Downtown Kitchener Business Improvement Area

Board of Directors Meeting
Wednesday, November 25, 2026
8:30 a.m. – 10:30 a.m.
Downtown Kitchener BIA Office
260 King Street West, Suite 300

Board Package Documents:

- Agenda
- Motion Package
- Minutes: September 23, 2026
- Minutes: October 19, 2026
- Q3 Financial Report
- Safety Report

AGENDA

Time	Topic	Lead/Expectation on Board
8:30 a.m.	Call to Order	Darryl Moore Motion
8:31 a.m.	Introducing New Directors	Linda Jutzi and Darryl Moore Information
8:40 a.m.	Approval of Agenda	Darryl Moore Motion
8:42 a.m.	Approval of Minutes	Darryl Moore Motion
8:44 a.m.	Director Appointments *(Chair, Vice Chair, Secretary, Treasurer)*	Darryl Moore Information, Discussion, Motion
9:04 a.m.	Q3 Financial Report	Phong Tran Information, Discussion, Motion
9:14 a.m.	Quick Break	
9:25 a.m.	Safety in DTK	Linda Jutzi Information, Discussion
10:30 a.m.	Adjourn Meeting	Darryl Moore Motion

Disclosures of Pecuniary Interest

www.kitchener.ca/conflict

The City of Kitchener is required to keep a registry of all conflicts from Members of Council and local boards, such as the Downtown Kitchener BIA. Should a Director declare a conflict before and/or after the Board Meeting, they are required to complete the form located using the link above. When selecting a meeting, please click "Other" and put the Downtown Kitchener BIA in the "Subject Matter" field.

Upcoming:

- Community & Resident Walking Tours Update
- Dia de los Muertos Report

Motions

Motion: To approve the November 25, 2026, meeting agenda.

Motion: To approve the September 23, 2026, meeting minutes.

Motion: To approve the October 19, 2026, meeting minutes.

Motion: To approve the Q3 Financial Report, as presented by Phong Tran.

Motion: To adjourn the November 25, 2026, Board meeting.