



**Downtown
Kitchener
Business
Improvement
Area**

March 26, 2025
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, Councillor Debbie Chapman, Jordan Dolson, Laird Robertson, Michael Rederer, Sarah Pearson, Aura Hertzog, and Cst. Lee Elliott.

Regrets: Jessica Toomer, Julie Phillips, Mayor Berry Vrbanovic, Councillor Stephanie Stretch, and Cory Bluhm.

Guest(s): Matthew Betik and Breanna Crossman.

Recorder: Stefanie Golling

The meeting began with Darryl Moore as Chair.

APPROVAL OF AGENDA/DECLARATION OF CONFLICTS

Moved by Cara Watson, seconded by Jordan Dolson

"That the Board approves the March 26, 2025, agenda."

Carried Unanimously

APPROVAL OF MINUTES

Moved by Martha Wallace, seconded by Phong Tran

"That the Board approves the February 26, 2025, minutes."

Carried Unanimously

WATERLOO REGIONAL POLICE SERVICE

Cst. Lee Elliott joined the meeting, and shared the following updates:

- King Street Shelter is scheduled to close on March 31. At this time there are approximately 30 people expected to be displaced.
- The CTS is also closing on March 31. Sanguen will be using their mobile unit to distribute harm reduction supplies.
- HART Hub is expected to open shortly.
- Lawrence Street Shelter is expected to be open until the end of April, with SHIP on Stirling Road continuing to operate.

Action item: Cst. Elliott to confirm the opening date with Linda Jutzi for 84 Frederick Street.

DOWNTOWN SAFETY

Linda Jutzi shared the DTK BIA planned approach to address downtown safety is intended to be layered. The re-allocation of funds will go towards the following initiatives:

- **DTK Safety Ambassadors:** addition of two seasonal ambassadors starting mid-April and running to November. The part-time ambassadors will service downtown from 5:00 p.m. to 10:00 p.m. Wednesday to Sunday.
- **Overnight Security:** 30 to 45-day trial starting in April from 11:00 p.m. to 6:00 a.m. and will service downtown 7-days a week.
- **Contract Position:** A contract role will aid in data collection and support member businesses with incident reporting. This position will be operational five days a week, running from mid-April to December 31.

These strategies aim to enhance data collection, provide support to member businesses, and advocate for improved processes. Directors also discussed the "Who to Call" Card, trespassing notices, and anticipated expenses should the Board decide to continue with overnight security past the trial period.

2024 FINANCIAL AUDIT

Mathew Betik joined the meeting to review the 2024 Downtown Kitchener BIA financial audit. Mr. Betik shared that KPMG received excellent cooperation from Linda Jutzi, Diane Pinkerton and the staff when completing the audit.

Moved by Michael Rederer, seconded by Phong Tran

"To approve the 2024 Audited Financial Statements, as presented by KPMG."

Carried Unanimously

Action item: KPMG to issue the final financial audit form for Board signature.

OWN IT MAGAZINE

Breanna Crossman provided an update on the 2025 edition of Own It Magazine. Mrs. Crossman highlighted the publication's objectives, progress made, upcoming workflow plans, promotional strategies, and ways in which Directors can support the project.

CORE 8 AND GROUP OF 40 CONSULTATION

The DTK BIA including various stakeholders engaged in a process with the City of Kitchener to address the complex issues downtown is facing, using the Blumberg model. Due to a rise in concerns, this prompted a sense of urgency to act swiftly.

Participating Directors shared their experience highlighting: the need for collaboration, diverse perspectives, and addressing social issues. Additionally, Directors felt that more representation was needed during the process from business owners and realtors.

The Board discussed advocating for change, addressing the need for accountability, amplifying the voice of the BIA, and focusing on quick actionable solutions while balancing social and economic concerns.

MEMBER SAFETY MEETING

Linda Jutzi discussed the importance a second member meeting, highlighting plans from the CORE 8 process. Directors discussed communication strategies, member involvement, and facilitating a post-meeting press session.

ADJOURNMENT

Moved by Sarah Pearson, seconded by Laird Robertson
"That the meeting adjourns."

Carried Unanimously