

DOWNTOWN KINGSTON BIA

BOARD OF MANAGEMENT MEETING

BOARD MEETING DATE:

EXECUTIVE DIRECTOR REPORT

Friday, September 16, 2022

- Note: There were no July/August Board Meetings

1) COUNCIL/ CITY OF KINGSTON COMMITTEES

1. The second edition of the [Integrated Destination Strategy](#), led by Tourism Kingston was approved by Council, Wednesday, September 7. I was on the steering committee and part of a group of consulting organizations for the project. This document has set the roadmap for several tourism-related projects, some of which involve or affect downtown Kingston. There is an agenda item marked to discuss pedestrian only opportunities for next year.
2. Tannery Project Proposal was voted down on September 9th at the City of Kingston council meeting.

2) BOARD

- a) We have 12 confirmed nominees as of the date of this document. [For details click here.](#)
- b) Please review the [list of contacts](#) and if you have been assigned a member to contact regarding nomination, please let me know when this has been done and what the result was. [Here is the link](#) that you can copy/paste into an email for them to review more information and sign up as a nominee.
- c) For those Board members that are not coming back as nominees, please watch for an exit interview invitation from me. Before you go, I would like to touch base with you about your experience.

3) TEAM/OFFICE

- a) August was busy with several events, including Bluesfest, which brought in our highest pedestrian counts this year, with Buskers a close second. Please refer to department reports for some of the amazing things that have been going on in the office over the summer.

4) PLANNING

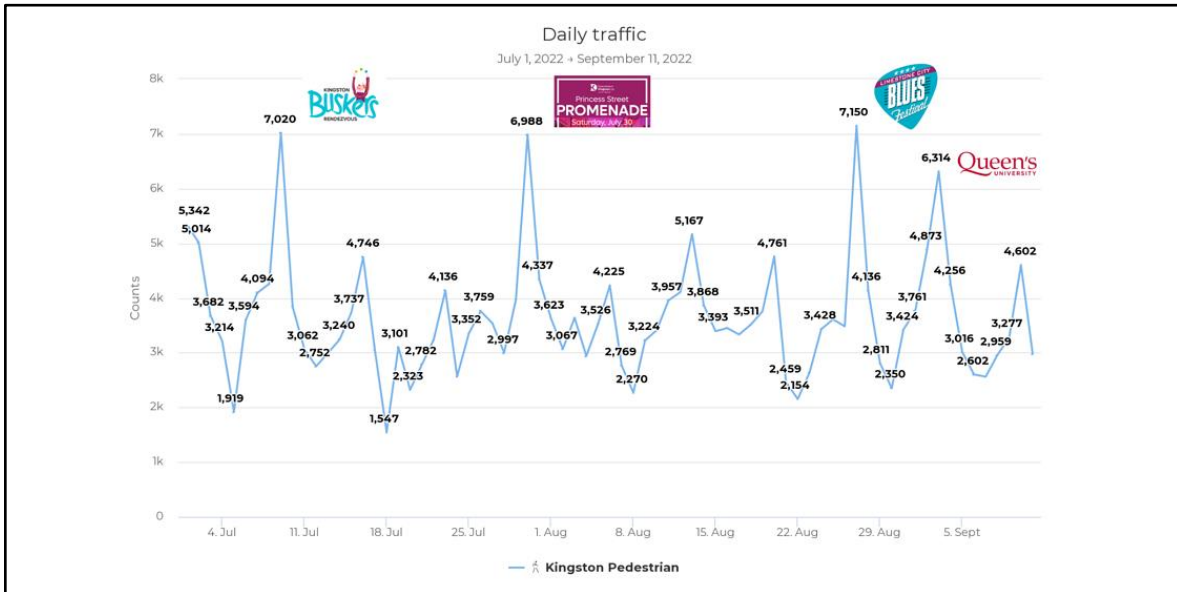
- a) The staff will be attending our 2023 Planning Retreat from Monday, September 19 to Wednesday, September 21, returning to the office after lunch. The office will be closed during this time.
- b) The 2023 Planning details will be presented to the Board in Octobers meeting for approval.

5) GRANTS

a) Nothing new to report

6) PEDESTRIAN COUNTS

a) Detailed report is included in the Board Package. Below is July 1- Sept 11th Daily counts with events marked



7) FINANCES

a) We are still without a Financial Analyst at the City, so as a result we have moved A/P and Receivables into QuickBooks so that we can keep track internally. I would like to explore other options for bookkeeping. There is an agenda item under Financials to discuss options.

8) SAFETY & SECURITY

- a) This fall we will do an audit of all security cameras in downtown Kingston and map them out. This will be followed by an education campaign on the importance of investing in security cameras in an urban centre our size.
- b) I will be doing research on the use of public cameras in downtown cores in Ontario so that we can have a more fulsome discussion in October's meeting.
- c) Mounted Officer: I have been working with the City to secure the last bit of funding we need to ensure that the Mounted Police officer remains an accessible enforcement tool in the downtown core. [Click to read more](#) about Murney and why it is important to continue to advocate for the program.

9) BEAUTIFICATION

a) I have extended the Home Base Housing Street Crew contract until December, with some financial assistance from the City.

- b) I am working with several City departments for the activation of Springer Market Square and the lighting and decor options for the winter season. Details to come.

COMMITTEES AND WORKING GROUPS

- c) Below are my recommendations for committees, advisory working groups and roundtables going forward. I would like to start in September and October with an initial meeting and book the remainder from there.

- i) COMMITTEES

- (1) Governance Committee: Frequency Recommendation: 4x annually
 - (2) Vision & Strategic Plan Committee: Frequency 2x annually
 - (3) Development & Intensification Committee: 4x annually

- ii) ADVISORY WORKING GROUPS

- (1) Safety & Security Advisory Working Group: Monthly
 - (2) Beautiful and Clean Advisory Working Group: 4x annually
 - (3) Retail Advisory Working Group: 4x annually

- iii) ROUNDTABLES

- (1) The Vulnerable in our Community: Frequency TBD

10) EQUITY, DIVERSITY AND INCLUSION

- a) Nothing new to report

11) Click to view recent Media about Downtown Kingston:

<https://airtable.com/shr3CACwOZRER5UZp>

12) PARTNERS

- a) Nothing new to report.

13) SPECIAL PROJECTS

Stop Gap: We are working with SLC on a collaborative project that will involve their first-year carpentry students manufacturing new and replacement StopGap ramps in downtown Kingston.