Other Business”

10. Q4 REPORT – PRESENTATION

- Downtown dollars: Looking into a card for program. Budget for discounts has yet to be determined for 2023
- **ACTION ITEM:** Send department reports digitally after presentation to Board.

11. 2023 DRAFT BUDGET

Motion to approve the 2023 Draft Budget

- 2022 Budget to Actuals for the year will be presented next month.
- How to explain the uncollected levy: no longer a vacancy tax rebate so this will change in the future.
- How much in property taxes does the city collect?

Moved by: Colin Morris

Seconded by: Melissa Eapen-Bell

CARRIED

12. IN CAMERA?

13. OTHER BUSINESS?

- Safety and Security of our downtown
- **ACTION ITEM:** Compile questions for delegation w/ Chief Fraser in March
- Empire Life building going up for sale. Reduced in-person employment
- New Business Office run by the City of Kingston. Can help you navigate the city departments - mnardi@cityofkingston.ca
- **ACTION ITEM:** Priority Letter to the Mayor for Strategic Planning (Due Feb 28)

14. ADJOURNMENT

14.1 Adjournment of meeting

Motion to adjourn

Moved by: Cyndy Gibson

Seconded by: Melissa Eapen-Bell

CARRIED

ACTION ITEMS:

ACTION ITEM: Send department reports digitally after presentation to Board.

ACTION ITEM: Compile questions for delegation w/ Chief Fraser in March

ACTION ITEM: Priority Letter to the Mayor for Strategic Planning (Due Feb 28)