Downtown Kitchener Business Improvement Area

September 23, 2026
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, Phong Tran, Martha Wallace, Julie Phillips, Councillor Debbie Chapman, Sarah Pearson, Michael Rederer, Councillor Stephanie Stretch, and Aura Hertzog.
Regrets: Cara Watson, Laird Robertson, Jordan Dolson, Jessica Toomer, Mayor Berry Vrbanovic, and Sgt. Ryan Leslie.
Guests: Cst. Ed Earl and Cst. Rob Summerville.
Recorder: Stefanie Golling.

The meeting began with Darryl Moore as Chair.

APPROVAL OF AGENDA/DECLARATION OF CONFLICTS

Moved by Sarah Pearson, seconded by Julie Phillips
"That the Board approves the September 23, 2026, agenda."
Carried Unanimously

APPROVAL OF MINUTES

Moved by Councillor Debbie Chapman, seconded by Martha Wallace
"That the Board approves the August 26, 2026, minutes."
Carried Unanimously

WATERLOO REGIONAL POLICE SERVICE

Cst. Ed Earl and Cst. Rob Summerville joined the meeting on behalf of WRPS to provide updates on current priorities and staffing changes. Directors raised concerns regarding laneways, as well as new and vulnerable persons in the core. Cst. Earl reminded Directors to contact them directly during daytime hours for non-emergency support.

ECONOMIC DEVELOPMENT UPDATES

Aura Hertzog shared an update on behalf of Economic Development regarding the new Downtown Development Officer, the end of summer programming and the launch of fall programming.

Directors further discussed the play zone on Gaukel Street and the impacts of closing the splash pad at Carl Zehr Square.

ANNIVERSARY PLANNING COMMITTEE

Julie Phillips provided an update on behalf of the Anniversary Planning Committee regarding the proposed event location and vision. Over the coming months, the DTK BIA team will develop a budget outlining the required surplus funds. The proposed event date is Tuesday, June 15, 2027.

KITCHENER-WATERLOO OKTOBERFEST

Linda Jutzi shared an update on the changes made to better support the membership during the 2026 Kitchener-Waterloo Oktoberfest. Staff will survey members to assess the pilot program's successes and challenges for future engagement during the event.

2027 DRAFT OPERATING BUDGET

Linda Jutzi presented the 2027 Draft Operating Budget. Directors further discussed the following categories: Active, Connect, Safety, and Meetings & Professional Development.

Action item: Linda Jutzi and Stefanie Golling to provide a report on Stroll Walking Tours at a future Board Meeting.

Moved by Julie Phillips, seconded by Michael Rederer
"To approve the 2027 Operating Budget, as presented by Linda Jutzi, with amendments as discussed.

Carried Unanimously

TOWN HALL AND DIRECTOR ELECTION

Linda Jutzi provided an update on the upcoming Annual Town Hall Meeting and Director Election, including dates and important meeting details.

Action Item: Linda Jutzi to confirm with Ross Weber the Director Election process, including sharing of applicant information and new Board start dates.

ADJOURNMENT

Moved by Martha Wallace, seconded by Phong Tran
"That the meeting adjourns."

Carried Unanimously