

# DOWNTOWN KINGSTON BIA

## BOARD OF MANAGEMENT MEETING

BOARD MEETING DATE:

### EXECUTIVE DIRECTOR REPORT

Friday, October 15, 2022

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- 1) COUNCIL/ CITY OF KINGSTON COMMITTEES, OTHER GOVERNEMENT
    1. I will have met with our provincial member of parliament, MPP Ted HSU by the time we see each other at the Board meeting, at which time I will update you on our conversation. My focus is going to be on mental health and additions crisis in downtown cores across Ontario.
    2. I have an upcoming meeting with the City about onboarding for incoming City Councillors.
  - 2) BOARD
    - a) We have 14 confirmed nominees as of the date of this document. [For details click here](#). There is an agenda item that will expand on recruitment after our committee meeting.
    - 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, be sure to take time to answer the exit interview email from me. If it's easier to chat, please call the office to book some time, or contact me direct via cell or text..
  - 3) TEAM/OFFICE
    - a) We had a successful fall planning retreat that has resulted in a layered departmental production calendar as well as departmental goals for 2023. These will be used as our main communication tool for the year. Once it's complete, it will be shared with the board.
    - b) One more senior staff review to go! The new procedure is working well.
  - 4) PLANNING
    - a) Springer Market Square planning will continue with a small group of City staff this coming Tuesday. I will provide a verbal update at the meeting.
    - b) The 2023 Planning presentation has been moved to the October Board meeting for approval prior to the AGM.
  - 5) GRANTS
    - a) Nothing new to report
  - 6) PEDESTRIAN COUNTS
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- a) Detailed report is included in the Board Package. Below is the weekly traffic report, which indicates a seasonal drop in pedestrian traffic.



7) FINANCES

- a) We finally have reports that we feel confident about, included in your Board package. There are some adjustments that I will go over in the meeting. There is an agenda item to talk about updates on tracking finances.

8) SAFETY & SECURITY

- a) Mental health and addictions challenges continue to plague the downtown core. Discussion needed.

9) BEAUTIFICATION

- a) Winter Planning presentation will be presented at the meeting.

COMMITTEES AND WORKING GROUPS

- a) Initial meetings have been set. Please RSVP attendance in the meeting invites.

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

- a) Stop Gap: This project has been delayed until the spring.
- b) Urban Racks will be installed at Ontario and Brock this week.

14) **NEW:** ACTION ITEMS FROM LAST MONTHS BOARD MEETING

- a) ACTION ITEM: Increase board nominations by double (11 candidates so far)
  - i) Current total 14. Staff deadline for submissions Oct. 21

- ii) Who has the board brought forth?
- b) ACTION ITEM: 2023 Planning Production calendar in place (will present in Octobers Meeting)
  - i) Moved to November meeting for approval
- c) ACTION ITEMS: Explore future communication options for involving and communicating more effectively with Board members for 6 months prior to events to see if events are worth continuing and what could or should be changed.
  - i) Blockbuster and Retail Brainstorming sessions have been booked.
  - ii) A new procedure for communication of board and committee meetings has been developed and executed by Michele and Angela. The details of this will be presented at the meeting.
- d) ACTION ITEMS: Marijo to put working groups into place
  - i) Michele has taken this on. All initial meetings have been booked.
- e) ACTION ITEMS: Event brief(s) for Board and 2023 planning schedule and future events and expenses coming up in the new year to be included in October Board Meeting Presentation
  - i) Event brief is included in the brainstorming meetings
  - ii) 2023 planning schedule will be presented at Novembers meeting
  - iii) Winter plans presentation will address expenses.
- f) ACTION ITEMS: Soft Book CREOS (split Market st w/ Sydenham st)?
  - i) Decision to be made at this board meeting whether CREOS is coming back
- g) ACTION ITEMS: Marketing when the 3rd crossing opens? (November or December)
  - i) This has not been done. I will add it to this next week to discuss with the marketing team.
- h) ACTION ITEM: Advisory Committee to research pedestrian-only streets
  - i) I have included a suggested tactic for member engagement in your board package. This is an agenda item to be discussed.
- i) ACTION ITEM: Send DRAFT AGM Agenda to the Board Members for Feedback
  - i) Draft AGM Agenda was in September's board package. AGM timeline and further details will be discussed when the agenda item comes up.