

## DOWNTOWN KINGSTON BIA

# BOARD OF MANAGEMENT MEETING MINUTES

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

**INVITED MEMBERS:** Christine Ray Bratt (Chair), Gord Dalton (Vice-Chair) Ed Smith (Past Chair), Nick Waterfield (Treasurer), Melissa Eapen-Bell, Gennaro DiSanto, Nicole Kemp, Colin Morris (Virtual), Yasmine Nassereddine, Alexander Splinter, Tina Yan, Councillor Vincent Cinanni, Councillor Gregory Ridge

**LIAISONS:** (Ex-Officio): Rob Tamblyn-Kingston Economic Development, Lanie Hurdle – City of Kingston,

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

**OTHERS PRESENT:** Chief Fraser, Officer Matt Funel, Janette MacDonald

**REGRETS:** A.J. Keilty, Stephanie Quick, Cyndy Gibson, Steve Wallace, Krista Leclair – Kingston Accommodation Partners

### BOARD PACKAGE INCLUSIONS

Board Meeting Minutes – February 15, 2023  
Exec Minutes – March 7, 2023  
ED Report (Pending)  
Partner Reports  
Downtown Development and Intensification Committee Meeting Minutes  
Eco Counter Proposal  
Strategic Planning Proposal  
Downtown Gift Card Proposal  
Financial Proposal  
City Patio Program Review (Pending)  
DK Submission to City Council (Pending)

---

## 1. WELCOME, CALL TO ORDER

- 1.1 Confirmation of Start Time - 6:00pm
- 1.2 Roll Call & Confirmation of Quorum - Confirmed
- 1.3 Additions to the Agenda
  - 1.3.1 Land Acknowledgement
  - 1.3.2 Financial Review
- 1.4 Declaration of Pecuniary Interests
  - 1.4.1.1 Chair's Remarks

## 2. APPROVAL OF AGENDA

2.1 Motion to approve March 15, 2023, Agenda as presented.

Moved by: Councilor Vincent Cinanni

Seconded by: Ed Smith

**CARRIED**

## 3. DELEGATION

- Chief Fraser - Kingston Police (35mins)
  - Pulled up incidences from January 1<sup>st</sup> to present in the DBIA – 700 total.
  - Need to act within the laws (bylaw and criminal code)
  - Shop owners need to prosecute shoplifters and crime for police officers to be able to act accordingly.
  - Need to attack the root cause – substance abuse and mental health.
  - Clergy and Princess & Artillery Park are the highest crime spots.
  - We would like to work on a solution instead of displacing the problem.
  - Getting to know each member on the street to understand their patterns.
  - Struggling with resources – needing more police officers.
  - Recruits from Ontario Police College – Graduating shortly – training with Anthony in the downtown core.
  - Traffic Enforcement downtown just to have a police presence.
  - Training more officers on bike patrol
  - Active Duty – 194 officers (on average approximately 184 deployable).
  - Recruiting crisis in Ontario
  - 70-100 in encampments previously – has decreased significantly.
  - Approximately 15% of the Police budget goes to resources, 85% goes to salary and benefits.
  - Goal is to bring people with mental health and addictions into the system and from there, get them the help that they require.
  - In the works: Police volunteers to also walk around downtown and interact with businesses.
  - Collaboration is what moves this forward – Need to come together at the table and work together for a mental health and addiction solution.
  - Time, patience, and accountability will help us work towards an end goal.

- Janette MacDonald - Miconex Gift Cards (5min)
  - Closed loop private label VISA gift card.
  - Automated platform that can be used on existing system.
  - Real-time redemptions – BIA can monitor for data
  - Risk-free – funds are managed.
  - Looks and behaves like a VISA card
  - Can be used online and in store
  - Transparent about costs
  - Purchase card online – card will be loaded before sending.
  - Will only send cards not validated if you order a large amount – will be validated upon arrival.
  - Also be able to get a machine in office to activate each card
  - Working on a reloadable card program.
  - Members will have to sign up online through the BIA so that the card can be recognized at that shop.
  - \$1.25 load fee for the purchaser

#### 4. APPROVAL OF BOARD MEETING MINUTES

- 4.1 Motion to approve February 15, 2023, Board Meeting minutes as presented.

Moved by: Gord Dalton                      Seconded by: Melissa Eapen-Bell

**CARRIED**

#### 5. CONSENT ITEMS/REPORTS

- 5.1. ED Report

Motion to approve the Consent items.

Moved by: Ed Smith                      Seconded by: Nick Waterfield

**CARRIED**

#### 6. PARTNER REPORTS

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

- Upcoming events that may be of interest to the BIA Board of Management  
[www.investkingston.ca/events/](http://www.investkingston.ca/events/)

Moved by: Gord Dalton                      Seconded by: Ed Smith

**CARRIED**

## 7. UPDATES/DISCUSSIONS

### 7.2. City Patio Program Review

- Municipality is thinking about test piloting patios that will be built for members.
- Program will not be launched until April

### 7.3. DK Submission to City Council re: Council's Strategic Planning sessions

- Hired a contractor who built the foundation for this strategic plan and was discussed between Marijo, Michele and Committee members.
- Marijo has an appointment with the City at 2:00pm, Friday March 17<sup>th</sup>
- Discussed if 24/7 coverage was a reasonable ask. Agreed to stick with the time slot listed in section 2.4
- Initiatives – Community standards bylaw and streets bylaw in the works to address some concerns (not to address people, but activities)
- **ACTION ITEM:** Write with a balanced approach of enforcement and services.
- **ACTION ITEM:** Sections 2 & 4 – be more specific and talk about what we need and not what we would like such as back-end resources.
- Addictions and Mental health initiative – limited – City looking for a way to partner with them for more presence on the street
- Need support of the province
- **ACTION ITEMS:** Update One-Call with the Mental Health and Addictions Crisis line.
- POINT 4 – Confederation Basin (Walkway to the water) invest in this opportunity to make it more of an event space – increase public awareness. Project, Design and Plan have been approved. The entrance will be wider, using existing stones to build this structure due to cost.
- Bylaw Suggestion: Downtown sweep to get people into shelters. Sleeping in the streets is not permitted.

Motion to approve Council's Strategic Planning document once the above changes are made.

Moved by: Ed Smith

Seconded by: Nick Waterfield

**CARRIED**

### 7.4. Eco Counter Proposal

- One has been purchased – a valuable tool to track pedestrian count.
- Recommended to purchase 3 more.
- 2 more fixed locations and one to travel multiple locations.

### 7.5. Downtown Gift Card Proposal

- Concerns: Downtown Dollars did not have a transaction fee – merchant will now have to pay a standard VISA transaction fee.
- Can be purchased online or at the Downtown Kingston BIA location
- Will still budget for discounts.

7.6. Bookkeeping/Financial Proposal

- Do not have access to the City's system.
- Constant turnover of financial advisors
- BIA to hire their own Bookkeeper to better manage Finances.

7.7. 168 Wellington St. Mural

- Working on a process to add a Mural to this location.
- **ACTION ITEMS:** Find funding through grants and sponsorships.
- **ACTION ITEMS:** Budget numbers for the upkeep of the mural?

8. COMMITTEE REPORTS AND RECOMMENDATIONS:

8.1. Downtown Development & Intensification

Motion to accept Committee Reports

Moved by: Melissa Eapen-Bell

Seconded by: Gennaro DiSanto

**CARRIED**

9. EXECUTIVE COMMITTEE MINUTES

9.1. Executive Committee Minutes – March 7, 2023.

Motion to approve all actions and decisions taken

Moved by: Nick Waterfield

Seconded by: Gord Dalton

**CARRIED**

9.2. Motion to approve the purchase of 3 additional Eco Counters at an approximate cost of \$14k-\$17k

Moved by: Melissa Eapen-Bell

Seconded by: Gennaro DiSanto

**CARRIED**

9.3. Motion to approve the Miconex Gift Card proposal to be used in place of Downtown Dollars

Moved by: Gord Dalton

Seconded by: Alexander Splinter

**CARRIED**

9.4. Motion to approve Downtown Kingston BIA going forward with a bookkeeper and removing themselves from the City of Kingston's Financial system.

Moved by: Nick Waterfield

Seconded by: Ed Smith

**CARRIED**

## 10. IN-CAMERA?

## 11. OTHER BUSINESS?

11.1. Motion to add and recite Land Acknowledgement at the beginning of every Board and Committee Meeting.

Moved by: Ed Smith

Seconded by: Councillor Gregory Ridge

**CARRIED**

### 11.2. Finances

- Capital Purchases for 2022 need to be factored in
- ~\$14k of Pewter revenue not yet reflected
- ~35k in grant funding was budgeted in 2023 – but will be allocated to 2022 as the activities took place in 2022
- **ACTION ITEMS:** Report 4<sup>th</sup> quarter finances between March and July
- Auditors scheduled for May – will have a better understanding on Finances.

## 12. ADJOURNMENT

12.1. Adjournment of meeting – 7:44pm

Motion to adjourn.

Moved by: Tina Yan

Seconded by: Councilor Vincent Cinanni

**CARRIED**

### ACTION ITEMS:

Council's Strategic Planning sessions

- **ACTION ITEM:** Write with a balanced approach of enforcement and services.
- **ACTION ITEM:** Sections 2 & 4 – be more specific and talk about what we need
- **ACTION ITEMS:** Update One-Call with the Mental Health and Addictions Crisis line.

168 Wellington St. Mural

- **ACTION ITEMS:** Find funding through grants and sponsorships.
- **ACTION ITEMS:** Budget numbers for the upkeep of the mural?

Finances

- **ACTION ITEMS:** Report 4<sup>th</sup> quarter finances between March and July