



September 25, 2019  
8:30 a.m. – 10:30 a.m.  
City of Kitchener  
200 King Street West  
Conestoga Room

## **BOARD OF DIRECTOR • MEETING MINUTES**

**Present:** Linda Jutzi, Darryl Moore, Erika Holenski, Phong Tran, Cara Watson, Craig Haney, Councillor Debbie Chapman, Julie Phillips, Councillor Sarah Marsh, Hilary Abel, Kathy Crossley and Shirley Madill.  
**Regrets:** Kyle Cleaver, Michael Rederer, Mayor Berry Vrbanovic, Cory Bluhm and Cst. James Mitchell.  
**Recorder:** Stefanie Golling

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

Mr. Moore acknowledged a letter of resignation from Board Director, Shirley Madill. Mr. Moore thanked Ms. Madill for her service to the Board, and for fulfilling her 4-year term.

Mr. Moore also received a letter of recognition from Mary Chevreau at the Kitchener Public Library thanking Linda Jutzi, and the BIA staff for their efforts.

Craig Haney joined the meeting (8:32 a.m.)

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

*Moved by Councillor Debbie Chapman, seconded by Phong Tran*

"That the Board approve the September 25, 2019 meeting agenda with the amendments as discussed."

**Carried Unanimously**

Councillor Sarah Marsh joined the meeting (8:33 a.m.)

### **APPROVAL OF MINUTES**

*Moved by Julie Phillips, seconded by Cara Watson*

"That the Board approve the July 24, 2019 meeting minutes."

**Carried Unanimously**

### **APPROVAL OF FINANCIALS**

Phong Tran provided an update on the June financials. Mr. Tran noted that the financials presented highlight active spending due to 4-large events (Sights & Lights, DTK Patio Crawl, The Market Walk Mural, and Mid-Week Market).

Councillor Sarah Marsh inquired if a detailed breakdown for each of these events is available, and if higher tickets items that exceed \$10,000 can be reviewed by the Board or Marketing Committee.

Mr. Tran explained that the Committee Review Forms highlight many of these details, however there is a more detailed report that he reviews. Linda Jutzi further explained that at the request of the Board, staff and members of the Marketing Committee now complete a review of larger events and score them against our strategic priorities. Ms. Jutzi noted a recent report can also be found in the July Board package that contain comments, without names from the Downtown businesses. Craig Haney added that maybe we could include “what we learned from each event” in the reports moving forward to help us be better in the future.

*Moved by Councillor Sarah Marsh, seconded by Craig Haney*

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

**Carried Unanimously**

Phong Tran provided an update on the July financials, including a highlight of spending in July/August for the International Downtown Association (IDA) Conference. Craig Haney inquired if we are hitting our anticipated spending estimates, and if there is a way we could present like this in the future. Mr. Tran commented that the numbers are in the report but difficult to see. Mr. Tran will investigate the reporting style with Ms. Jutzi (budgeted vs. actuals) for future reports.

*Moved by Julie Phillips, seconded by Cara Watson*

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

**Carried Unanimously**

The Board agreed to defer the review of the August financials to the October Board Meeting.

### **IN-CAMERA**

*Moved by Craig Haney, seconded by Phong Tran*

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

**Carried Unanimously**

*Moved by Councillor Sarah Marsh, seconded by Phong Tran*

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

**Carried Unanimously**

### **PARKING IN DOWNTOWN**

Hilary Abel provided a parking update with the following suggestions/anticipated changes for the downtown:

- 1) Additional short-term surface parking will be added to Bells Lane. Twenty (20) new 1-hour parking spaces will be added; converting the laneway to one-way traffic.
  - Improvements are anticipated to be completed by October/November.
  - In 2021 this laneway will be entirely redone.
- 2) Aligning 44 Gaukel Street surface lot to be free after 5:00 p.m.

- Signage will be adjusted, and time change will be promoted on social media.
- 3) A recommendation was put forward to the Parking and Transportation Team to pilot a \$5.00 user fee in the City Hall parking garage. The hope is that this would begin in 2020, and visitors could park underground anytime after 5:00 p.m. for a flat rate of \$5.00.
  - Staff would develop a messaging campaign if approved.

**Board Ideas/Comments:**

- Visible and increased parking signage.
- Better use of parking garages outside of business hours.
- Update Google Maps and Waze App with available parking.
- Suggestion to change King Street parking to 1-hour.
  - Keep 2-hour parking on side streets.
- Consider the future of delivery services i.e. Skip the Dishes, etc.

**Action item:** Hilary Abel to investigate traffic concerns at Duke/Ontario parking garage.

**Action item:** All Board Directors to consider 1-hour vs. 2-hour street parking. Further conversation/feedback to be given at October Board meeting.

Kathy Crossley left the meeting (9:24 a.m.)

**IN-CAMERA**

*Moved by Craig Haney, seconded by Phong Tran*

*“That the Board enter an in-camera session.”*

**Carried Unanimously**

Julie Phillips left the meeting (9:30 a.m.). Julie Phillips joined the meeting (9:32 a.m.).

Erika Holenski left the meeting (9:49 a.m.). Erika Holenski joined the meeting (9:53 a.m.)

*Moved by Councillor Phong Tran, seconded by Councillor Debbie Chapman*

*“That the Board leave the in-camera session.”*

**Carried Unanimously**

**ADJOURNMENT**

*Moved by Phong Tran, seconded by Cara Watson*

*“That the meeting adjourn.”*

**Carried Unanimously**