

DOWNTOWN KINGSTON BIA

BOARD OF MANAGEMENT MINUTES - APPROVED

Wednesday, May 17, 2023, at 6:00 pm – Station View Room, City Hall

INVITED MEMBERS: Christine Ray Bratt (Chair), Gord Dalton (Vice-Chair) Ed Smith (Past Chair), Nick Waterfield (Treasurer), Melissa Eapen-Bell, Cyndy Gibson, A.J. Keilty, Nicole Kemp, Colin Morris, Yasmine Nassereddine, Steve Wallace, Tina Yan, Councillor Vincent Cinanni, Councillor Gregory Ridge,

LIAISONS: Rob Tamblyn-Kingston Economic Development, Lanie Hurdle – City of Kingston, Megan Knott – Tourism Kingston

STAFF PRESENT: Marijo Cuerrier, Michèle Langlois, Jan MacDonald

OTHERS PRESENT: Kaitlyn Comps representing Lori Huber, KPMG, Alan McLeod, City Solicitor’s Office

REGRETS: Stephanie Quick, Alexander Splinter, Councillor Gary Oosterhof, Gennaro DiSanto

BOARD PACKAGE INCLUSIONS

Board Meeting Minutes – April 26, 2023

Exec Minutes – May 9, 2023

ED Report

Partner Reports

2022 Draft Audit

“In Camera” document

Report to City Council - The Canada-Ontario Community Housing Initiative (COCHI), Ontario Priorities Housing Initiative (OPHI) and Homelessness Prevention Program (HPP) - Planned Allocations

1. WELCOME, CALL TO ORDER

1.1 Confirmation of Start Time: **6:05pm**

1.2 Roll Call & Confirmation of Quorum

1.3 Additions to the Agenda - none

1.4 Declaration of Pecuniary Interests - none

1.4.1. Chair’s Remarks – Land acknowledgement was read by the Chair who then welcomed our partners. Chamber awards take place tomorrow evening with many downtown businesses nominated. She noted that Kaitlyn Comps will be representing KPMG in delegation this evening.

2. APPROVAL OF AGENDA

2.1 Motion to approve May 17, 2023 Agenda as presented.

Moved by: Gord Dalton

Seconded by: Cyndy Gibson

CARRIED

3. DELEGATIONS

- Kaitlyn Comps representing Lori Huber, KPMG – 2022 Draft Audit
Kaitlyn began by thanking the management team at DK for their help and reported a clean audit. A deficit of \$55,000 was reported due to the funding of the reimbursement of Downtown Dollars.
- Alan McLeod, City Solicitor’s Office re: “In Camera” meetings & speaking with one voice.
- Solicitor McLeod reviewed the “In Camera” policy as set out in the by-law revisions by City Council. Points to note:
 - Information from a closed session may not be released
 - Only certain matters can be discussed eg personnel, labour, litigation, trade secrets etc
 - The function is for clarification and conclusion as opposed to deliberation.
 - Solicitor McLeod noted that he is always available for any further information.

4. APPROVAL OF BOARD MEETING MINUTES

4.1 Motion to approve April 26, 2023, Board Meeting minutes as presented.

Moved by: Steve Wallace

Seconded by: Councillor Gregory Ridge

CARRIED

5. EXECUTIVE COMMITTEE MINUTES

5.1. Executive Committee Minutes – May 9, 2023.

Motion to approve all actions and decisions taken.

Moved by: Nick Waterfield

Seconded by: Melissa Eapen-Bell

CARRIED

6. PARTNER REPORTS

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

- Rob noted that a link to their Annual Report is in the EcDev report.
- Megan pointed out some highlights from her report:
 - TK is advocating for the return of the early morning and later evening VIA trains to and from Toronto
 - They were successful with their application for summer student grants – many bilingual
 - RT09 is looking for new board members
 - Return to promotion in the US market
 - Economic impact of Kingstonlicious was measured at \$700K
 - Planning for the solar eclipse in April 2024 is underway (20K visitors expected)

Moved by: Ed Smith

Seconded by: Colin Morris

CARRIED

7. EXECUTIVE DIRECTOR'S REPORT

7.1. Report will be reviewed at the Board meeting.
Motion to approve the Executive Director's report

- Marijo highlighted the following from her extensive report this month:
 - Noted that presentation to Council re Conference Centre went well
 - **ACTION ITEM:** Working on a piece for members regarding the upcoming Big Dig on Brock and Clarence Street
 - Excited that \$250,000 has been allocated to a collaborative effort between the BIA and Mental Health and Addictions. Lanie commented that City staff are working on a model for the program over the next few weeks
 - Onboarding of board members continues
 - 4 summer students have been hired and have started work
 - New pedestrian counters will be in place
 - **ACTION ITEM:** Gift card program to replace Downtown Dollars will be implemented over the next few months.
 - **ACTION ITEM:** Working group with the City re patios will meet in July
 - City power washing begins on Monday

- Downtown activation plan will see parkettes done this year not Springer Market Square improvements
- Working with Tourism Kingston on distributing Pride Hearts to downtown businesses – aim is to have 1 available per business
- **ACTION ITEM:** Pride banners will be installed on light standards on one side of Princess St
- Mini-putt opens on Friday – working on better road closure signage
- 168 Wellington St – 3 artists chosen will be paid honorariums to produce concept drawings
- Job board is almost complete

Moved by: Cyndy Gibson

Seconded by: Councillor Gregory Ridge

CARRIED

8. UPDATES/DISCUSSIONS:

8.1 Draft Audit

Motion to approve the 2022 Audit

Moved by: Councillor Vincent Cinanni

Seconded by: Melissa Eapen-Bell

CARRIED

8.2 Poker Run Sponsorship Proposal Discussion re the presentation of a proposal for a \$25,000 cash sponsorship of this year's Poker Run.

Motion: Downtown Kingston to support the event with assistance in road closures, application for use of the movie screen, booking of music in Confederation Park and act as good hosts with staff working out the details and logistics of the in-kind sponsorship.

Moved by: Ed Smith

Seconded by: Colin Morris

CARRIED

9. OTHER BUSINESS?

10. ADJOURNMENT

Adjournment of meeting at **7:26pm**

Motion to adjourn.

Moved by: Cyndy Gibson

Seconded by: AJ Keilty

CARRIED

ACTION ITEMS:

- **ACTION ITEM:** Working on a piece for members regarding the upcoming Big Dig on Brock and Clarence Street
- **ACTION ITEM:** Gift card program to replace Downtown Dollars will be implemented over the next few months.
- **ACTION ITEM:** Working group with the City re patios will meet in July
- **ACTION ITEM:** Pride banners will be installed on light standards on one side of Princess St