

Executive Directors Report

Board of Management Meeting: October 18th, 2023

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

- i. We are negotiating a contract with an individual for the position of Marketing and Communications Production Manager. If all goes well, we will onboard in approximately 2 weeks.
- ii. I am in the process of reviewing our current extended insurance plan for the organization. I have met with our current broker and have had a presentation from an alternate broker. If there is anyone who enjoys this sort of thing – give me a call.
- iii. Half day planning session with board members, partners and members to brainstorm other ideas for the future of events and look for synergies and collaboration with partners and businesses should be booked by the end of the week. **If this is something that you are interested in, please let me know via email or at the Board meeting.**
- iv. Welcoming Streets updates:
 1. As of this coming week, our Welcoming Streets Steward will be able to report directly into the AMHS database. AMHS will be responsible for continued monthly reporting going forward.
 2. Hayley and Jason are working on a training series for our members that will be available shortly.

b. External

Every voice matters. Take time state your opinion or your silence will speak for you.

i) **Community Standards Bylaw:**

- (1) This bylaw will be going to council on November 9th. I will be doing a delegation and encourage others to sign up for delegation time to share why you support the bylaw.
- (2) Use the document [Downtown Collective Support Community Standards Bylaw.pdf](#) to collect signatures for the support of the Community Standard Bylaw. **Please hand these into the office by Oct 29th at the latest.**

ii) **Ontario & Market St. Closure:**

- (1) Please see Draft Community Spaces Committee Minutes for an update on this topic.

iii) Street Patio Standards Application Guidelines

- (1) I have completed one-on-one meetings with 16 patio owners, operators and managers and handed in feedback to the Transportation Department. The City has also completed on-site patio visits. I have struck an Ad-Hoc Patio Operator Advisory Working Group to work me on the continuation of this project.
- iv) Safety and Security in the Downtown Core: Please refer to the following documents for an update on this subject:
 - (1) [10-03-23 Current Initiatives Report.pdf](#)
 - (2) [10-03-2023 Minutes Clean and Safe- Draft.pdf](#)

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.

- a. The following committee and advisory meetings were held this past month:
 - a. Members-only Clean and Safe (Minutes in package)
 - b. Development and Intensification Committee
 - c. Community Spaces Committee (Minutes in package)
 - d. Active Transportation Advisory Working Group
- b. Final Funding of \$9000 for Waawaateg has been deposited into our bank account.
- c. **AGM:** If you haven't already, be sure to hold your spot for the upcoming AGM here: [RSVP for the AGM](#)
- d. **CORE Awards:** Take time to nominate yourself or another business owner or employee for the CORE Awards: [Nominations for the CORE Awards](#)

3. Progress on goals/strategic plan implementation

- a. The 2024/2027 Strategic Plan will be provided to you at the Board meeting. Thank you to all who helped to get this plan done. It took a bit longer than expected but starting in 2024 has its advantages and I feel the team is much more prepared to execute.

4. 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.

- a. The Downtown Kingston Gift Card will be launched on November 1st to members and media and November 6th to the public.
 - i. Click [HERE](#) to schedule a 15-minute visit from our BIA team, to onboard your business to be part of the Downtown Kingston Gift Card Program (for both current Downtown Dollar program participants, and businesses new to the program). The onboarding process deadline is October 20, 2023. Don't miss out on this exciting opportunity!

5. Upcoming Events

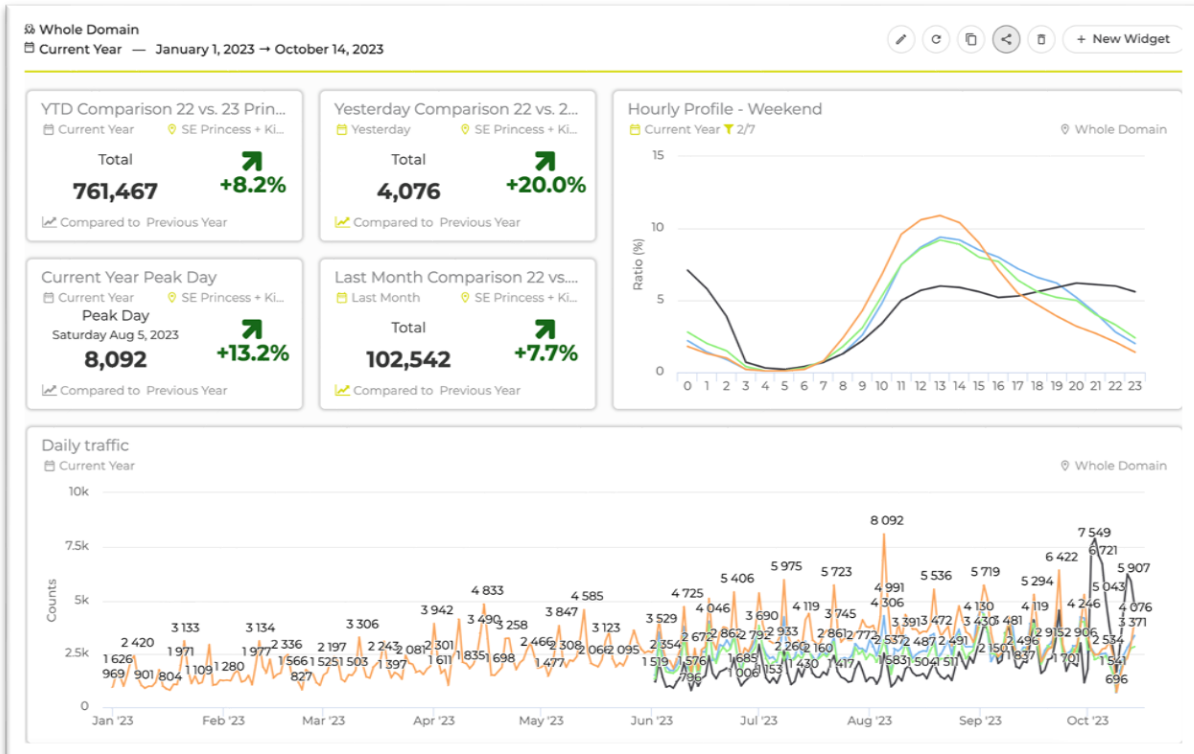
NOVEMBER		
Remembrance Day	Saturday, November 11, 2023	Saturday, November 11, 2023
Winter Streetscape Activation	Monday, November 13, 2023	Friday, November 17, 2023
Santa Parade	Saturday, November 18, 2023	Saturday, November 18, 2023
Window Activation Launch	Monday, November 20, 2023	Friday, November 24, 2023
AGM	Wednesday, Nov 22, 2023	Wednesday, Nov 22, 2023
DECEMBER		
Festive Friday + Stop & Shop Saturdays	TBA	TBA
Christmas	Monday, December 25, 2023	Monday, December 25, 2023
New Years Eve	Sunday, December 31, 2023	Monday, January 1, 2024

Click to view [2023 Downtown Kingston Events Calendar.xlsx](#)

6. Important Dates

- a. AGM: November 22, evening event

8. Pedestrian Counts



Printed on October 15, 2023

For more details you can now access the Pedestrian Counter Dashboard on your computer.

Website: <https://www.eco-visio.net/v5/login>

User Name: BIABoard Password: DowntownKingstonis#1!