

Executive Directors Report

Board of Management Meeting: Wednesday, August 21, 2024

Submitted by Marijo Cuerrier, Executive Director

1. Current significant issues

This is the section for issues, internal or external, with long-term consequences for the organization.

a. Internal

Financials:

- After reviewing financials for the first time with our finance committee, the reporting protocol will now look like this:

Monthly

1. 3 weeks prior to scheduled board meeting
 - a. Draft reports from EGO shared with senior management team via email
 - b. ED and senior management review together in monthly budget meeting
2. 2 weeks prior to scheduled board meeting
 - a. EGO and ED meet to review report and communicate any changes
 - b. If there are changes, new reports are delivered to ED
3. Draft reports shared the Friday before Exec/Finance Committee
 - a. Draft reports reviewed at the Finance Committee (if changes are needed, those will be reflected in the board reports)

Quarterly (2 months after quarter completion. ie. First quarter is reviewed in May)

- b. EGO Bookkeeping to review the Balance Sheet and summary of Budget vs. Actual with the board of directors for approval.

We are switching banking providers from BMO to RBC. The transition is in progress.

Human Resources:

- We now have an RRSP savings program available for all employees. This is at no cost to the BIA but allows staff to put before tax funds from their paycheque into RRSP savings.

- I was able to take some time off at the end of July, which was wonderful! This is a signal that we have an incredible team in place at the office.

b. External

i. La Salle Causeway:

1. Target date for the bridge to be completed is set for the third week of September.

Downtown Kingston Media:

Visit our Media Page here: <https://downtownkingston.ca/pages/media-dashboard>

2. General Matters for Board acknowledgement

Any matter which the ED wants to bring to the Board's attention for information and is unlikely to require discussion. A place for news about staff, new funding received, etc.

i. Urban Racks:

1. Just a bit more work to get all bike racks fully functional. We are aiming to launch the first week of September along with the launch of an active transportation campaign.

I attended the following partner, committee, advisory and planning meetings since we last met:

b. Recurring Meetings:

- i. Biweekly Boots on the Ground
- ii. CAO Hurdle Monthly Meeting
- iii. Mayor Paterson bimonthly Meeting
- iv. Curtains Up – new monthly meeting with Public Works, Rec and Leisure and Arts & Culture at the City
- v. Monthly Clean and Safe Committee Meeting

c. Other meetings

- i. Spirit of Winter 3 meetings
- ii. Kingston Police – 3 month check in on foot patrol pilot
- iii. Homecoming 2024

d. Member meetings:

- i. Cooke's Fine Foods

e. Interviews

3. Progress on goals/strategic plan implementation

At this month's meeting I will be asking for a board member to volunteer along with Christine to review our strategic plan priorities. If you are interested, please let me know.

4. Upcoming Events

Summer calendar is full. Please review events using the link: [2024 Downtown Kingston Events Calendar.xlsx](#)

5. Key Accomplishments

Accomplishments the Board should be aware of and have not been captured elsewhere in the ED Board report. This section may include narrative and/or statistics but should not be an activity report.

8. Pedestrian Counts

Pedestrian counts are now included as a report in your board package.

1. [Pedestrian Counts 2023 vs. 24.pdf](#)
2. [LaSalle Causeway Effect Downtown.pdf](#)
3. For more details you can also access the Pedestrian Counter Dashboard on your computer.
Website: <https://www.eco-visio.net/v5/login>
User Name: BIABoard Password: DowntownKingstonis#1!