



**Downtown  
Kitchener**  
Business  
Improvement  
Area

**Board of Directors Meeting**

Wednesday, November 27, 2024

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: October, 2024
- Minutes: Town Hall, 2024
- Q3 Financial Report

**AGENDA**

Time	Topic	Lead/Expectation on Board
8:30 a.m.	Call to order and Introductions	Darryl Moore Motion
8:32 a.m.	Approval of Agenda	Darryl Moore Motion
8:33 a.m.	Approval of Minutes	Darryl Moore Motion
8:40 a.m.	Waterloo Regional Police Services	Cst. Lee Elliott and/or Cst. James Mitchell Information
8:55 a.m.	Town Hall Recap	Linda Jutzi Information, Discussion, Motion
9:10 a.m.	Q3 Financial Report	Phong Tran Information, Discussion, Motion
9:20 a.m.	<i>Quick Break</i>	
9:30 a.m.	Window Light Animation	Matthew Jones Information
9:40 a.m.	Downtown Real Estate In-camera	Darryl Moore Motion
10:10 a.m.	Surplus Fund: Rooftop Park	Linda Jutzi and Jordan Dolson Information, Discussion, Motion
10:30 a.m.	Adjourn Meeting	Darryl Moore Motion

*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:**

- Travellers Tour
- Q4 Financial Report
- Window Light Animation (winter 2025)
- Own It Magazine