



Downtown
Kitchener
Business
Improvement
Area

July 23, 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, Jessica Toomer, Jordan Dolson, Michael Rederer, Sarah Pearson, Aura Hertzog, and Sgt. Ryan Leslie.

Regrets: Julie Phillips, Laird Robertson, Councillor Stephanie Stretch, Mayor Berry Vrbanovic and Cory Bluhm.

Guests: Andrew Sturgess

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 July 23, 2025, agenda."

Carried Unanimously

APPROVAL OF MINUTES

Moved by Jessica Toomer, seconded by Sarah Pearson

"That the Board approves the June 18, 2025, minutes."

Carried Unanimously

Moved by Jordan Dolson, seconded by Michael Rederer

"That the Board approves the May 27, 2025, minutes."

Carried Unanimously

WATERLOO REGIONAL POLICE SERVICE

Sgt. Ryan Leslie shared updates on behalf of Waterloo Regional Police Service, highlighting the CAM safe program and flyer distribution, Visibility Officer changes, implementation of Garage529 for stolen property, and traffic complaints.

Action item: Sgt. Leslie to confirm if Garage529 can be used for e-bikes and scooters.

EVENT SUPPORT

Linda Jutzi shared her appreciation for Directors. As volunteers who take vacation in the summer, Ms. Jutzi noted any event that Directors can attend is helpful, as observations can help make program decisions.

Action items: Linda Jutzi will discuss with the Special Events team the use of City-owned archers for the Far East Asian Night Market.

Action items: Aura Hertzog to share feedback internally about the placement of concrete blocks following special events.

SURPLUS FUND

Jordan Dolson shared that after reviewing the proposed site plan, Laird Robertson believes the location currently does not have the load capacity to complete a project of this size. The pair have recommended obtaining a second opinion from a structural engineer; however, this would come at an additional cost.

Action item: Darryl Moore to connect with contact for a second opinion before proceeding with any additional expenses.

Action item: Following Darryl Moore's discussion, Linda Jutzi will support setting up a subcommittee meeting to move forward the idea, considering a recurring Board agenda topic.

MEMBER UPDATES

Directors discussed member feedback concerning special events. Linda Jutzi emphasized that support for festivals and events is a Board decision. She emphasized the importance of collecting feedback to ensure a unified and consistent response.

Action item: Linda Jutzi to continue sharing feedback and recommendations with the Special Events team.

DRAFT 2026 OPERATING BUDGET

Linda Jutzi shared the revised 2026 Operating budget, highlighting 2025. Ms. Jutzi noted that this draft reflects the requested changes and will require approval from the Board by the September meeting before being presented to the membership at the October Town Hall Meeting.

Directors discussed a levy increase, security and HR expenses, programs and event sponsorship, safety ambassadors, and live music.

Moved by Jessica Toomer, seconded by Phong Tran

"That the Board approve a levy increase of 6.5% to \$2,147,220 for the 2026 operating budget.

Carried
(5 in favour, 3 against)

Action items: Linda Jutzi to gather statistics and call volume on the Downtown Ambassador program.

Action item: Linda Jutzi to revise the budget, showing a 4%, 6% and 7% increase to the revenue portion of the operating budget.

Action item: Linda Jutzi to investigate the patio program, including wear and tear.

Action item: Stefanie Golling to send the Board a Town Hall invite for October 20, 2025.

ADJOURNMENT

Moved by Jordan Dolson, seconded by Jessica Toomer

"That the meeting adjourns."

Carried Unanimously