

## DOWNTOWN KINGSTON BIA

# BOARD OF MANAGEMENT MEETING MINUTES

Wednesday, January 18, 2023 at 6:00 pm

**INVITED MEMBERS:** Ed Smith (Chair), Nick Waterfield, Melissa Eapen-Bell, Christine Ray Bratt (virtual), Gord Dalton, Gennaro DiSanto, Cyndy Gibson, Nicole Kemp, Colin Morris, Yasmine Nassereddine, Stephanie Quick, Alexander Splinter (virtual), Steve Wallace, Tina Yan, Councillor Vincent Cinanni, Councillor Gregory Ridge, Councillor Gary Oosterhof

**LIAISONS:** (Ex-Officio): Rob Tamblin-Kingston Economic Development, Lanie Hurdle – City of Kingston, Krista Leclair – Kingston Accommodation Partners (virtual)

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

**OTHERS PRESENT:** Jay Abramsky

**REGRETS:** A.J. Keilty

### EXECUTIVE PACKAGE INCLUSIONS

Board Meeting Minutes – December 14, 2022  
Exec Minutes – January 10, 2023  
Board Orientation Procedure – 2023  
Draft Board Meeting “Governance Calendar”  
Board member Code of Conduct

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## 1. WELCOME, CALL TO ORDER

1.1 Confirmation of Start Time 6:04pm

1.2 Roll Call & Confirmation of Quorum

1.3 Additions to the Agenda

1.3.1 Board of Management Meeting Snacks & Beverages Form

1.3.2 Consent to Act as Director

1.3.3 Code of Conduct

1.4 Declaration of Pecuniary Interests

1.4.1 Chair’s Remarks

## 2. APPROVAL OF AGENDA

2.1 Motion to approve January 18, 2023 Agenda as presented

Moved by: Melissa Eapen-Bell

Seconded by: Colin Morris

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CARRIED

### 3. APPROVAL OF BOARD MEETING MINUTES

3.1 Motion to approve December 14, 2022 Board Meeting minutes as presented

Moved by: Gord Dalton    Seconded by: Stephanie Quick

CARRIED

### 4. COMMITTEE REPORTS/RECOMMENDATIONS

4.1 Executive Committee Minutes – January 10, 2022  
Motion to approve all actions and decisions taken

To highlight:

- Term of Chair (2 Years)
- HR Committee **makeup**
- Elections to take place at end of meeting
- Executive has not decision-making power (Board must approve)

Moved by: Nick Waterfield    Seconded by: Colin Morris

CARRIED

### 5. INTRODUCTIONS – Liaisons/Ex Officio members – Rob, Krista, Lanie

### 6. NEW BOARD ORIENTATION

- 6.1. Procedure
- 6.2. Calendar
- 6.3. Binder
- 6.4. Code of Conduct/Confidentiality
- 6.5. Strategic Planning – what is it?, recent history, 2023-2026 strategy
- 6.6. Chair's comments

### 7. PEDESTRIAN ONLY STREETS - next steps:

- 7.1. Letter to CAO and Commissioner Brad Joyce
- 7.2. circulation for comment
- 7.3. Board approval (via email)
- 7.4. next meeting(s)

Motion to approve Draft Letter to CAO and Commissioner Brad Joyce regarding pedestrian-only streets.

- Not unusual to close streets for events
- Space to be utilized for public amenities
- City is not eager to close streets without consulting with stakeholders

Moved by: Steve Wallace

Seconded by: Colin Morris

**CARRIED**

## 8. CHAIR AND EXECUTIVE POSITIONS

Motion to approve 7 people for Executive. An election was held (secret ballot) for each of the Chair and Vice-Chair positions. Results are as follows:

Chair: Christine Ray-Bratt  
Vice Chair: Gord Dalton

Other Members of Exec:  
Nick Waterfield, Steve Wallace, Ed Smith, Melissa Eapen-Bell & Stephanie Quick

Moved by: Nicole Kemp    Seconded by: Gennaro DiSanto

**CARRIED**

## 9. IN CAMERA?

## 10. OTHER BUSINESS?

10.1. Thanking Ed for his service over the years as Chair

10.2. Jay welcomes Sydenham St events and is willing to help in any way he can.

10.3. Kingstonlicious has begun (reach out to Tourism Kingston for involvement)

10.4. "Waawaateg" - March Installation – more information forthcoming

## 11. MEETING ADJOURNMENT