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| |  |  | | --- | --- | |  | February 26, 2020  8:30 a.m. – 10:30 a.m. | | City of Kitchener  200 King Street West  Conestoga Room | |  |  | |

**BOARD OF DIRECTORS • MEETING MINUTES**

**Present:** Linda Jutzi, Darryl Moore, Erika Holenski, Phong Tran, Cara Watson, Hilary Abel, Councillor Debbie Chapman, Kathy Crossley, Cory Bluhm, Julie Phillips, Councillor Sarah Marsh, Benjamin Mathew, Michael Rederer and Craig Haney.

**Regrets:** Cst. James Mitchell and Mayor Berry Vrbanovic.

**Guest(s):** Cst. Sharon Lloyd, Licinio Costa and Steve Allen.

**Recorder:** Stefanie Golling

The meeting began at 8:30 a.m., with Darryl Moore as Chair.

**APPROVAL OF AGENDA/DECLARARION OF CONFLICTS**

*Moved by Councillor Debbie Chapman, seconded by Kathy Crossley*

“That the Board approve the February 26, 2020 agenda, with changes as discussed.”

**Carried Unanimously**

**APPROVAL OF MINUTES**

*Moved by Cara Watson, seconded by Phong Tran*

“That the Board approve the January 2020 meeting minutes.”

**Carried Unanimously**

**APPROVAL OF FINANCIALS**

Phong Tran provided an overview of the January 2020 financials.

*Moved by Erika Holenski, seconded by Councillor Debbie Chapman*

“That the Board approve the January 2020 financials.”

**Carried Unanimously**

Mr. Tran reviewed the 2019 Financial Summary document provided to the Board. Mr. Tran noted that Ms. Jutzi did an excellent job in 2019 to balance the budget given the approved overspends in some categories.

Financial summary comments:

* The audit took place last week. Linda Jutzi will provide the Board with an official summary following its completion.
* Directors liked the document created by Ms. Jutzi as it provided clarity and simplicity to the overall view of spending.
* Business Startup Grant – should the Board consider revaluating this funding?
  + Provincial Government funding for Digital Main Street ends in March. We may see an increase of applications after the completion of this funding program.

Mr. Tran shared a new financial document that the Finance Committee created to show budget “actuals”. For reporting accuracy, Mr. Tran made the recommendation to move to quarterly financial reporting, highlighting details of any major spending.

*Moved by Phong Tran, seconded by Craig Haney*

“That the Board move to quarterly financial reporting, with detailed project breakdowns.”

**Carried Unanimously**

*Moved by Julie Phillips, seconded by Kathy Crossley*

“That the Board approve the recommendation from the Marketing Committee and Staff to provide Kitchener-Waterloo Comedy Festival with $7,000 in funding for 2020.”

**Carried Unanimously**

**WRPS UPDATE**

Cst. Sharon Lloyd, Community Chair for Outreach of the Special Olympics joined the meeting to share an update on the 2020 games.

* Over 900 guests (family, friend and coaches) will be coming to the Region for the games, and 600 athletes will be competing.
* The 2020 Games take place May 21st to 23rd (after the long weekend).
* Volunteer opportunities are still open and needed.

*Moved by Erika Holenski, seconded by Julie Phillips*

“That the Board approve a spend of $500 to draft an athlete at the 2020 Special Olympics.”

**Carried Unanimously**

Cst. Lloyd thanked the Board for the opportunity to speak about the 2020 games, and encourages Directors to reach out should they have any additional questions ([sharon.lloyd@wrsp.on.ca](mailto:sharon.lloyd@wrsp.on.ca)).

**KING STREET – SUMMER 2020**

Cory Bluhm joined the meeting to discuss King Street activation for the summer.

Mr. Bluhm shared that for as long as he can remember, the community has asked to close King Street during the warm months.

Proposed plans included: a 6-week road closure along King Street, a temporary stage at the corner of King/Ontario Street, and regular evening programming from 5:00pm ‑11:00pm. The current proposal includes shifting staff hours into the evening, prepare and program stage area, work with the BIA to fund the stage.

City of Kitchener Staff met with several member businesses to discuss potential plans, and feedback received was mixed. Mr. Bluhm asked the Board to share how they felt about closing King Street.

* C: This summer is not ideal; attempt long closure once Queen Street and Gaukel Street construction are complete.
* Q: Where would the proposed closure start/end?
  + A: Closure would go where businesses are most excited. Ideally between Water Street and Queen Street.
* C: Engage community groups to create energy during road closure.
* C: This is an opportunity to train people on how to use Downtown. Prepare for people moving into condo developments.
* C: Develop messaging – “King Street is open to pedestrian traffic.”
* C: Get ahead and build great programming.
* C: Parking availability is not the issue, understanding how to find it is.
* C: If the road is closed, how do we manage cyclists.
* C: A 6-week closure may tip some businesses over the edge.
* C: Create messaging to encourage people to park and walk. Further developed wayfinding signage would support this.
* C: Love the idea, is there a way to do on a smaller level this year? Community feel builds overtime.
* C: Possibility of 6-week closure from Thursday to Sunday only.
* C: Closing only for weekends could confuse people. Suggestion of a two-week closure, beginning at True North and ending with the DTK Patio Crawl.
* C: Love the idea. Important to market properly and be proactive with communication.
* C: Businesses not seeing late-night crowds.
* C: We could break the trust of businesses if programming is not done correctly.
* C: Form dialog around open air licensing.
  + C: The City of Kitchener is updating its alcohol policy and currently there is nothing about open air licensing.

Linda Jutzi noted that if we know patios would expand, this can be properly budgeted for 2021. For Summer of 2020, the BIA has committed to adding $5,000 in live music programming, and a shift in staff hours to assist with evening hours programming.

**QUEEN STREET PLACEMAKING CONSTRUCTION PROJECT**

Steve Allen and Licinio Costa joined the meeting to discuss the Queen Street Placemaking Construction Project. On March 9th & 10th from 1:00pm-4:00pm, the City of Kitchener will be hosting a member open house at the BIA office. This is an opportunity for members to connect on any questions or concerns they may have.

Anticipated construction timeline and details:

* Construction is scheduled to begin on April 6, with anticipated completion by the end of August. All timelines are weather dependent.
  + Stage 1 – Duke Street to King Street
  + Stage 2 – King Street to Charles Street
* There will be a full closure for one-week from Duke Street to Queen Street to asphalt.
* Access to businesses must remain accessible during construction project. Deliveries will be allowed, however must be communicated in advance.
* One walkway must remain open as part of the closure.
* The City of Kitchener is working with the Region to permit left turns during construction.
* Surrounding businesses will receive a weekly update from the City of Kitchener.
  + BIA Staff will assist with communication though Constant Contact.

Licinio Costa is the Project Manager for the construction project.

Ideas for funding contribution acknowledgement included:

* Plaque on bench/trellis in Vogelsang Green.
* Permanent image with details where people can find additional information about the BIA.
* Acknowledgement piece on the sidewalk near Vogelsang Green (not visible throughout all seasons).

The Board collectively agreed that a permanent fixture that was visible for 12-months of the year would be the most suitable piece of acknowledgment.

**OTHER BUSINESS**

Board Directors discussed the following “Other Business” topics:

* *Wayfinding Signage*
  + Roadway Signage Update: This project is in the works, and signs should be in place by the Spring.
  + Pedestrian Signage Update: This project is still a long way out.
* *Teachers Strike*
  + Update: some businesses were impacted during the strike.
  + **Action:** Moving forward, if the City of Kitchener has information that would help alleviate and mitigate concerns from businesses BIA staff will help to distribute.
* *Automatic Changing Signs*
  + Update: in late March the Planning Department will have a general consultation meeting (members can participate) to collect perspective on automatic changing signs. There have been lots of questions and inquiries.
  + **Action:** Hilary Abel to share invite in early March for meeting. Linda Jutzi to circulate to Board of Directors.

**Action item:** Linda Jutzi/Stefanie Golling to recirculate living document with idea sharing.

**ADJOURNMENT**

*Moved by Phong Tran, seconded by Cara Watson*

“That the meeting adjourn.”

**Carried Unanimously**