



January 25, 2023  
8:30 a.m. – 10:30 a.m.  
260 King St. W., #300

## BOARD OF DIRECTORS • MEETING MINUTES

**Present:** Linda Jutzi, Darryl Moore, Phong Tran, Erika Holenski, Cara Watson, Councillor Debbie Chapman, Martha Wallace, Darren Becks, Jessica Toomer, Julie Phillips, Councillor Aislinn Clancy, Darren Becks. Michael Rederer, Cst. Lee Elliott, and Laird Robertson.  
**Regrets:** Mayor Berry Vrbanovic, Benjamin Mathew, and Sarah Pearson.  
**Recorder:** Stefanie Golling

The meeting began at 8:31 a.m., with Darryl Moore as Chair.

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

*Moved by Erika Holenski, seconded by Cara Watson*

"That the Board approves January 25, 2023, agenda with amendments."

**Carried Unanimously**

### **APPROVAL OF MINUTES**

*Moved by Jessica Toomer, seconded by Councillor Debbie Chapman*

"That the Board approves the November 23, 2022, meeting minutes."

**Carried Unanimously**

### **COMMITTEE AND BOARD ORIENTATION**

Amanda Fusco, from the City of Kitchener Clerks Office, joined the meeting. Ms. Fusco shared a Committee and Board Orientation presentation, highlighting the following:

#### ***Governing legislation > Procedure bylaw***

- Municipal act, establishing bylaws, procedure bylaws, and principles (accessible, transparent, and accountable).

#### ***Meeting procedures***

- Open Meetings: Closed session, caucus, in-camera exemptions to open meeting rules, discussions in closed sessions, voting and closed meeting complaints.
  - While the meeting is closed, the session must only discuss the topic at hand, and no votes are permitted unless procedural or directive for staff – all others must be done in public.
- Agendas and minutes: agenda publishing
  - Publicly available before the meeting for review
  - Circulated to members electronically and/or by paper
  - The meeting must stick to what is on the agenda

- Minutes
  - Parliamentary style. Without note or comment, decisions only and general in description. Support of opposition must be included
  - Electronically distributed to members following the meeting
  - Available on the city's website
  - The City of Kitchener will maintain records of all minutes.
  - Minutes are to be sent to the City on an annual or byannual basis.
- Debate and discussion: chair facilitates equal opportunity (all members are entitled to take part) related to the item under consideration and on the floor, respectfully.
- Motions and voting
  - City's bylaw practices: motions must be in writing, be moved, written in the positive and related to the subject matter.
  - Voting practices: every member has one vote and is required to vote by show of hands, and the chair will announce the results of all votes.

#### ***Code of conduct***

- Applies to city council, local boards and advisory committees
- Regulates behaviour and relations inside and outside meetings

#### ***Conflict of Interest***

- Municipal conflict of interest act
- Must be written and filed with the city clerk
- Direct or indirect conflicts of interest disclosed before considering the item on the agenda
- Disclosures are to be recorded in the city conflict of interest registry

#### **Further discussion:**

- If someone has a conflict of interest, it cannot influence or impact discussions. If there is a conflict of interest, it is entirely up to the Board if the person should leave the room. If in a closed session, they must leave the room. Where there are larger groups that may be in conflict, there is an exception as all the businesses stand to benefit from the possible event/program.
- Depending on your consistution, the bylaw may only state that agendas are to-be posted two days prior to the meeting.
- Non-voting members are seen as liasons/information only, and are unable to vote.

#### **WATERLOO REGIONAL POLICE SERVICES**

Cst. Lee Elliott joined the meeting on behalf of Waterloo Regional Police Services.

Cst. Elliott was able to review the calls to service prior to the meeting; based on the information he was able to find, it appears that calls to service for downtown, including the park have seen a decrease. This query was inclusive of traffic/persons stops, and online reports.

Linda Jutzi shared that recently she was able to connect with former Downtown Community Engagement Officer, Cst. Brad Hickey, and David Mullock. In their meeting they discussed the

possibility of Ms. Jutzi attending the February Regional Council meeting to advocate for dedicated Community Engagement Officers in the core.

*Moved by Erika Holenski, seconded by Laird Robertson*

"That the Board has given Linda Jutzi direction to be a delegate at the Regional Council meeting to support dedicated officers in the core."

**Carried Unanimously**

## **FINANCIAL REPORT**

Treasurer Phong Tran updated the Board on the 2022 Q3 Financial Statements, including highlights within the income and balance sheets.

*Moved by Councillor Aislinn Clancy, seconded by Julie Phillips*

"That the Board approve the 2022 Q3 Financials as presented by Phong Tran."

**Carried Unanimously**

## **BOARD ELECTION PROCESS**

Linda Jutzi provided an update on the Board election process that was shared with the membership.

- A notice went to the membership on Monday, January 30 allowing for members to indicate if they would like to be a director. Applicants were required to submit their intent along with an application to a designated nominations email.
- If we do not receive any applicants, the Board will be acclaimed.
- If the Board is not acclaimed, there will be a Board election meeting on Monday, February 6 at 2:00 p.m.

## **BOARD REPORTS**

The Board discussed the Christkindl Market, and some of the challenges and barriers experienced this year.

## **GRANT FUNDING**

Linda Jutzi discussed the \$250,000 in grant funding received towards live entertainment and the patio program. The funding will be used to execute on the Downtown Kitchener Live music series at THEMUSEUM, Comedy Festival, and the final Patio Program payment.

Darryl Moore reminded Directors, that because we were able to be frugal and save money, during covid it allowed us to take advantage of many grant opportunities. Many of the grants received were funding provided after the execution of projects.

## **GRAFFITI REMOVAL PROGRAM**

Linda Jutzi shared an overview of a potential graffiti removal program. The program will: provide service once per week to the core, include photographs for tracking and sharing purposes with Waterloo Regional Police Services, and cover 10 ft high on all privately owned buildings within the BIA boundary. The system we use today is complaint driven, and does not have a fixed cost.

City of Kitchener staff shared that there has been an increase in graffiti, and it is being removed from municipal buildings, daily.

**Action items:** Linda Jutzi to explore what graffiti removal would cost using our current provider.

## **OPPORTUNITIES FOR 2023**

Linda Jutzi shared that the Board will have an open conversation at the February meeting about the surplus fund. A pre-read will accompany the conversation with information on where dollars have been focused to date, and the Downtown Kitchener BIA's current financial position.

In 2023, the AGCO will be returning to their old system of requiring approvals. Darryl Moore shared that it is nice seeing efficiency in the patio process, which ultimately makes it earlier for operators.

## **BOARD DIRECTORS**

*Moved by Erika Holenski, seconded by Julie Phillips*

"That the Board move in-camera."

**Carried Unanimously**

*Moved by Julie Phillips, seconded by Jessica Toomer*

"That the Board move out of camera."

**Carried Unanimously**

## **ADJOURNMENT**

*Moved by Phong Tran, seconded by Martha Wallace*

"That the meeting adjourn."

**Carried Unanimously**