



December 11, 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, Phong Tran, Cara Watson, Hilary Abel, Julie Phillips, Councillor Debbie Chapman, Cst. James Mitchell, Councillor Sarah Marsh, Michael Rederer, and Craig Haney.

**Regrets:** Erika Holenski, Kathy Crossley, Benjamin Mathew, Darryl Moore, Kyle Cleaver, Mayor Berry Urbanovic and Cory Bluhm.

**Guest(s):** Cst. Lee Elliott and Cst. Brad Hickey

**Recorder:** Stefanie Golling

The meeting began at 8:39 a.m., with Julie Phillips as Chair.

**Board Directors made the decision to not vote and use the meeting time for information sharing.**

### WRPS UPDATE

Linda Jutzi introduced the Downtown Community Engagement Officers, Cst. Lee Elliott and Cst. Brad Hickey to the Board of Directors and provided a quick summary of thanks for the continued investment from WRPS in providing consistency to the core with dedicated Engagement Officers. It was acknowledged that Mr. Hickey and Mr. Elliott are providing excellent service to Downtown.

Cst. James Mitchell (in addition to Cst. Elliott and Cst. Hickey) provided the following updates:

- WRPS has mapped out zones for the CTS site. Cst. Mitchell shared that he received the statistics and there is no change to service from what was a year ago today.
  - The site received just under 700 visits during the month of November.
- Another warming centre has opened in the old Tim Hortons at the corner of Frederick/Lancaster Street.
- Both Community Engagement Officers focus primarily on King Street. With changes in weather their focus will shift slightly to include more visits to areas such as the KPL, Downtown Community Centre, and parking garages.
- Downtown is unique in the level of support available through WRPS. Businesses have the ability to text/call the Community Engagement Officers directly.
- Officers find the most common engagement they have with the community Downtown are for mental health and drug use.
- Cst. James Mitchell shared that WRPS will have a booth at an upcoming Conestoga College event. In addition to this, they will be meeting with the Director of Security for Conestoga College.
- Concerns regarding Duke Street Variety on Water Street.

- Halls lane patrol once bars open and use alley-way access.

**Action item:** Cst. James Mitchell to share security update with Craig Haney.

**Action item:** Cst. James Mitchell to investigate former neighbourhood watch program; understand why it stopped running.

Cory Bluhm joined the meeting (9:11 a.m.)

### **BIA BOARD GOVERNANCE**

Two months ago, the Governance Committee followed the recommendation to do a governance health check. The Committee engaged with a lawyer at Madorin-Snyder who specializes in Board Governance. In January the Committee will share report on the health check.

### **OWN IT MAGAZINE**

Linda Jutzi shared an update on the 2019 OWN IT Magazine; highlighting that the magazine is an investment, but photography and editorial content can be used throughout the entire next year.

Ms. Jutzi thanked Hilary Abel's team for their time, and Federal Funding contribution.

Cory Bluhm shared that people are asking "how can we do this more"; they see the value.

**Action item:** Linda Jutzi to ensure staff work to restock the Apollo Cinema, Walper Hotel, and see if local banks will distribute.

### **OTHER BUSINESS**

Linda Jutzi shared that she will move the final budget to email review to email for approval. This will show the line-item for the Downtown Organic Waste Diversion Pilot Program as well as a cash injection from surplus funds.

Cst. James Mitchell, Cst. Brad Hickey and Cst. Lee Elliott left the meeting (9:24 a.m.)

Christkindl Market:

- Councillor Sarah Marsh thanked everyone for volunteering at Christkindl.
- Have the next two-years been discussed (Carl Zehr Square construction).
- Is there a better solution for out of town guests, including those arriving by bus?
- Could Eco Courier deliver trees?

Linda Jutzi thanked the Board for their commitment to Downtown during 2019.

### **ADJOURNMENT**

The meeting adjourned at 9:37 a.m.