



Downtown
Kitchener
Business
Improvement
Area

August 27, 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, Councillor Debbie Chapman, Jessica Toomer, Jordan Dolson, Julie Phillips, Sarah Pearson, and Aura Hertzog.

Regrets: Laird Robertson, Councillor Stephanie Stretch, Michael Rederer, Martha Wallace, Mayor Berry Vrbanovic, and Sgt. Ryan Leslie.

Recorder: Stefanie Golling

The meeting began with Darryl Moore as Chair.

APPROVAL OF AGENDA/DECLARATION OF CONFLICTS

Moved by Jessica Toomer, seconded by Cara Watson

"That the Board approves the August 27, 2025, agenda."

Carried Unanimously

Darryl Moore declared a conflict of interest regarding the Special Events line item under the 2026 Draft Operating Budget and abstained from discussion.

APPROVAL OF MINUTES

Moved by Phong Tran, seconded by Jessica Toomer

"That the Board approves the July 23, 2025, minutes."

Carried Unanimously

TNT SECURITY UPDATE

Linda Jutzi reported that, following feedback and discussions, the overnight security schedule has been adjusted to run from 12:30 a.m. to 7:30 a.m. Ms. Jutzi also noted that security coverage will conclude at the end of September upon reaching the allocated budget limit.

The Board discussed potential funding in the 2026 Operating Budget, scheduling, program performance indicators, and the need for funding support.

Q2 FINANCIAL REPORT

Phong Tran provided an overview of the Q2 Financial Statements.

Moved by Julie Phillips, seconded by Sarah Pearson

“That the Board approves the Q2 Financial Statements, as presented by Phong Tran.”

Carried Unanimously

SURPLUS FUND

Jordan Dolson led a discussion around the visuals presented at the last meeting, noting structural challenges. The Board agreed that understanding the City of Kitchener’s willingness to move forward is essential before committing to any further investments.

Action item: Linda Jutzi will arrange a meeting with Cory Bluhm and Barry Cronkite to gauge their willingness to participate, with the aim of meeting in September.

FAR EAST ASIAN NIGHT MARKET

Arnold Yescas and Lori Muller attended the meeting to provide an overview of the 2025 Far East Asian Night Market. Mr. Yescas reported that the market featured 52 vendors, including 12 BIA members, and received highly positive feedback.

Support from partners such as Good Company Productions, Drew Ripley Entertainment, and the Kitchener Market, as well as hired event staff, contributed to the event’s success.

MEMBER FEEDBACK

Linda Jutzi reported that the BIA team received a meeting request from restaurant owners and subsequently organized a meeting to discuss the challenges the restaurant industry are facing.

Since last September, several businesses have reported a 25% decline in sales and attributed it to factors such as the exodus of office workers, economic conditions, and the impact of large special events.

Ms. Jutzi noted that the team is committed to actively listening and making necessary adjustments in response to the feedback received.

DRAFT 2026 OPERATING BUDGET

Linda Jutzi shared an overview of the modified budget based on Member and Director discussions, highlighting a reduction in funding to outside partners.

The Board discussed waste management, horticulture, the patio program, safety (including security, ambassadors, and an internal staff person), as well as large special events.

Action item: Linda Jutzi to present a modified budget based on discussions at the next Board Meeting for approval.

ADJOURNMENT

Moved by Jessica Toomer, seconded by Julie Phillips
"That the meeting adjourns."

Carried Unanimously