

DOWNTOWN KINGSTON BIA

BOARD OF MANAGEMENT MEETING MINUTES

Wednesday, April 26, 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 – Remote (Treasurer), Melissa Eapen-Bell, Colin Morris, Gennaro DiSanto, Cyndy Gibson, Yasmine Nassereddine, Alexander Splinter - Remote, Steve Wallace, Tina Yan, Councillor Vincent Cinanni, Councillor Gregory Ridge,

LIAISONS: (Ex-Officio): Lanie Hurdle – City of Kingston, Krista LeClair – Kingston Accommodation Partners

STAFF PRESENT: Marijo Cuerrier, Michèle Langlois, Angela Winkler, Sandi Griffiths, Peter Gillespie

OTHERS PRESENT: Karen Santucci – City of Kingston, Megan Knott, Ted Robinson – Tourism Kingston

REGRETS: A.J. Keilty, Nicole Kemp, Stephanie Quick, Rob Tamblyn-Kingston Economic Development, Councillor Gary Oosterhof

BOARD PACKAGE INCLUSIONS

- Board Meeting Minutes – March 15, 2023
- Exec Minutes – April 11, 2023
- ED Report (Pending)
- Partner Reports
- Kingston Police – Strategic Plan
- Conference Centre – Hotel Capacity
- Meeting notes: Community Spaces – April 14
- Clean & Safe – April 20

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
- 1.4 Declaration of Pecuniary Interests
 - 1.4.1.1 Chair's Remarks
 - Land Acknowledgement
 - Strategic Planning - Many thanks to those who participated
 - Diversity Dinner Invitation - May 27, 2023 – all Board members & staff are invited
 - Board Attendance (if more than 3 meetings in a row are missed – a

conversation needs to take place about commitment) - Board policy found here:

An excerpt from Policy Manual:

- Directors are required to attend and actively participate in monthly Board and committee meetings.
- Directors are to inform the BIA office in advance of meetings if they are unable to attend, as well as when they are unable to perform their tasks due to travelling out of town on business, vacation, or illness.
- The Chair will decide if meetings will be cancelled due to lack of quorum.
- The Chair is responsible for monitoring attendance records and disciplinary action regarding Board members.

Disciplinary Action

- Disciplinary action may commence upon breach of the Conflict of Interest, confidentiality, privacy, and attendance policies.
- Missing three (3) consecutive Board meetings will commence disciplinary action. Should attendance and/behaviour continue, further action up to and including a recommendation for dismissal from the Board may be implemented.
- Officers shall be subject to removal from the Executive at any time by resolution and simple majority of the Board.

2. APPROVAL OF AGENDA

2.1 Motion to approve April 26, 2023 Agenda as presented.

Moved by: Gord Dalton

Seconded by: Melissa Eapen-Bell

CARRIED

3. DELEGATIONS

3.1. Ted Robinson, Tourism Kingston – re: proposed Conference Centre

- Conference Centre to hold up to 1000 people
- Average spend of \$935 per participant, per event
- We're missing out on big business and expanding our tourism industry.
- Will fill out the shoulder seasons with indoor events within the conference centre
- Part of building a sustainable night economy
- Ties in with local priorities
- City of Kingston, Tourism Kingston and Kingston Accommodation Partners have all currently accepted this into their strategic planning.

- Next Tuesday – delegation to City Council (reach out to Ted if you would like to support)
- Will contribute to employment and sustainability
- We need a central place to gather and create
- If approved at Council next week, RFI will tell if any developers are interested.
- Recommendation to city council will be to engage market interest.
- Is parking going to be part of building? Minimum of 169 parking spots
- Post secondary institutions – forming a partnership for a student learning center for St. Lawrence College students
- Airport will not make or break the conference center
- Local concerns: parking, height of building, possible hotel accommodation & money to be spent elsewhere.

3.2. Karen Santucci – Director of Public Works & Solid Waste, City of Kingston

- Spring is the busiest time of the year and may take time for a response
- Meeting the standards, assisting other groups, reframing the team and priorities, more use of technology, recycling is changing (will be contracted out).
- Big Belly Compactors & garbage audits to see where they should be located
- Cleanliness – Pressure washers hired (11:30PM – 7:00AM) in-house and will run at night & street sweepers will follow after and start in the DBIA.
- Redo mulch and introduce colors in the flower beds.
- Expanded greenhouse operations by 30% - focus is downtown and upper Princess st.
- Downtown area - focus on sidewalk maintenance in Spring 2023
- Pothole Maintenance – Spring 2023 to be filled with hot mix
- Damage in Confederation Park – repair
- Use “Contactus@cityofkingston.ca” on city page – service order goes to Public Works or 613-546-0000 to leave a message.
- Prepared for days that are known for heavy traffic (eg. Moving day)
 - Additional staff
 - Additional garbage bins

4. APPROVAL OF BOARD MEETING MINUTES

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

Moved by: Colin Morris

Seconded by: Melissa Eapen-Bell

CARRIED

5. EXECUTIVE DIRECTOR'S REPORT

5.1 Motion to approve the Executive Director's report

- Note: 12 weeks to roll out the Downtown gift cards (aiming for June)

Moved by: Cyndy Gibson

Seconded by: Steve Wallace

CARRIED

6. PARTNER REPORTS

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

- Bringing in and hosting sporting events
- High-frequency train meeting
- Happy tourism week!

Moved by: Vincent Cinanni

Seconded by: Ed Smith

CARRIED

7. EXECUTIVE COMMITTEE MINUTES

7.1. Executive Committee Minutes – April 11, 2023.

Motion to approve all actions and decisions taken.

Moved by: Gord Dalton

Seconded by: Ed Smith

CARRIED

8. SUMMER 2023 PRESENTATION – Marketing & Events

Highlights:

- Art after Dark – walking tour of galleries & studio spaces – May 26
- NEW! Added a 3rd Princess St Promenade – June 10, Aug 5 & Sept 23

- Movies in the Square – June 15 to late August
- NEW! Salsa in the square – Tuesday nights (July 4th to August 29th)
- Yoga in the Park (Sunday mornings – Confederation Park)
- Back! Chef Demo’s (Saturday Mornings – July 15th to August 26th)
- Music in the Park, Big Band Fridays, Downtown Country and Sounds on Sydenham, Silly Sounds on Sydenham
- Buskers Rendezvous + Additional Programming – July 6th to 9th (All new acts)
- Blues Festival – August 24th to 27th

9. COMMITTEE REPORTS AND RECOMMENDATIONS:

9.1 Community Spaces – meeting notes – April 14, 2023

9.2 Clean & Safe meeting notes – April 20, 2023

Motion to accept Committee Reports

Moved by: Ed Smith

Seconded by: Gord Dalton

CARRIED

10. UPDATES/DISCUSSIONS:

10.1 Proposed Conference Centre

- If members are in support, please write a letter or call.

10.2 Sydenham Street plan – Summer 2023

- 18-hole mini putt
- Semi-permanent playground
- Stage set-up & Bistro tables
- Chalk Walk

10.3 Tourism Kingston/City/SnV project

Motion to contribute \$5,000 to SnV consulting bill as requested by Tourism Kingston.

Moved by: Ed Smith Seconded by: Cyndy Gibson

- Benefit for us to contribute.

CARRIED

10.4 DK Committees/AWG’s

- Discussion deferred to May

10.5 Downtown Kingston Online Job Board

- Attracting attention – will push out to people looking for jobs
- Programmer to build within our site – long term

10.6 Update: street involved/Kingston Police Strategic Plan

- *See notes from the Clean and Safe Committee meeting
- More police presence downtown
- L. Hurdle: DRAFT Community standards bylaw will be circulated for comment within the next month.
- Security in the downtown core – estimated cost \$18k a month if we were to hire out.
- **ACTION ITEM:** MJ to ask about Volunteer Police downtown.
- Looking into 'Welcoming Streets' program

11. IN-CAMERA?

12. OTHER BUSINESS?

13. ADJOURNMENT

Adjournment of meeting

Motion to adjourn at **8:08pm**

Moved by: Cyndy Gibson Seconded by: Steve Wallace

CARRIED

ACTION ITEMS:

- **ACTION ITEM:** Contribute \$5,000 to SnV consulting bill as requested by Tourism Kingston.
- **ACTION ITEM:** MJ to ask about Volunteer Police downtown.