



Downtown
Kitchener
Business
Improvement
Area

May 27, 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, Cara Watson, Phong Tran, Martha Wallace, Councillor Debbie Chapman, Jessica Toomer, Jordan Dolson, Julie Phillips, Councillor Stephanie Stretch, and Aura Hertzog. **Guests:** Cst. Ed Earl and Cst. Lucas.
Regrets: Michael Rederer, Sarah Pearson, Laird Robertson, 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 Jordan Dolson, seconded by Jessica Toomer

"That the Board approves the May 27, 2026, agenda."

Carried Unanimously

APPROVAL OF MINUTES

Moved by Cara Watson, seconded by Phong Tran

"That the Board approves the April 22, 2026, minutes."

Carried Unanimously

WATERLOO REGIONAL POLICE SERVICE

Cst. Ed Earl and Cst. Lucas Ndichu joined the meeting on behalf of WRPS. The Constables shared their experiences working with citizens and businesses in the core, highlighting relationship-building, connecting individuals to support services, façade improvements to create a safer environment, proximity to services, and their close work with the Downtown Ambassador Team and Alison Grech on reporting. Cst. Ed Earl shared that the work with Alison has resulted in a much better, and more streamlined process for communication between dispatch and the officers and members of the DTK BIA.

STAFF UPDATE

Linda Jutzi provided a staff update regarding the departure of Alexandra Giovanatto and the new contract position with Shraddha Bhesdadia. The contract will allow the DTK BIA

to determine what the future role should look like, knowing that social media as a full-time position may have turnaround.

SAFETY UPDATE

Linda Jutzi shared that a safety package was created with support from Economic Development, and the DTK BIA team has begun distribution.

ECONOMIC DEVELOPMENT UPDATES

Aura Hertzog provided updates on behalf of Economic Development, including the hiring of additional Downtown Ambassadors for the summer season, the launch and communication of events and programming, progress on the new waste management initiative, staffing updates, strategies to address office vacancies, and Council's approval of affordable housing above the new Kitchener Fire Station.

PATIO PROGRAM

Linda Jutzi shared that the patio program rollout went smoothly and that businesses were encouraged to enhance their patios with décor and umbrellas. This year, Ms. Jutzi noted that she will conduct audits and issue warnings to ensure compliance, as concerns were raised regarding the underutilization.

Directors further discussed the impacts of underutilized patios, suggestions for improvement, removal if compliance is not followed, and the approval process through the City of Kitchener. Moving forward, the DTK BIA and City of Kitchener will work closely together to ensure clear communication and develop a cohesive process for the licensing and installation.

SUMMER ACTIVATION

Linda Jutzi shared that the DTK Welcomes the World activation will take place at the Kitchener Market Piazza starting on June 12. This activation supports all three of our strategic priorities and addresses member feedback.

During the programming, the DTK BIA team will take a satellite space at Workhaus to build stronger relationships with businesses in the East End and slightly outside our district.

LUNCH & LEARN UPDATES

The Lunch and Learn for Board of Director candidates will be hosted at the DTK BIA office on Monday, June 1. Two candidates have registered to attend and learn about the BIA's functions and Director responsibilities.

2027 OPERATING BUDGET DIRECTIONS

Directors participated in a budget feedback exercise.

ADJOURNMENT

Moved by Jessica Toomer, seconded by Cara Watson
"That the meeting adjourns."

Carried Unanimously