



**Downtown
Kitchener**
Business
Improvement
Area

October 23, 2024
8:30 a.m. – 10:30 a.m.
260 King St. W., #300
Kitchener, Ontario

Board of Directors - Meeting Minutes

Present: Linda Jutzi, Darryl Moore, Cara Watson, Phong Tran, Councillor Debbie Chapman, Jessica Toomer, Jordan Dolson, Julie Phillips, Laird Robertson, Michael Rederer, Councillor Stephanie Stretch, and Cory Bluhm.

Regrets: Martha Wallace, Sarah Pearson, Mayor Berry Vrbanovic, Aura Hertzog, Cst. James Mitchell, and Cst. Lee Elliott.

Guest(s): Helen Fylactou

Recorder: Stefanie Golling

The meeting began with Darryl Moore as Chair.

APPROVAL OF MINUTES

Moved by Councillor Stephanie Stretch, seconded by Julie Phillips

"That the Board approves the September 25, 2024, minutes with adjustments."

Carried Unanimously

APPROVAL OF AGENDA/ DECLARATION OF CONFLICTS

Moved by Jessica Toomer, seconded by Cara Watson

"That the Board approves the October 23, 2024, agenda with amendments."

Carried Unanimously

DOWNTOWN SAFETY AMBASSADORS

Helen Fylactou from Bylaw Enforcement joined the meeting to share an overview of the DTK Safety Ambassador Program, its progress, and the proposal sent to Council for review. Ms. Fylactou shared that the Ambassadors' hours have changed slightly and may do so again this Winter. The current schedule is Tuesday to Saturday from 11:00 a.m. to 7:00 p.m.

Linda Jutzi thanked Ms. Fylactou and the team for a well-structured and organized program that has supported the downtown business community.

Action item: Stefanie Golling to share updated hours in the member newsletter.

CHRISTKINDL MARKET

Linda Jutzi shared an update on the Christkindl Market. Ms. Jutzi highlighted the role of the BIA, a new shipment of decorations, open-air liquor license, member huts, trees, and new festival hours.

Directors further discussed the fencing used for recent festivals and its impacts on King Street businesses.

WINDOW LIGHT ANIMATION

Linda Jutzi shared an overview and the draft rendering of the light animation that will occupy the commercial space of Young Condos. The installation was inspired by feedback received for this dark area of King Street.

Matt Creative will complete and maintain the installation using gentle lighting and some of the BIA's holiday décor. It is expected to launch by November 19th and run daily from 5:00 p.m. to 11:00 p.m.

Ms. Jutzi encouraged Directors to visit the installation while it is up for further discussion on potential installations in January and February 2025.

2025 DRAFT OPERATING BUDGET

Linda Jutzi presented the revised budget based on Director's feedback at the September Board Meeting. Changes are reflected in the following budget categories: Revenue, Arts and Culture, HR, and Marketing.

Moved by Jessica Toomer, seconded by Cara Watson

"That the Board approves the proposed 2025 Operating Budget for presentation to the membership."

Carried Unanimously

ANNUAL TOWN HALL MEETING

Linda Jutzi provided an overview of the Annual Town Hall Meeting, including the structure and presenting guests from the City of Kitchener. The meeting will be held at the Downtown Kitchener BIA office on Tuesday, November 12th, from 2:00 p.m. to 4:00 p.m.

Action item: Directors to reach out to Linda Jutzi to express if they are interested in presenting a business award.

Action item: Linda Jutzi to modify the Town Hall agenda to include the process taken for the Surplus Fund. Jordan Dolson and Laird Robertson to present this information.

Action item: Linda Jutzi to include a foreword agenda with future Board Packages.

Action item: Linda Jutzi to add the Rooftop Park to the November agenda.

ADJOURNMENT

Moved by Julie Phillips, seconded by Jordan Dolson

"That the meeting adjourn."

Carried Unanimously