

BOARD OF DIRECTORS MEETING | MINUTES

Present: Darryl Moore, Erika Holenski, Councillor Frank Etherington, Councillor Sarah Marsh, Phong Tran, Linda Jutzi, Meghan Hawkins, Hilary Abel, Chelsea Huber, Kyle Cleaver.

Regrets: Paul Walman, Robert Nyman, Berry Vrbanovic, Cory Bluhm, James Mitchell, Shirley Madill.

Guests: Lee Elliott, Michael Rederer, Cara Watson.

The meeting began at 8:34 a.m., with Darryl Moore as Chair.

APPROVAL OF AGENDA/DECLARATION OF CONFLICTS

Moved by Frank Etherington, seconded by Phong Tran

“That the Board approve the March 28, 2018 meeting agenda.”

Carried Unanimously

No conflict of interest was declared by any Member of the Board at this time.

APPROVAL OF MINUTES

Moved by Erika Holenski, seconded by Frank Etherington

“That the Board approve the February 28, 2018 meeting minutes.”

Carried Unanimously

Approval of the Financials:

Phong Tran advised there was little spending done and therefore not much to report. Telephone and photocopy expenses have shown that we do print a lot of paper and the analysis of the usage shows that we do have a fair service provider despite appearing to be expensive.

KPMG has completed the audit and only 2 corrections were required for the entire year. The City of Kitchener has requested that the audit be forwarded to them.

Moved by Chelsea Huber, seconded by Erika Holenski

“That the Board approve the February 2018 Financial Statements.”

Carried Unanimously

“That the Board approve the October 2017 Financial Statements.”

Carried Unanimously

WRPS Update

Cst. Lee Elliott was in attendance at the meeting on behalf of Cst. James Mitchell. He advised that he and Cst. Rob Gregory are both now working shifts in the downtown to ensure coverage during the day and the evening. He advised they carry cell phones so local businesses can call direct with non-emergency calls. They concentrate on King mostly. It has been pretty quiet but with the warmer weather coming, the calls are expected to increase. He advised the app process is ongoing and it should be live soon. Darryl asked how the businesses are being informed of the cell phone number and Linda advised that new cards are being made with all the information needed to assist businesses in safety situations.

Governance Update

The Governance Committee offered to clarify any questions on the documents included in the package. The Board voted on the Board of Director Code of Conduct which had been brought forward by the Governance Committee.

Moved by Darryl Moore, seconded by Kyle Cleaver

“That the Board approve the Board of Director Code of Conduct.”

Carried Unanimously

Community Grant Funding Update

There are many new groups coming with applications which was a surprise. We are at a point where there are very few funds left in that bucket and most of the money in the 65k fund will be gone. 2019 the numbers will have to be adjusted. This fund also allows for businesses to collaborate. In looking at the fund, and the change that is going to be needed, Linda is proposing that we move some funding from the Queen Street Project and move that into the community event funding grant program and there would be zero impact.

On motion by Sarah Marsh, seconded by Frank Etherington that:

“That \$50,000 be moved from the Queen Street Project to the Community Event Grant Funding Program; and further, that it be noted the budget will have to be adjusted next year to adjust for the funding move.”

Carried Unanimously

True North Update

Linda advised that it is happening May 29-31 and the theme is Tech as a Force for Good in the World. The entire conference will take place at Lot 42 during the day and in the evening, there is some programming in the downtown. Linda advised that she met with the Project Manager and the City of Kitchener and she declined funding for the Wednesday evening programming and that decision was made on the event status at the time – i.e. no keynote speaker, low ticket sales and a cancelled concert. Linda advised that now that the City has committed to animating the street on the Wednesday night, she is looking for support on allowing them to apply for a grant through the grant program.

Business Attraction Program

The brochure will be presented at the next meeting. They conducted 3 business case studies with 3 businesses downtown and the intent of the brochure – audience is direct target to businesses. The brochure will be on line and in print. There are interesting stats on numbers of people living downtown. Linda advised on a pilot program that the BIA and KW Hydro have created a program to assist new and existing businesses.

Downtown Waste Management Committee Update

Sarah advised that the task force has been meeting to focus on the Downtown Waste Management – including City folks, the BIA and herself. Downtown waste is complicated since the Region does waste management and they control the bylaw for when garbage can be put out. The long-term goal is no street side waste for business or residential. Long-term goal is more complex. Short-term goal is a partnership with the Working Centre. Kitchener Operations staff will pick up garbage prior to 5 and enforce with the Region to fine offenders. Partnership with Working Centre - they will oversee staff from 4 to 8pm to remove street side waste and clean it up. Linda advised she met with them and they formed a letter of understanding that outlines all the details of everything they need, the branding will be obvious. This is short term pilot and see how it goes and see if the businesses understand. The long-term solution is to divert garbage from King St. Darryl advised that they are trying to get the region to allow City Bylaw officers to be able to ticket but so far have been denied. They also know they need to do an education piece to the members on the importance of not putting out garbage.

Marketing Committee Update

Working hard on scoring Community Event Funding grants. Next task for the Committee is how to launch the mural on Eby Street – party etc. The April meeting will be planning of the launch party - if you have any ideas send them over.

Other Business

Save the date, April 19 – for the Spring Open House at the BIA 10:00 a.m. to 8:00 p.m. - Board members are being asked to sign up for an hour or so to be available for businesses to ask the board questions etc. Sarah suggested inviting the Downtown stakeholders to the open house.

Last month we spoke on the safe injection sites – should we formulate questions surrounding these sites and we can reach out to Grace and follow up. Sarah advised that the Region is still looking at the final decision on how it is all going to play out. The Region has a recommendation for Kitchener, Cambridge and the mobile site. Cambridge is having louder discussions. Kitchener meeting on April 9 – report coming to committee regarding this.

Lee advised these sites are going to help to improve the community based on studies that have been done. Linda advised some members have been very adamant they do not want these sites in the Downtown. Frank mentioned it is a regional issue that is going to be in Downtown Kitchener so it needs to be fully supported by the Region. Discussion surrounding the concerns of locations, operations, perception, education etc. were discussed. Based on statistics, this region has a high number of individuals with addiction, and the core has been identified as one of these hot spots.

Sarah suggested that the Board formulate an option statement to this issue. Linda, Hilary, Erika to work together.

Update from Cara – Downtown Local Alliance to run parallel to the BIA for businesses to get together to discuss events that encourage businesses to work together.

Darryl advised that the governance meetings they outlined the protocol of the board meetings and they are moving move towards reports as appose to presentations unless there are presentations that highlight current issues.

In-Camera

Moved by Darryl Moore, seconded by Phong Tran

“That the board enter an in-camera session.”

Carried Unanimously

Moved by Frank Etherington, seconded by Chelsea Huber

“That the board leave the in-camera session.”

Carried Unanimously

ADJOURNMENT

Moved by Phong Tran, seconded by Chelsea Huber

“That the meeting adjourn.”

Carried Unanimously