

## DOWNTOWN KINGSTON BIA

# BOARD OF MANAGEMENT MEETING AGENDA

Wednesday, September 20<sup>th</sup>, 2023, at 6:00 pm – Councilor’s Lounge City Hall

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

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

**STAFF PRESENT:** Marijo Cuerrier, Katie Woodcock, Peter Gillespie, Jan MacDonald

### **OTHERS PRESENT:**

**REGRETS:** Michèle Langlois, Christine Ray Bratt (Chair), Nicole Kemp, Councillor Gary Oosterhof, Rob Tamblyn, Megan Knott, Councillor Gregory Ridge

### BOARD PACKAGE INCLUSIONS

Board Meeting Minutes – August 16, 2023  
Exec Minutes – September 12, 2023  
Partner Reports (none were supplied)  
ED Report  
AGM Draft Agenda  
Solar Eclipse Concept  
Committee Final Sign-up for Board Members  
Collective Support Community Standards Bylaw  
Welcoming Streets Data  
Digital Media & Campaign Report

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## 1. WELCOME, CALL TO ORDER

1.1 Confirmation of Start Time - 6:05 PM

1.2 Land Acknowledgement read by the Chair:

Respectfully acknowledging that downtown Kingston resides on land which is the traditional territory of the Huron Wendat, Anishinaabe and Haudenosaunee, we work towards deeper understanding by engaging in relationship and teaching.

1.3 Roll Call & Confirmation of Quorum

1.4 Chair Remarks

1.5 Additions to the Agenda

1.6 Declaration of Pecuniary Interests - None

## 2. APPROVAL OF AGENDA

2.1 Motion to approve September 20, 2023, Agenda as presented.

Moved by: Ed Smith

Seconded by: Councillor Vincent Cinanni

**CARRIED**

## 3. DELEGATIONS – LANIE HURDLE: FUTURE INTENSIFICATION PROJECTS FOR DOWNTOWN

## 4. APPROVAL OF BOARD MEETING MINUTES

4.1 Motion to approve August 16, 2023, Board Meeting minutes as presented.

Moved by: Steve Wallace

Seconded by: Melissa Eapen-Bell

**CARRIED**

## 5. EXECUTIVE COMMITTEE MINUTES

5.1 Executive Committee Minutes – September 12, 2023.

Motion to approve all actions and decisions taken.

Moved by: Ed Smith

Seconded by: Alex Splinter

**CARRIED**

## 6. PARTNER REPORTS

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

Moved by:

Seconded by:

*\*Reports were not provided for the meeting.*

## 7. EXECUTIVE DIRECTOR'S REPORT

### 7.1 Motion to receive the Executive Director's Report

Moved by: Nick Waterfield

Seconded by: Ed Smith

**CARRIED**

Marijo highlighted the following items:

- We are currently recruiting for a new Marketing Manager. Please send any referrals to Pete Gillespie if you know anyone who may be a good fit.
- Announcement of the extended deadlines for the Canada Emergency Business Account (CEBA) loan repayment.
- Reminder for our new “Hot Button Topics” webpage – please let your employees know.
- Ontario and Market Street Closures - Marijo is meeting with the Community Spaces Committee on September 29 to review the EA study.
- Street Patio Standards Application Guidelines - we have been encouraged to go ahead with discovering what the challenges are with the patio written guidelines.
- Strategic Plan Draft - Please take time to review the changes and amendments highlighted in yellow.
- Limestone City Blues Festival will be placed on hiatus for 2024 to develop a new music festival for 2025.
- Welcoming Streets - Jason is working on meeting with each member. Give him a call if you wish to arrange a meeting with him.

## 8. UPDATES/DISCUSSIONS:

### 8.1 Strategic Plan Additions

8.1.1 The changes and amendments are highlighted in yellow.

### 8.2 AGM Discussion + Draft Agenda

8.2.1 Welcoming Streets has been added.

8.2.2 Cyndy proposed a small survey for members to complete as they are checking in.

### 8.3 Updates on hot topics

### 8.4 Solar Eclipse Concept

8.4.1 Deciding if it should be a ticketed or free event, potentially \$25 tickets.

8.4.2 Would like membership feedback.

### 8.5 The Future of Blues

8.5.1 Attendance has steadily decreased over the last few years (not just since the Pandemic), and the Events Team and Executive members have recommended putting it on hiatus for 2024 to better develop 2025.

8.6 Committee Final Sign-up for Board Members

8.6.1 Marijo is asking members to volunteer for the Finance and Advocacy Committees, especially for Finance.

8.6.2 Suggestion to have the non-elected members join these committees. Is there potential to have non-members sit on these committees?

9. OTHER BUSINESS?

9.1 Kingston Frameworks is moving to a location outside of the BIA in February, which will open a position for a new Board Member (Collin Morris will no longer be a member).

10. ADJOURNMENT

Adjournment of meeting

Motion to adjourn – 8:11 PM

Moved by: Ed Smith

Seconded by: Nick Waterfield

**CARRIED**