



June 26, 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, Darryl Moore, Erika Holenski, Phong Tran, Cara Watson, Craig Haney, Councillor Debbie Chapman, Kyle Cleaver, Michael Rederer, Councillor Sarah Marsh, Mayor Berry Vrbanovic, Cory Bluhm, Hilary Abel, Cst. James Mitchell, Kathy Crossley and Shirley Madill.

Regrets: Julie Phillips

Guest(s): Supt. Shirley Hilton

Recorder: Stefanie Golling

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

APPROVAL OF AGENDA/DECLARATION OF CONFLICTS

Moved by Cara Watson, seconded by Councillor Debbie Chapman

“That the Board approve the June 26, 2019 meeting agenda.”

Carried Unanimously

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

Councillor Sarah Marsh joined the meeting (8:35 a.m.)

APPROVAL OF MINUTES

Moved by Michael Rederer, seconded by Councillor Debbie Chapman

“That the Board approve the May 22, 2019 meeting minutes.”

Carried Unanimously

WRPS UPDATE

Cst. James Mitchell provided an update on *calls to service* over the past two years from May to September. Cst. Mitchell noted that calls for mental health, and an injured/sick person have almost doubled since last year.

Linda Jutzi and Darryl Moore thanked WRPS, and Downtown Beat Officers – Cst. Elliott and Cst. Hickey for their service and commitment to the core. They are always willing to help, and it is believed that calls would be significantly higher without their efforts.

In partnership with City of Kitchener Security, WRPS conducted a Benton Street Garage parking garage assignment to address/discuss concerns with surrounding businesses.

Craig Haney joined the meeting (8:42 a.m.)

Cst. James Mitchell and Supt. Shirley Hilton left the meeting (8:43 a.m.)

APPROVAL OF FINANCIALS

Phong Tran provided an update on the April financials. Mr. Tran noted that there was an adjustment to the Microsoft fees, and we will now be billed monthly rather than yearly. Linda Jutzi shared that we will now be receiving quarterly invoices from the Working Centre.

Moved by Erika Holenski, seconded by Michael Rederer

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

Carried Unanimously

Phong Tran provided an update on the May financials. Mr. Tran noted that the graffiti removal budget is now 50% used for the year.

Moved by Cara Watson, seconded by Councillor Sarah Marsh

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

Carried Unanimously

SIGHTS & LIGHTS - ION LAUNCH UPDATE

Linda Jutzi shared a brief update on Sights & Lights. Ms. Jutzi noted that an official report will be in the July Board Package.

Councillor Sarah Marsh inquired about the Record article and if there has been any additional feedback from member businesses. Ms. Jutzi shared that the marketing information submitted was experience driven, and sadly did not appear well next to the other content that was submitted. Ms. Jutzi noted that she spoke with the member business quoted and he apologized for the quotes that were shared within the article. BIA Staff worked with this member to provide activation during Sights and Lights.

OTHER BUSINESSES

Darryl Moore shared that Meaghan Hawkins is no longer with the Downtown Kitchener BIA Board of Directors. Mr. Moore congratulated Ms. Hawkins on her new position; and noted that an exit interview was completed. Linda Jutzi added that there is now an opening on the Marketing Committee. Committee members are not required to be Board Directors.

Ms. Jutzi also recognized Cara Watson for attending and evaluating many this year's events.

Reminder: the July meeting has been rescheduled to July 31st; August cancelled.

BUDGET PRESENTATION – CITY OF KITCHENER

Hilary Abel presented a PowerPoint of Downtown Economic Developments 2020 budget for Board feedback/discussion. Ms. Abel shared that their budget includes: festivals/special events, marketing, community development, downtown improvements, parking subsidy, horticulture/street scaping, and sanitation.

Board Directors shared the following feedback/comments:

- Event/Festival road closures:
 - When closing the streets consider only placing road closure signs a couple hours prior
 - Discuss proposed closures with surrounding businesses prior to
 - Create loading zones at each end of the closure for business deliveries
 - If the street is closed for a lengthy period, idea of utilizing the huts for pop-ups
- Parking & Traffic:
 - Develop a working group to discuss, and brainstorm parking concerns and options
 - Confusion regarding no left-hand turns
- Horticulture:
 - Look at outside funding sources for additional beautification efforts i.e. flowers

Councillor Sarah Marsh left the meeting (9:40 a.m.)

IN-CAMERA

Moved by Phong Tran, seconded by Erika Holenski

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

Carried Unanimously

Kathy Crossley left the meeting (9:41 a.m.)

Councillor Sarah Marsh joined the meeting (9:43 a.m.)

Mayor Berry Vrbanovic joined the meeting (9:47 a.m.)

Erika Holenski left the meeting (10:26 a.m.); Erika Holenski joined the meeting (10:29 a.m.)

Moved by Phong Tran, seconded by Cara Watson

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

Carried Unanimously

ADJOURNMENT

Moved by Phong Tran, seconded by Michael Rederer

“That the meeting adjourn.”

Carried Unanimously