



**Downtown  
Kitchener**  
Business  
Improvement  
Area

November 27, 2024  
8:30 a.m. – 10:30 a.m.  
260 King St. W., #300  
Kitchener, Ontario

**BOARD OF DIRECTORS - MEETING MINUTES**

**Present:** Linda Jutzi, Phong Tran, Councillor Debbie Chapman, Jordan Dolson, Julie Phillips, Michael Rederer, Martha Wallace, Laird Robertson, Councillor Stephanie Stretch, Sarah Pearson, Aura Hertzog, Cory Bluhm, and Cst. James Mitchell.  
**Regrets:** Darryl Moore, Cara Watson, Jessica Toomer, Mayor Berry Vrbanovic, and Cst. Lee Elliott.  
**Guest(s):** Javier, Ryan Mounsey, and Josh Hillis.  
**Recorder:** Stefanie Golling

The meeting began with Linda Jutzi as Chair.

**APPROVAL OF AGENDA/ DECLARATION OF CONFLICTS**

*Moved by Councillor Stephanie Stretch, seconded by Laird Robertson*

"That the Board approves the November 27, 2024, agenda."

**Carried Unanimously**

**APPROVAL OF MINUTES**

*Moved by Jordan Dolson, seconded by Michael Rederer*

"That the Board approves the October 23, 2024, minutes."

**Carried Unanimously**

*Moved by Councillor Stephanie Stretch, seconded by Laird Robertson*

"That the Board approves the November 12, 2024, Town Hall minutes."

**Carried Unanimously**

**WATERLOO REGIONAL POLICE SERVICES**

Cst. James Mitchell and placement student, Javier joined the meeting sharing the following updates:

- Javier shared his experience as Waterloo Regional Police Services first placement student.
- Cst. Mitchell shared that Inspector Gzime Dietrich will be joining Central Division in January and has scheduled to meet with Linda Jutzi early next week.
- Increase in people living at the Weber Street encampment.

Linda Jutzi shared that she will be meeting with Staff Superintendent John Goodman to discuss concerns on behalf of the businesses downtown, and the uptick in vandalism. Additionally, Ms. Jutzi noted that the BIA will facilitate a member meeting in early 2025, providing members the opportunity to share their experiences, with provincial and federal government.

Directors further discussed the presence of Downtown officers, safety experiences, the importance of the Downtown Safety Ambassadors, as well as complex challenges downtown.

## **ANNUAL TOWN HALL MEETING RECAP**

Linda Jutzi shared an overview of the feedback received at the annual Town Hall meeting, member open house, and the process being followed for the 2025 Operating Budget.

Following the Town Hall meeting, Ms. Jutzi shared that she was a delegate for the Finance and Corporate Services Committee, to provide support for the Downtown Safety Ambassador team in the 2025 City of Kitchener budget. The Committee asked several questions on the benefits of the program to downtown businesses and discussed the possibility of the BIA contributing towards the program.

Directors discussed the possibility of supporting with incidentals and maintaining partnership values while protecting future investments.

**Action item:** Linda Jutzi to add the Downtown Safety Ambassador program as a topic of discussion to the January Board Meeting agenda.

## **Q3 FINANCIAL REPORT**

Phong Tran provided an overview of the Q3 Financial Report. Directors discussed the remaining funds in the budget.

*Moved by Martha Wallace, seconded by Laird Robertson*

"That the Board approves the Q3 Financial Report, as presented by Phong Tran."

**Carried Unanimously**

## **WINDOW LIGHT ANIMATION**

Matthew Jones joined the meeting, to share details around the upcoming window light animation project – Aurora. The interactive installation unveiling is anticipated to take place on Wednesday, December 4, and stay up until Sunday, January 5.

Linda Jutzi shared that it is important for Directors to come out and view this first installation, as there are opportunities in the future. Directors further discussed the space, design elements, and range of the project installation.

**DOWNTOWN REAL ESTATE**

*Moved by Councillor Stephanie Stretch, seconded by Sarah Pearson*  
"That the meeting moves in camera."

Carried Unanimously

*Moved by Sarah Pearson, seconded by Jordan Dolson*  
"That the Board moves out of camera."

Carried Unanimously

**SURPLUS FUND: ROOF TOP PARK**

Due to time, the Surplus Fund discussion will move to the January 2025 agenda.

**Action item:** Linda Jutz to ensure the Surplus Fund discussion moved to the earlier portion of the January 2025 agenda.

**ADJOURNMENT**

*Moved by Sarah Pearson, seconded by Julie Phillips*  
"That the meeting adjourns."

Carried Unanimously