



November 27, 2019  
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, Erika Holenski, Phong Tran, Cara Watson, Craig Haney, Councillor Debbie Chapman, Hilary Abel, Kathy Crossley, Cst. James Mitchell, Councillor Sarah Marsh, and Michael Rederer.  
**Regrets:** Julie Phillips, Darryl Moore, Kyle Cleaver, Mayor Berry Vrbanovic and Cory Bluhm.  
**Guest(s):** Benjamin Mathew, Claire Bennett, and Tova Davidson.  
**Recorder:** Stefanie Golling

The meeting began at 8:30 a.m., with Erika Holenski as Chair.

Erika Holenski welcomed new Directors, Benjamin Mathew and Kathy Crossley to the Board.

### **APPROVAL OF AGENDA/DECLARATION OF CONFLICTS**

*Moved by Phong Tran, seconded by Kathy Crossley*

“That the Board approve the November 27, 2019 meeting agenda.”

**Carried Unanimously**

Michael Rederer joined the meeting (8:33 a.m.)

### **APPROVAL OF MINUTES**

*Moved by Phong Tran, seconded by Craig Haney*

“That the Board approve the October 23, 2019 meeting minutes.”

**Carried Unanimously**

### **APPROVAL OF FINANCIALS**

Phong Tran provided an overview of the October financials.

Councillor Sarah Marsh joined the meeting (8:34 a.m.)

Councillor Sarah Marsh inquired how lost/un-used dollars are tracked. Mr. Tran and Linda Jutzi provided clarification on tracking of Downtown Dollars.

*Moved by Cara Watson, seconded by Michael Rederer*

“That the Board approve the October 2019 financial statements.”

**Carried Unanimously**

## WRPS UPDATE

Cst. James Mitchell provided the following updates:

- Demolition of a property on the corner of College/Duke Street started yesterday, with anticipated completion today (November 27, 2019).
- Consumption & Treatment Services Site has received 4 calls. Of these calls, none were related to the site. Official stats will hopefully be available for the next Board Meeting.
- Conestoga College students begin classes in January. WRPS is working with the college to share information on when to call 911, introductions to dispatch service, etc.
- On January 30<sup>th</sup> there will be a “mock” *Connectivity Table*. There is availability for 1-2 Directors to attend.
- Increased activity in parking garages, and at the KPL.

Cst. James Mitchell left the meeting (8:51 a.m.)

## 2019 TOWN HALL REVIEW

Linda Jutzi provided a brief update on the 2019 Town Hall, highlighting the following:

- Opportunity for members to write down questions was well received.
- It was noted that many new members attended the 2019 Town Hall.
- Moving forward allocate additional time; agenda was tight.
- Members/Directors enjoyed seeing other groups speak at the meeting i.e. Economic Development, Conestoga College.

Ms. Jutzi gave a special thanks to Craig Haney for Chairing the 2019 Town Hall.

*Moved by Craig Haney, seconded by Phong Tran*

“That the Board approve the draft 2020 Downtown Kitchener BIA budget.”

**Carried Unanimously**

**Action item:** Linda Jutzi to resend a final draft of 2020 budget to all Board Directors.

## **DOWNTOWN DEVELOPMENT**

Hilary Abel shared a presentation with the Board on upcoming Downtown Development:

- **Queen Street Reconstruction Project**
  - Reconstruction will span from Charles to Duke Street, including the following areas: Vogelsang Green, Cenotaph, Goudies Lane, Goudies Lane Plaza, Charles/Queen parkette.
  - The tender with timelines has gone out.
    - Applications closed on November 6, 2019.
    - Contractor will be selected in January 2020.
    - Construction to begin in Spring 2020.
    - Project to be completed by Fall 2020.
  - Construction details:
    - It is unknown if the contractor will start North or South first.
    - The contractor/City Staff will meet with businesses (including BIA) in surrounding area.
    - City staff are striving to not have any major lengthy road closures.

Erika Holenski left the meeting (9:05 a.m.). Erika Holenski joined the meeting (9:07 a.m.).

**Action item:** Linda Jutzi to allocate time on the January 2020 agenda for the Board to discuss what would be a meaningful piece (art, beautification, etc.) for Queen Street Reconstruction investment. Hilary Abel to invite Engineering to this meeting.

- **Carl Zehr Square Project**
  - Construction to include: surface, water feature, rink infrastructure, shade structures, and stage.
  - Timelines:
    - Final drawings are complete.
    - Contractor will be selected in January 2020.
    - Construction to begin after March Break.
    - Project to be completed in 2022.
    - Un-useable in 2020 for event space.

**Action item:** Hilary Abel to share additional information with the Board in the New Year, e.g. road closures, etc.

- **King Street Road Closure**
  - Close a block of King Street during the months of June/July for events.
  - Area would include: picnic tables, greenery, full pedestrian only zone.
  - This is an opportunity to use a street that will already be closed and has the appropriate infrastructure to activate.

### **Reconstruction questions/comments from the Board:**

- Will there be a cost to shut-off the water (rink) in the future?
- Linda Jutzi asked that she is part of the consultation process with the businesses.
- Closures shift traffic patterns and can be difficult for people. There should be a strong communication plan in place that shows people how to access downtown (parking garages, ION, etc.)
- Make use of closure by expanding patios.
- The Project 220 space will be used by the contractor. City staff are open to recommendations after 2021.
- Will there be increased/visible wayfinding signage?
  - Hilary Abel confirmed that Transportation is working on replacing “P” (parking) signage. They hope to have new signage in the New Year.

### **• Downtown Development**

- There are three areas that will see large development: Innovation District, City Centre and King East.
- Development will take 18-24 months from start to finish.
- When all developments are complete, the City projects 6,000 new residents.

### **Development questions/comments from the Board:**

- Any update on the Manulife parking lot?
  - No updates at this time.
- What are the plans for the Charles Street Terminal?
  - A public consultation should take place in 2020. Currently looking at short-term use.

Tova Davidson, and Claire Bennet joined the meeting.

## **DOWNTOWN ORGANIC WASTE DIVERSION PILOT PROGRAM**

Tova Davidson, Sustainable Waterloo Region and Claire Bennett, Corporate Sustainability Officer provided an overview/progress update on the DOWD Pilot Program:

- Explanation of an anerobic digestion system.
- Benefits of the project, and the possibility for recognition.
  - BIA, City and SWR Staff have received interest from many businesses, municipalities, BIA's and organizations in and surrounding the Region.
- Collectively the three organizations are working on a Green Municipal Fund grant application through the Federation of Canadian Municipalities (FCM).
  - Applications go through a rolling process; there is no deadline.
    - Response time is usually a few months.
  - The hope is to submit the application in early 2020.
  - Applicants can qualify for 50% funding towards their pilot program.

### **Questions/comments from the Board:**

- Do we have the budget allocated for this program?
  - Linda Jutzi noted that we have a cash reserve and would use those dollars towards this pilot should the Board decide.
  - Members of the Board feel this should be a line item on the budget.
- On April 16, 2020 there will be a business event at THEMUSEUM from 4:00pm-8:00pm where the program will be recognized.

Claire Bennett and Tova Davidson left the meeting (10:19 a.m.)

### **OTHER BUSINESS**

The Board discussed:

- Benefits of the program
- Projected pilot program investment
- Injection from the reserve

**Action item:** Linda Jutzi to send a copy of the revised budget with reserve injection, and DOWD pilot line item to the Board for electronic vote.

Hilary Abel left the meeting (10:36 a.m.)

### **ADJOURNMENT**

*Moved by Cara Watson, seconded by Phong Tran*

“That the meeting adjourn.”

**Carried Unanimously**