

DOWNTOWN BRANTFORD BUSINESS IMPROVEMENT AREA
BOARD OF MANAGEMENT MEETING

AGENDA

May 9, 2024

8:00AM

City Hall – Charlie Ward Room
58 Dalhousie Street

Barbara Sutherland in the Chair
Annette Wawzonek – Recording Secretary
4 needed for quorum

1. ROLL CALL/CALL TO ORDER

2. APPROVAL OF THE AGENDA

2.1 AGENDA

THAT the Agenda for May 9, 2024 BE APPROVED.

3. DECLARATIONS OF CONFLICT OF INTEREST

4. DELEGATIONS/PRESENTATIONS (10 Minutes each including Q&A)

5. CONSENT ITEMS

5.1 MINUTES

THAT the following Minutes BE APPROVED

5.1.1 Downtown Brantford BIA Board of Management Meeting Minutes for April 11, 2024

5.1.2 Downtown Brantford BIA Executive Meeting Minutes for May 2, 2024

5.2 REPORTS/COMMITTEE MINUTES

THAT the following Reports/Minutes BE RECEIVED

5.2.1 April/May 2024 Executive Director's Report

5.2.2 April 15, 2024 Parking/Transit/Wayfinding Working Group Meeting Notes

5.2.3 April 23, 2024 Beautification/Decorations Working Group Meeting Notes

Reminder to Committee representations/liaisons on External Committees to send in approved Minutes

6. ITEMS FOR CONSIDERATION/DISCUSSION

6.1 2023 Financial Statements as provided by Millards

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management APPROVE the 2023 Financial Statements as provided by Millards.

6.2 Return to Zoom Meetings for Board meetings

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management RETURN to holding the monthly Board Meetings via Zoom starting in June 2024.

6.3 Resignation received from Gurpreet Sandhu

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management ACCEPT with regret and gratitude the resignation of Gurpreet Sandhu from the DBBIA Board of Management.

The DBBIA will leave the vacancy open until the Appointments Committee meets to consider filling the current vacancies.

6.4 Continuation of the Action Plan sessions with Page by Page Consulting

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management APPROVE \$3,000 for the continuation of the 2023 Action Plan with Page by Page Consulting (Membership Engagement/Governance and the “Big Dig”), and that the sessions start as soon as Patty Hayes can facilitate.

6.5 BScene – This is My Downtown proposal

Recommendation from the Executive Committee:

THAT the DBBIA Board of Management APPROVE the proposal for printing the “This is My Downtown” articles in the BScene every other month for 2024, at a cost of \$200 per issue; AND THAT the Board review and consider continuing the printing during the 2025 Budget.

7. SUB-COMMITTEE/LIAISON REPORTS AND UPDATES

(Please submit updates and reports electronically so they can be attached to the Minute file)

7.1 Sgt. John Billone – Stats/Downtown Activity

7.2 City Council Updates (Mayor Davis, Councillor Samwell/Councillor Van Tilborg)

7.3 City Staff/DCNA Updates/Reports (if any)

7.4 Mae Legg – Manager, Economic Development & Business Resource Centre - City of Brantford

7.5 Jennifer Middleton – Special Events Supervisor/City of Brantford

7.6 Beth Gurney Interim Senior Executive Officer (SEO) - Laurier Brantford

7.7 Karen Adams- Chair, School of Business, Brantford Campus, Conestoga College

7.8 Saya Sneddon- Ghosal – Associate Vice President: University Affairs (Laurier Brantford)

7.9 Kathryn Broadbelt – Downtown Revitalization Ambassador/City of Brantford

7.10 External Committee Updates (if any)

- Economic Development, Tourism & Cultural Initiatives Advisory Committee (Keri Korfmann)

* February 28, 2024, April 24, 2024

- Brantford Heritage Committee (Sandra Micucci)

* March 25, 2024, April 29, 2024

- Chamber of Commerce Membership Committee (Annette Wawzonek)

* April 10, 2024 - No updates

- Downtown Action Committee (Barbara Sutherland/Annette Wawzonek)

* March 21, 2024, Next meeting TBD

7.11 Open Discussion (No motions will be considered)

8. NOTICES OF MOTIONS

9. NEXT MEETING/MEETING/EVENT REMINDERS

9.1 Reminders:

The next regular meeting of the DBBIA Board of Management will be held on **June 13, 2024 in the Committee Board Room at City Hall.**

Beautification and Decorations Working Group – May 29, 2024 @ 1:00PM at the DBBIA office – 163 Market Street
Parking/Transit/Wayfinding Working Group – June 17, 2024 @9:00AM at the DBBIA office – 163 Market Street
Marketing/Animations Working Group – TBD
Membership Engagement Working Group - TBD

Downtown Molak Grand Opening – May 14th at the corner of King and Dalhousie Streets at 1:00PM

10. ADJOURMENT
