



Downtown
Kitchener
Business
Improvement
Area

April 22, 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, Laird Robertson, Michael Rederer, Sarah Pearson, Councillor Stephanie Stretch, Aura Hertzog and Sgt. Ryan Leslie. **Guests:** Inspector Mike Becks and Mathew Betik.
Regrets: Mayor Berry Vrbanovic.
Recorder: Stefanie Golling.

The meeting began with Darryl Moore as Chair at 8:30 a.m.

APPROVAL OF AGENDA/DECLARATION OF CONFLICTS

Moved by Jessica Toomer, seconded by Cara Watson

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

Carried Unanimously

APPROVAL OF MINUTES

Moved by Cara Watson, seconded by Jessica Toomer

"That the Board approves the March 25, 2026, minutes."

Carried Unanimously

WATERLOO REGIONAL POLICE SERVICE

Sgt. Ryan Leslie and Insp. Mike Becks shared updates on behalf of WRPS:

- As a result of community feedback, officers have spent significant time addressing disruptions in and around King/Cedar Streets.
- Clarity and feedback on the proposed collaborative space and next steps, noting that more details will follow.
- Additionally, Directors highlighted concerns regarding response times and emphasized the importance of increased foot patrols.

KPMG FINANCIAL AUDIT

Mathew Betik joined the meeting to review the 2025 Financial Audit completed by KPMG. Mr. Betik shared that the audit opinion was clean, with great cooperation from Linda Jutzi and staff.

Moved by Michael Rederer, seconded by Phong Tran

"To approve the 2025 Financial Audit, as presented by KPMG."

Carried Unanimously

Action item: KPMG to issue the final Financial Audit for Board signature.

DOWNTOWN SAFETY & SECURITY

Directors further discussed the collaborative space, highlighting the identified risks, importance, and utilization.

Q1 FINANCIAL UPDATE

Phong Tran presented an overview of the Q1 2026 Financial Reports, highlighting the recent transition to a new bank and the charges incurred during this process. Mr. Tran also noted the continued use of the original banking institution to manage Downtown Dollars.

Moved by Jordan Dolson, seconded by Laird Robertson

To approve the 2026 Q1 Financial Report, as presented by Phong Tran.

Carried Unanimously

GOVERNANCE COMMITTEE UPDATE

Julie Phillips provided a governance update outlining the Board election timeline, including Director intentions, upcoming events such as a Lunch and Learn and the Annual Town Hall meeting. Directors discussed making the process welcoming, informative, and inclusive.

Action item: Linda Jutzi to enhance the application link on the website and within Constant Contact by adding a cover letter outlining expectations.

PROPOSED BOUNDARY EXPANSION

Linda Jutzi shared that following her meeting with the Clerk's office, at the City of Kitchener, the proposed boundary expansion will not occur in 2026, due to the upcoming Municipal election and capacity. Ms. Jutzi noted that the City of Kitchener's Clerk's office must be involved in the process. The expansion process is expected to begin in spring 2027.

50TH ANNIVERSARY CELEBRATION

Linda Jutzi proposed hosting a 50th anniversary celebration for members and suggested forming a separate committee to plan the event. The committee will begin meeting soon to incorporate the event into the annual operating budget, which will take place sometime in the spring/summer of 2027.

Directors expressed enthusiasm for the celebration and hope to receive acknowledgment from both the Mayor and OBIAA.

The Anniversary Committee members include Cara Watson, Jessica Toomer, Julie Phillips, Linda Jutzi, Stefanie Golling, Lori Muller, and Arnold Yescas.

PATIO PROGRAM

Linda Jutzi shared feedback on the recent patio installations, highlighting that there has been extensive feedback from Operations and members regarding this year's patio removal and changes. Ms. Jutzi noted the need for a smoother process next year and the importance of including Rick Farwell from Downtown Operations.

The Marketing Committee met to review fees and decided to maintain the current structure for this year. For 2027, it was suggested that businesses store their own patios to reduce costs and pay a small fee, with the DTK BIA continuing to manage the installation process.

Action item: The Board to discuss the Patio Program in November.

ECONOMIC DEVELOPMENT

Aura Hertzog provided an update on behalf of Economic Development, highlighting:

- A tentative shared event list, including scheduled road closures.
- Progress on the event mailer scheduled for printing next week.
- Recent staffing updates and new hires.
- Launch of the new City of Kitchener websites, which went live yesterday.
- Updates on new business developments and initiatives.

ADJOURNMENT

Moved by Laird Robertson, seconded by Councillor Stephanie Stretch
"That the meeting adjourns."

Carried Unanimously