



June 28, 2023  
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, Martha Wallace, Laird Robertson, Darren Becks, Julie Phillips, Jordan Dolson, Sarah Pearson, Jessica Toomer, Councillor Aislinn Clancy, Mayor Berry Vrbanovic, Cst. James Mitchell, and Cst. Lee Elliott.  
**Regrets:** Michael Rederer and Councillor Debbie Chapman.  
**Recorder:** Stefanie Golling.

The meeting began with Darryl Moore as Chair. 8:33 a.m.

### APPROVAL OF AGENDA/ DECLARATION OF CONFLICTS

*Moved by Cara Watson, seconded by Sarah Pearson*

"That the Board approves the June 28, 2023, agenda."

**Carried Unanimously**

### APPROVAL OF MINUTES

*Moved by Julie Phillips, seconded by Jessica Toomer*

"That the Board approves the May 24, 2023, meeting minutes with adjustments."

**Carried Unanimously**

### WATERLOO REGIONAL POLICE SERVICES

Cst. Lee Elliott and Cst. James Mitchell provided the following updates on behalf of Waterloo Regional Police Services: there has been a slight increase in calls to service, likely due to the warm weather; the area receiving the most calls for service is in/around King and Queen Street; a CPTED (Crime Prevention Through Environmental Design) is being completed around the Walper Hotel.

Directors further discussed: the picnic tables in Goudies Lane, being mindful of St. John's Kitchen moving and how to support this transition; Linda Jutzi meeting with Sgt. Tanya Klingenberg in July, and the Waterloo Region Record reached out for a story.

## **DTK OUTREACH PROGRAM**

Darren Becks shared an overview of the proposed DTK Outreach Program. The program would run through the City of Kitchener Bylaw and operate similarly to Vancouver's Ambassador Program. Directors did not receive an advance overview of the proposed DTK Outreach Program as Mr. Becks indicated there was sensitive material in the report.

The role ideally would run from May 1<sup>st</sup> to October 31<sup>st</sup>, Wednesday to Sunday from 1:00 p.m. to 9:00 p.m. The program would have two dedicated staff working the core. They would be a safety ambassador, collect data and connect with businesses. Calls would come through to the City of Kitchener Corporate Contact Centre for the program; businesses will not have direct cellphone contact for the ambassadors. The focus is not outreach but is designed to build relationships with a safety perspective in mind.

The City of Kitchener is requesting that the DTK BIA share 50% of the cost:

Year one request (2023): \$25,000

Year two request (2024): \$50,000

Ms. Jutzi noted that this was not a budgeted item in 2023, so should the Board of Directors choose to support the proposed program, the funds would have to be redirected from the reserve fund.

The Board further discussed: the collection and disbursement of data, the authority of ambassadors, experience and salary expectations, training, area of coverage, communication with businesses, area of focus, what is the BIA's role and are complex social issues in our wheelhouse, the Executive Director involvement in discussions, as well as usage of funds contributed towards the program.

~~*Moved by Martha Wallace, seconded by Councillor Aislin Clancy*~~

~~"That the Board approves to fund the DTK Outreach Program until the end of 2023, with \$25,000 from the Reserve, Linda Jutzi to be a part of the ongoing conversation, and that staff receive training on harm reduction."~~

**Motion Deferred**

~~*Moved by Cara Watson, seconded by Laird Robertson*~~

~~"That the Board defers the decision on the DTK Outreach Program to next Wednesday, July 5<sup>th</sup>, at 8:30 a.m. via Zoom."~~

**Carried Unanimously**

Moving forward, for transparency purposes, a report must be included in the Board Package in advance of each Board meeting.

## **DRAFT STRATEGIC PRIORITIES**

Linda Jutzi thanked Directors for their feedback on the proposed Strategic Priorities. Based on the comments, Ms. Jutzi proposed potentially adjusting the Core Value Beautify to Enhance.

Following further discussion, the Board has agreed to discuss this again at the September Board of Director Meeting.

## **PROPOSED 2024 OPERATING BUDGET**

Linda Jutzi presented the draft 2024 Operating Budget.

*Moved by Laird Robertson, seconded by Cara Watson*

"That the Board extends the meeting by 30 minutes."

**Carried Unanimously**

The Board discussed: conflicts of interest, operational changes and expenses, the Patio Program, horticulture contribution to the City of Kitchener, what a potential levy increase would look like, contributions to large special events, live entertainment, and creating vibrancy through arts and culture.

**Action item:** Stefanie Golling to send out a Doodle poll with confirmation for board attendance at summer meetings.

**Action item:** Linda Jutzi will present version two of the draft 2024 Operating Budget at the next meeting.

## **ADJOURNMENT**

*Moved by Jessica Toomer, seconded by Laird Robertson*

"That the meeting adjourn."

**Carried Unanimously**